



Navy League of the United States

Operations Manual

Revised
January 24, 2025

Operations Manual

Navy League of the United States

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.

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.

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.

Forward

The Operations Manual has been updated to reflect all changes, additions or deletions as of June 10, 2023. The Operations Manual offers guidance to the leadership of the Navy League's National Officers, National Directors, Region Presidents, Area Presidents and, particularly, Council Presidents. By studying and implementing the ideas and programs contained in this manual, Navy League leaders should be better able to work toward achieving the Navy League's goals.

The Operations Manual contains the following parts:

Part One: National Bylaws

Part Two: National Policies and Organization

Part Three: Council Handbook Policies and Organization

Appendix I: Awards Manual

In accordance with the National Bylaws, this NLUS Operations Manual shall be maintained, reviewed, revised as approved and published annually. If there are no revisions, the NLUS Operations Manual will be republished with a current effective date.

The manual will be accessible online as a PDF.

The National Officers, National Directors, National Delegates, Region Presidents, Regional Officers, Council Presidents and Chief Executive Officer shall be notified that the revised NLUS Operations Manual is available on the official Navy League website for viewing, downloading and/or printing. Council Presidents shall notify their membership of the availability of the revised NLUS Operations Manual.

Proposed revisions to the NLUS Operations Manual may be initiated and proposed by National Officers, the collective Region Presidents, and Regional Officers and Council Presidents via Region Presidents.

Proposed revisions to the Operations Manual, other than those incidental to Board of Directors' actions already taken, shall be sent to the NLUS National Corporate Secretary and the National President by 30 days before the next scheduled Board of Directors Meeting. The National Corporate Secretary will review and forward the proposed revisions to the Executive Committee for ratification at its next meeting. The NLUS Chief Executive Officer shall publish the revised NLUS Operations Manual on the official Navy League website within 30 days of approval by the Executive Committee.

Should any conflict arise between the contents of this Operations Manual and the NLUS Bylaws, the NLUS Bylaws shall be the governing document. Should any conflict arise between the contents of this Operations Manual and any NLUS guidebooks (guides, handbooks, manuals, etc.), the Operations Manual shall be the governing document. All NLUS guidebooks shall be sent to the National Corporate Secretary by the responsible committee or the designated writer to ensure there are no conflicts between the guidebooks and the Operations Manual before publishing.



Navy League of the United States

Operations Manual

Part One

National Bylaws

As amended
January 16,
2025

Table of Contents

1	Name and Seal	1-1
2	Objective and Purpose	1-1
3	Membership	1-1
4	Meetings	1-2
5	National Delegates	1-4
6	Board of Directors	1-5
7	National Officers	1-6
8	Appointed Officials	1-11
9	Terms of Office	1-11
10	Committees	1-13
11	Navy League Foundation	1-17
12	National Program	1-17
13	Fiscal Year and Expenditures	1-17
14	Council Charters	1-17
15	Regulations Governing Local Councils	1-17
16	Indemnification	1-17
17	Parliamentary Authority	1-18
18	Amendments to Bylaws	1-18
19	Gender	1-19
20	Prohibitions	1-19
21	Dissolution	1-19

NLUS Bylaws

1. **Name and Seal**

The name of this organization shall be **NAVY LEAGUE OF THE UNITED STATES**, hereinafter referred to as the **Navy League** and officially abbreviated as **NLUS**. The Seal of the Navy League shall be circular, containing in the center an American eagle perched on a fouled anchor, encircled by the words “**NAVY LEAGUE OF THE UNITED STATES.**”

2. **Objective and Purpose**

The objective and purpose of the Navy League shall be educational and, to that end, to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States and to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency, and any other purpose that is legal under the provisions of the State of New York’s Not for Profit Code, as amended.

3. **Membership**

3.1 **Member**

Any person desiring to support and advance the objective and purposes of the Navy League shall be eligible as a Member.

3.2 **Life Member**

A Life Member is a Member who has complied with such conditions as the Board of Directors shall, from time to time, establish. Life Members are exempt from further payment of dues.

3.3 **Corporate Member**

Organizations that conduct business on a domestic or international level desiring to support and advance the objectives of the Navy League shall be eligible as a Corporate Member.

3.4 **Other Categories of Membership**

The Board of Directors may, from time to time, vote to add or delete other categories of membership. Those categories and criteria for membership shall be set forth in the Operations Manual.

3.5 **Discrimination**

No person shall be denied membership due to sex, race, color, religion or national origin.

3.6 **Membership Dues**

The assessment of dues for the different categories and terms of membership shall be established and set by the Executive Committee with thirty (30) days’ notice. The procedure for this process shall be set forth in the Operations Manual.

3.7 Resignations and Terminations

The conditions of resignations and terminations of Members shall be set forth in the Operations Manual. Any person holding an elected or appointed position within the Navy League who chooses to resign their position shall have such resignation take place immediately or on the date identified within the statement of resignation. No action by any other entity is required for such resignation to take effect. Any person who submits a statement of intent to resign may only rescind such intent with permission of the Executive Committee and only if the rescission is received prior to the stated date of resignation.

Membership shall be terminated by death, resignation, expulsion, expiration of a term of membership or dissolution and liquidation of the Navy League.

4. Meetings

4.1 Annual Meeting of the Members

The National President, with the approval of the Executive Committee, shall designate the date and place for the Annual Meeting of the Members. The procedure for notice of said Annual Meeting, the election of National Delegates, the procedures for voting and the presentation of reports are set forth in the Operations Manual. Voting at the Annual Meeting of Members may be in person or by proxy. Undirected proxies received shall be voted by the Proxy Committee in proportion to the votes cast by those voting in person.

4.1.1 Reports

The National President, National Corporate Secretary, National Treasurer and Chief Executive Officer shall submit annual reports to the Members.

4.2 Meetings of the National Delegates

4.2.1 Annual Meeting of the National Delegates

The Annual Meeting of the National Delegates shall be held on the same day immediately following the Annual Meeting of the Members for the purpose of electing officers (except for the position of the National President) and members of the Board of Directors and may conduct any other business requiring the approval of the National Delegates.

4.2.2 Special Meeting of the National Delegates

In the event of death, incapacity, resignation or removal of the National President-Elect, the National President shall issue a call within five (5) days for a Special Meeting of the National Delegates to be held within forty-five (45) days for the purpose of electing a new President-Elect.

4.3 Board of Directors Meetings

4.3.1 Annual Board of Directors Meeting

The Annual Meeting of the Board of Directors shall be held on the same day immediately following the Annual Meeting of the National Delegates.

4.3.2 Regular Board of Directors Meetings

Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors shall hold such meetings as the National President deems necessary.

4.3.3 Special Board of Directors Meetings

Upon written request to the National President by any seven (7) members of the Board of Directors, the National President shall call, within twenty-one (21) days of the request, a Special Meeting of the Board of Directors, and should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, citing the failure of the National President to act. In such a case, the requesters shall select one among themselves to serve as Chair Pro Tem of the called Special Meeting. Any Special Meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings shall be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President.

4.4 Executive Committee Meetings

Upon call with at least seventy-two (72) hours' notice by the National President, the Executive Committee will hold such meetings as the National President deems necessary. For matters deemed of extreme urgency, the National President may call a meeting with at least 24 hours' notice. All such meetings shall be legal meetings, and resulting acts shall be valid and binding so long as a quorum was established and maintained at the time of such action.

4.5 Electronic Meetings

Except for the Annual Meetings of the Members, National Delegates and Board of Directors, held in conjunction with the National Convention, electronic meetings shall be permitted as long as they are conducted in a manner consistent with the Operations Manual.

In extraordinary circumstances, such as a declared disaster or emergency, or when the safety and well-being of the participants would be put at grave risk by their attendance, the National President and the Executive Committee may approve any meeting, other than the National Nominating Committee meeting, to be conducted via electronic means as long as quorum requirements are met and the meetings are conducted in a manner consistent with the Operations Manual.

4.6 Minutes

Minutes shall be taken of all meetings of the Annual Meeting of Members and the meetings of the National Delegates, Board of Directors and Executive Committee. Such minutes shall be made available within thirty (30) days following such meeting. The procedure for distribution of such minutes shall be set forth in the Operations Manual.

4.7 Quorums

4.7.1 Annual Meeting of the Members

The quorum for the Annual Meeting of the Members shall be three hundred (300) members, in person or by proxy, as established in the Amendment to the Certificate of Incorporation.

4.7.2 National Delegate Meetings

The quorum for Annual Meetings or Special Meetings of the National Delegates shall be fifteen (15) percent of the total National Delegates elected.

4.7.3 Board of Directors Meeting

The quorum for any annual, regular or special meeting of the Board of Directors shall be a majority of the Board of Directors.

4.7.4 Executive Committee

The quorum for an Executive Committee meeting shall be a majority of the Executive Committee.

4.7.5 Investment Committee

The quorum for the Investment Committee meeting shall be a majority of the five (5) appointed members.

4.7.6 Budget Committee

The quorum for the Budget Committee meeting shall be a majority of the five (5) appointed members, the National Treasurer, the member of the Investment Committee and the National Vice President.

5. National Delegates

5.1 Authority

The Members of the Navy League of the United States authorize the election of National Delegates who shall have and may exercise all of the powers, rights and privileges of the Members at meetings of the National Delegates. The National Delegates shall elect officers (except for the position of the National President) and members of the Board of Directors and may conduct any other business requiring the approval of the Members or National Delegates.

5.2 Number of National Delegates

National Delegates shall be apportioned to regions on a formula of Members in each region as set forth in the Operations Manual. Each National Delegate must be a member of a council in such region.

5.3 Election of National Officers and National Directors

The Annual Meeting of the National Delegates shall be held immediately after and on the same day of the Annual Meeting of the Members. By majority vote of those voting, a quorum being present, the National Delegates who are present in person at the meeting shall elect for the forthcoming term qualified candidates to fill vacancies among the ranks of National Officers (except for the position of the National President) of the Navy League as defined in Bylaw Article 7 and of National Directors of the Navy League as defined in Bylaw Article 6, with such officers to hold office for the ensuing term as defined in Bylaw Article 9 or until their successors are elected and qualified, and to transact such other business as may come before it. No person shall hold more than one of the offices listed in Bylaws Article 7, and no officer set forth in Bylaws Article 7 shall function as a Council President.

6. Board of Directors

6.1 Management

The Board of Directors shall hold the entire authority for the governance and strategic direction of the Navy League. The Board of Directors may adopt and amend bylaws, adopt resolutions, establish regulations for its governance and delegate the implementation of the objective and purpose of the Navy League under governing laws and regulations to such persons as it may select.

6.2 Composition of the Board of Directors

The Board of Directors shall be composed of those members of the Navy League elected to serve as the National President, the National President-Elect, the National Senior Vice President, the National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate and each of the Region Presidents. Additionally, the Board of Directors elected by the National Delegates may include three (3) of the most recent past National Presidents (including the immediate past National President) who choose to serve. The Board of Directors may include up to three (3) members at large who have been appointed by the National President with the consent of the Executive Committee. Also, the Chairman of the Naval Sea Cadet Corps, if a member of the Navy League of the United States, shall serve as a nonvoting member of the Board. The Chief Executive Officer shall not be a member of the Board of Directors.

6.3 National Directors

All members of the Board of Directors, whether elected or appointed, shall be

considered National Directors.

6.4 National Director Emeritus

National Director Emeritus is an honorary title that may be bestowed upon any member of the Navy League of the United States for service to the organization who has met the criteria set forth below. National Director Emeritus can attend any open sessions of the Board of Directors meetings but shall not have the right to vote in any such meetings. A National Director Emeritus shall be eligible to serve as a National Delegate and, if so elected, may vote in meetings of the National Delegates.

The National President, upon recommendation of the National Nominating Committee, may appoint as a National Director Emeritus any of those National Directors who have formerly served as National Director for a qualifying number of terms. If all such service was prior to June 2020, a minimum of eight (8) years shall be required. If such service was subsequent to June 2020, a minimum of four (4) years shall be required. If such service includes years both prior and subsequent to June 2020, the combination of years of service shall be in the Operations Manual.

The National President, upon recommendation of the National Nominating Committee, may appoint as National Director Emeritus any of those National Directors who have made significant contribution to the Navy League but for good and sufficient cause have not served as National Director prior to June 2020 for a minimum of eight (8) years or a minimum of four (4) years subsequent to June 2020.

National Director Emeritus appointment shall be continuous so long as such appointee is a Member or Life Member in good standing or until the appointee resigns from such appointment.

6.5 Duties of Officers

The duties and authority of the officers are identified in Article 7 of these bylaws. The Board of Directors may, from time to time, prescribe additional duties or authority of the officers.

7. National Officers

The National Officers of the Navy League are the National President, the National President-Elect, the National Senior Vice President, up to nine (9) National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate and Region Presidents.

7.1 National President

7.1.1 General Authority

The National President shall be the Chair of the Board of Directors of

the Navy League of the United States and shall preside at the Annual Meeting of the Members, meetings of the National Delegates, meetings of the Board of Directors (except as otherwise provided) and meetings of the Executive Committee. The National President shall appoint all committees not otherwise provided for by the bylaws. The National President shall be an ex-officio and voting member of all committees except the Nominating Committee. The National President, with the approval of the Executive Committee, shall have the authority to appoint a Chief Executive Officer and the Chair of the Navy League Foundation. The Chair of the Navy League Foundation shall operate under the authority and direction of the National President. The National President may recommend removal of such an appointee, who shall be removed upon the approval of the Executive Committee.

7.1.2 Authority to Fill Vacancies

The National President shall have the power to fill any vacancies in the Board of Directors, the National Officers (except that of the National President-Elect) and Region Presidents with the approval of the Executive Committee. Such appointees shall serve for the unexpired term of the office that is filled.

7.1.3 Removal of National Officers, National Director, National Delegates, Local Officials and Members

The National President shall have the power to seek removal of any National Officer, elected or appointed, National Director, National Delegate or local official for failure to properly discharge the duties of his office and to seek suspension or expulsion of any Member for conduct prejudicial to the interest of the Navy League. Any such officer, National Director, National Delegate, official or Member shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by such National Officer, National Director, National Delegate, local official or Member, the Executive Committee may, given a majority vote of those Members present and voting, a quorum being present, affirm the suspension or expulsion of the National Officer, National Director, National Delegate, local official or Member. The procedures for a due process hearing shall be outlined in the Operations Manual.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of their office or for conduct prejudicial to the interest of the Navy League. Any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval

from the Executive Committee for such removal and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Executive Committee may, given a majority vote of those members present and voting and a quorum being present, affirm the suspension or expulsion of the National Officer. The procedures for a due process hearing shall be outlined in the Operations Manual.

Upon removal, the National President shall have the authority to appoint an interim (except that of National President-Elect) official with the approval of the Executive Committee. Such appointees shall serve for the unexpired term or until the next election for that position at a duly called meeting of National Delegates. The procedures for the removal and appointment of officials shall be set forth in the Operations Manual.

7.1.4 Removal of the National President

Any fifteen (15) members of the Board of Directors shall have the power to seek removal of the National President for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting called for such purpose, provided that the National President shall have received at least twenty-one (21) days' written notice of such intention to seek his removal and detailing grievance against him. The National President shall recuse himself from chairing the Special Board of Directors Meeting. Following a due process hearing, the Board of Directors may, given a majority vote of those members present and voting and a quorum being present, affirm the removal of the National President.

The procedures for the removal and appointment shall be set forth in the Operations Manual.

7.1.5 Succession

The National President-Elect shall succeed the National President in the event of death, incapacity, resignation or removal of the National President and shall perform the duties and exercise the authority of the National President for the remainder of the term. At the end of the succession period, the National President-Elect shall then start his two-year term of office. If there is not a current National President-Elect, the National Senior Vice President shall succeed to the National President for the remainder of the term.

7.2 National President-Elect

Upon election, the National President-Elect shall have all of the authorities and

duties of a National Senior Vice President. The National President-Elect shall be ex-officio of all committees except the Nominating Committee. Unless otherwise set forth in these bylaws, the National President-Elect is a voting member of the Board of Directors and the Executive Committee and a nonvoting member of all other committees.

The National President-Elect shall automatically assume the office of National President at the completion of the National President's term of office.

In the event of death, incapacity, resignation or removal of the National President-Elect, the National President shall call for a meeting of the National Nominating Committee to nominate a candidate for the office and Special Meeting of the National Delegates to elect a new National President-Elect.

7.3 National Senior Vice President

At the direction of the National President, the National Senior Vice President shall assist the National President and the Board of Directors in formulating policy guidelines for programs and governance of the Navy League and shall serve such functions as the National President shall prescribe, subject to the approval of the Executive Committee. The National Senior Vice President shall assist the National President in supervising the duties of the National Vice Presidents.

7.4 National Vice Presidents

At the direction of the National President, the National Vice Presidents shall assist the National President and the Board of Directors in formulating policy guidelines for programs and governance of the Navy League and shall serve such functions as the National President shall prescribe, subject to the approval of the Executive Committee. The National Senior Vice President shall assist the National President in supervising the duties of the National Vice Presidents.

7.5 National Corporate Secretary

7.5.1 Responsibilities

The National Corporate Secretary shall be responsible for all records of the Annual Meeting of the Members of the Navy League, meetings of the National Delegates, the Board of Directors and the Executive Committee and shall be custodian of the Navy League seal and records.

7.5.2 Assistant National Corporate Secretaries

The National President may appoint Assistant National Corporate Secretaries. The number of Assistant National Corporate Secretaries shall not exceed three (3). Assistant National Corporate Secretaries shall perform such duties as may be specified by the National President. An Assistant National Corporate Secretary designated by the National

President shall perform the duties and exercise the authority of the National Corporate Secretary in his absence or such duties as may be requested by the National President.

7.6 National Treasurer

7.6.1 Responsibilities

The National Treasurer shall be responsible for the custody and disbursement of all funds of the Navy League and the custody and transfer of all property and securities of the Navy League. The National Treasurer shall report quarterly to the National President and the Executive Committee as to the financial condition of the Navy League and shall submit a report of the condition of the Navy League accounts at the Annual Meeting of the Members of the Navy League.

7.6.2 Assistant National Treasurers

The National President shall appoint Assistant National Treasurers. The number of Assistant National Treasurers shall not exceed six (6). Assistant National Treasurers shall perform such duties as may be specified by the National President. An Assistant National Treasurer designated by the National President shall perform the duties and exercise the authority of the National Treasurer in his absence or such duties as may be requested by the National President.

7.7 National Judge Advocate

7.7.1 Responsibilities

The National Judge Advocate shall be the legal officer of the Navy League. He shall interpret the bylaws of the Navy League upon request and pass on the legality of proposed activities and matters affecting the Navy League. The National Judge Advocate shall review proposed changes to the bylaws before they are submitted to the Board of Directors for consideration.

7.7.2 Deputy National Judge Advocates

The National President may appoint Deputy National Judge Advocates. The number of Deputy National Judge Advocates shall not exceed six (6). Deputy National Judge Advocates shall perform such duties as may be specified by the National President. A Deputy National Judge Advocate designated by the National President shall perform the duties of the National Judge Advocate in their absence or such duties as may be requested by the National President.

7.8 Region Presidents

The Region Presidents are responsible for all activities of the Navy League in their Regions and shall conduct region business in accordance with the

Operations Manual. The Region President must be a current and participating member of a council located within the region they represent and follow the guidelines listed in the Operations Manual.

Region Presidents may appoint Region Vice Presidents as they deem necessary.

7.9 Chief Executive Officer

The National President shall appoint the Chief Executive Officer with the approval of the Executive Committee. The Chief Executive Officer of the Navy League of the United States shall carry out the policies of the Navy League under the direction of the Chair and the Board of Directors of the Navy League. The Chief Executive Officer also shall have responsibility and authority for the day-to-day administration of the Navy League, including staff and financial affairs and the execution of contracts, deeds and other legal documents on behalf of the Navy League to implement the Navy League program policy guidelines and governance decisions approved by the Board of Directors. Additionally, the Chief Executive Officer shall oversee the corporate interests under the authority of the Navy League and publications of the Navy League. The Chief Executive Officer shall obtain the advice, counsel and recommendations of the Staff Compensation/Personnel Policy Committee with respect to compensation for staff billets and personnel policies. The Chief Executive Officer shall support the National Vice Presidents and National Treasurer in the execution of their programs and financial responsibilities. With the approval of the National President and the Executive Committee, the Chief Executive Officer shall have the authority to reallocate up to five (5) percent of the total budget.

8. Appointed Officials

8.1 National Parliamentarian

The National President shall appoint the National Parliamentarian. The National Parliamentarian does not need to be a Member of the Navy League.

8.2 National Chaplains

The National President may appoint National Chaplains.

8.3 National Historian

The National President may appoint a National Historian.

9. Terms of Office

A term of office shall be defined as the period commencing at the adjournment of the Annual Meeting of Delegates to the adjournment of the respective upcoming Annual Meeting of the Delegates or when the office or the committee is disestablished, whichever occurs first, except as otherwise defined herein.

9.1 Officers

Officers of the Navy League shall hold office for the term defined in National Bylaw Article 9 to which they are elected, appointed or succeed and until their successor has been elected or appointed and qualified. An officer, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office. Any individual elected to any office or position of the Navy League shall commence their term in that office upon the adjournment of the meeting at which they were elected. Any person appointed to any office or position shall commence their term at the time and date prescribed upon the appointment.

9.1.1 National President

The term of office for the National President shall be two (2) years, with no consecutive terms allowed.

9.1.2 National President-Elect

The term of office for the National President-Elect shall be one (1) year beginning at the start of the second year of the National President's term of office and expires upon the completion of the National President's term of office, at which time the National President-Elect assumes the office of National President.

9.1.3 National Senior Vice President

The term of office for the National Senior Vice President shall be one (1) year, with no more than two (2) consecutive terms allowed.

9.1.4 National Vice Presidents

The term of office for National Vice Presidents shall be two (2) years. A National Vice President may stand for reelection without limit to the number of terms. Up to four (4) are elected in the even-year class, and up to five (5) are elected in the odd-year class.

9.1.5 National Corporate Secretary

The term of office for National Corporate Secretary shall be three (3) years with no more than two consecutive terms allowed. Should the National Nominating Committee find no available qualified candidates, the National Delegates may waive this rule in one-term increments.

9.1.6 National Treasurer

The term of office for the National Treasurer shall be three (3) years, with no more than two (2) consecutive terms allowed. Should the National Nominating Committee find no available qualified candidates, the National Delegates may waive this rule in one-term increments.

9.1.7 National Judge Advocate

The term of office for the National Judge Advocate shall be three (3) years, with no more than two consecutive terms allowed. Should the National Nominating Committee find no available qualified candidates, the National Delegates may waive this rule in one-term increments.

9.1.8 Region Presidents

The term of office for Region Presidents shall be one (1) year, with no more than three (3) consecutive terms allowed. Should the National Nominating Committee find no available qualified candidates, the National Delegates may waive this rule in one-year increments.

9.2 National Directors

National Directors shall hold office for the term of one (1) year for which they are elected or appointed and until their successors have been elected or appointed and qualified. In the case of a National Director elected or appointed to an office defined in Bylaw Article 7, that term as a National Director shall be the same as the term for such office as defined in Bylaw Article 9.

9.3 National Delegates

A National Delegate shall hold the position for a term of one (1) year for which they are elected. A National Delegate may be reelected without restriction as to the number of terms.

9.4 Appointed Officers, Officials and Committee Members

For all appointed officers and committee members, a term is defined as one (1) year or until a successor is appointed or the position is disestablished. Appointed officials shall serve until removed, replaced, resignation, incapacitation or death.

10. Committees

10.1 Executive Committee

The Executive Committee shall consist of the National President (who shall be Chair), the National President-Elect, the National Senior Vice President, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, the immediate past National President (if a member of the Board of Directors and submits written commitment to serve within thirty [30] days of the Annual Meeting of Members) and the Chair of the Region Presidents Committee. The National Judge Advocate is a nonvoting member of this committee.

The Executive Committee shall exercises all the powers of the Board of Directors when the board is not in session except as to the election of officers, amendments to the bylaws and financial commitments in excess of three (3)

percent of the total annual budget unless specifically authorized by the board.

10.1.1 Operations Manual

The Executive Committee shall be responsible for the Operations Manual to be prepared and maintained. The Operations Manual shall set forth the regulations governing the operation of regions, areas and local councils and other procedures that are desirable for the administration of the Navy League. The Executive Committee shall annually review and ratify the Operations Manual and may make such additions and changes as it determines necessary.

10.2 Nominating Committee

The National President shall appoint the Chair for the National Nominating Committee at least one hundred and eighty (180) days prior to convening the committee meeting and the remaining committee members not less than ninety (90) days prior to its start date. The committee shall be composed of 1) a Chair who may or may not be a member of the Navy League, serving in a nonvoting capacity, and shall not be a candidate for any office; 2) all Region Presidents, or their alternate who shall be identified thirty (30) days prior to the convening the meeting; and 3) up to seven (7) additional Navy League Members in good standing appointed by the National President. Additionally, the National Judge Advocate or a Deputy National Judge Advocate shall be appointed to serve in a nonvoting capacity. As delegated by the National President, the Chief Executive Officer shall set the time and place for the meeting of the National Nominating Committee. If deemed appropriate by the National President, the National Parliamentarian shall serve as Chair of the committee or an adviser to the Chair as a nonvoting member.

The Nominating Committee shall meet in person and in closed session to review the submitted materials from persons who have been nominated by a Region Nominating Committee or Executive Committee member and have accepted the nomination to serve in any open position of the National Officers. Candidates nominated who have not submitted the required documentation by established deadlines shall not be considered for office. The committee shall have the opportunity to interview those individuals in person or, for candidates not appearing in person, an alternate electronic format shall be made available for interview. At the conclusion of interviews, the committee shall set aside time to deliberate under strict confidentiality. Following deliberation, the committee shall conduct a vote to determine, in their collective opinion, which of the candidates are qualified to serve in the respective offices and be a member of the National Board of Directors. At the conclusion of deliberations, only the National President, the National President-Elect (if the office is occupied), the Chief Executive Officer, and/or General Counsel shall be debriefed. No action of the Nominating Committee shall preclude nominations from the floor during the meetings of the National Delegates.

The National Nominating Committee shall affirm the accuracy and completeness of the slate of nominees to serve as National Delegates prior to their eligibility for election at the Annual Meeting of the Members. Prior to the convening of the National Nominating Committee, a Region President may submit additional names to its Region's National Delegate slate to fill vacancies. No nominations for National Delegates shall be accepted from the floor.

The National Nominating Committee may conduct any other business brought in front of the committee.

The Executive Committee may establish procedures for the National Nominating Committee as outlined in the Operations Manual.

10.3 Investment Committee

The Investment Committee shall consist of five (5) appointed members, each of whom shall serve staggered five (5) year terms. The National President shall appoint new members as terms expire and shall appoint new members to fill vacancies in unexpired five (5) year terms. The National President shall in each year appoint a Chair from the members of the Investment Committee. The National Treasurer shall be an ex-officio member of the Investment Committee.

The Investment Committee shall report the investment policy of the Navy League annually to the Board of Directors.

10.4 Budget Committee

The Budget Committee shall consist of five (5) appointed members of the Navy League who have budget experience. They shall serve staggered five (5) year terms and shall not serve for more than five (5) continuous years. The National President shall appoint new members as terms expire and shall appoint new members to fill vacancies in unexpired five (5) year terms. The committee shall also include the National Treasurer, a member of the Investment Committee and a National Vice President. The National President shall in each year appoint the Chair from members of the Budget Committee. The Budget Committee shall have cognizance over the establishment of a budget each year, which shall be considered and approved by the Board of Directors.

10.5 Staff Compensation/Personnel Policy Committee

The Staff Compensation/Personnel Policy Committee shall consist of three (3) elected National Officers who shall be appointed by the National President and approved by the Board of Directors. Members of the Staff Compensation/Personnel Policy Committee shall not serve for more than five (5) consecutive terms.

The Staff Compensation/Personnel Policy Committee shall recommend to the National President the compensation of the Chief Executive Officer. The recommendation shall be based on an annual evaluation of the Chief Executive Officer by the National President. In the event that the National President does not agree with the recommendation of the Staff Compensation/Personnel Policy Committee, the compensation shall be determined by the Executive Committee. The Staff Compensation/Personnel Policy Committee shall advise and counsel the Chief Executive Officer with respect to compensation for staff billets and personnel policies.

10.6 Maritime Policy and Resolutions Committee

The Maritime Policy and Resolutions Committee shall be responsible for the development of formal maritime policy positions and other resolutions and issues of interest to the Navy League for presentation to and approval by the National Board of Directors. It shall consist of a Chair, a National Vice President, the Chair of any of the sea service committees if appointed and additional members. The National President shall appoint all committee members. The Chief Executive Officer and the Editor of Seapower magazine shall serve as ex-officio members of the committee.

10.7 Region Presidents Committee

The Region Presidents Committee is a committee consisting of all serving Region Presidents. This committee discusses common issues among the regions and recommends solutions to National Officers. The National President shall appoint the Chair from among the serving Region Presidents. The Chair also shall serve as a Member of the Executive Committee.

10.8 National Awards Committee

The National President shall appoint a Chair of the National Awards Committee. The committee shall consist of up to twelve (12) appointed members of the Navy League. No more than half the members shall be staggered three (3) year terms, and the remaining members shall serve one (1) year terms to aid in evaluating the annual Mackie and Council Performance Awards. The Chair shall provide a list of up to eleven (11) committee members to the National President for approval. The National President shall appoint new members to fill vacancies and ensure staggered terms, as recommended by the Chair.

The National Awards Committee shall advise on policy, procedures and administration of Navy League Awards. The committee shall also assess requests for new awards to prevent devaluation of existing ones, recommending action to the Board of Directors when necessary.

10.9 Other Committees

The Board of Directors may establish other committees from time to time and fix their membership. The National President shall appoint the chair and

members of such committees. A committee chair, not otherwise limited, shall not serve for more than five (5) consecutive terms.

Such committees, when established, shall determine their rules and procedures, subject to the approval of the Board of Directors.

11. Navy League Foundation

There shall be a Navy League Foundation (hereafter, the Foundation) created and existing as a wholly owned subsidiary of the Navy League of the United States. The Foundation Bylaws, Articles of Incorporation, and any amendments thereto shall be approved by the Navy League Board of Directors.

12. National Programs

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

13. Fiscal Year and Expenditures

13.1 Fiscal Year

The fiscal year of the Navy League shall begin on Jan. 1 of each year.

13.2 Expenditures

No money shall be authorized to be expended, and no contract or obligation incurred of any kind or nature, and no authority given to incur any obligation involving the payment of money, in the name or on behalf of the Navy League beyond the money actually in hand, appropriated and set aside for the purpose, unless the contract or obligation is wholly secured by real property owned by the Navy League.

14. Council Charters

The Navy League of the United States may establish councils to carry out the purposes, goals, objectives and policies of the Navy League. The councils shall conduct their business in accordance with the Operations Manual.

15. Regulations Governing Local Councils

15.1 Council Handbook

The Executive Committee shall be responsible for the Council Handbook to be established and maintained as part of the Operations Manual for the governance of local councils.

15.2 Observance

The local councils shall conduct their business in accordance with the Council Handbook.

16. Indemnification

The Navy League shall indemnify, to the full extent permissible under applicable New York law, any person made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or intestate was a National Delegate, National Director, officer or committee member of the Navy League, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such National Delegate, National Director, officer or committee member acted, in good faith, for a purpose that he reasonably believed to be in the best interest of the Navy League, and, in the case of criminal actions or proceedings, in addition, he had no reasonable cause to believe that his conduct was unlawful.

17. Parliamentary Authority

The rules set forth in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Navy League in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Navy League may adopt.

18. Amendments to Bylaws

18.1 Voting and Quorum Requirements

The quorum for amending the bylaws shall be a majority of the total number of National Directors. The bylaws may be amended only at a meeting of the Board of Directors and by a majority vote of those present and voting.

Amendments that impact the rights of the National Delegates, such as voting rights of National Delegates and election of officers, shall be amended only at a meeting of the National Delegates after such amendments have been approved by the Board of Directors. These Bylaws may be amended by a majority vote of those present and voting. The quorum shall be a majority of the total number of National Delegates.

18.2 Procedures for Review

A proposed amendment to the bylaws shall be submitted in writing to the National President at least thirty (30) days prior to the next scheduled meeting of the Board of Directors. The National President shall submit the proposed amendment to the National Judge Advocate and the Bylaws Committee for review of form and substance within three (3) days after receipt. The review shall be completed within fifteen (15) days following submission by the National President. The procedure governing review, resubmission and recommendation to the National President shall be included in the Operations Manual. The National President shall then submit the proposal to the Executive Committee for its review and recommendations. The proposal shall be submitted to the Board of Directors in writing at least ten (10) days prior to the next scheduled meeting for consideration. Proposals that impact the rights of the National Delegates shall also be submitted to the National Delegates in

writing at least ten (10) days prior to the next scheduled meeting of the National Delegates for consideration. Proposed changes to the bylaws must be accompanied by the submitter's name (individual/committee) and the reason for the proposed change.

19. Gender

Whenever the masculine form is used herein, the feminine form is intended to be included. Whenever the feminine form is used herein, the masculine form is intended to be included.

20. Prohibitions

20.1 Declaration of Policy

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.

20.2 Influence

The Navy League shall be strictly nonpartisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

20.3 Communications

No Member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose or established policies of the Navy League, and no Member shall communicate with any department of the U.S. Government in the name of the Navy League on general policy matters without the approval of the National President.

20.4 Use of Indicia

No use may be made of the Navy League name, seal, logo or other symbol or indicia of the Navy League, including lists of Members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League without prior consent of the Board of Directors.

21. Dissolution

In the event of dissolution of the Navy League, all assets shall be distributed, after paying of all debts, to such organizations exempt under Section 501(c)(3) of the Internal Revenue Code, or comparable successor provision, as the Board of Directors shall designate.



Navy League of the United States

Operations Manual

Part Two

National Policies and Organization

Revised
January 16,
2025

Table of Contents

I.	Introduction	
A.	Introduction	2-1
B.	Objectives	2-1
C.	Statement of Policy	2-1
II.	Membership	
A.	General	2-3
B.	Purpose of Membership	2-3
C.	Classes of Membership, Dues and Rebates	2-3
D.	Collection of Dues and Rebates to Councils	2-8
E.	Termination of Memberships	2-9
F.	Assignment to Councils	2-9
G.	Application Forms and Invitations	2-11
H.	Rights and Privileges	2-11
I.	Ethics and Prohibitions	2-12
III.	National Organization	
A.	Board of Directors	2-26
B.	National Officers	2-31
C.	Executive Committee	2-32
D.	Regions and Region Presidents	2-33
E.	Areas and Regional Officers	2-42

NLUS Operations Manual Part Two

F.	Terms of Office	2-42
G.	Qualifications for Office	2-43
H.	Removal of National Officers, Local Officials and Members	2-45
I.	Removal of the National President	2-47
J.	Councils	2-48
K.	Procedures for Requesting Organizational Changes	2-50
L.	National Programs/National Committees	2-51
M.	Navy League Foundation	2-51
N.	Headquarters Staff	2-52
IV.	Elections and Nominations	
A.	National Elections	2-56
B.	National Nominations	2-57
C.	The National Nominating Committee	2-60
D.	The Regional Nominating Committee	2-61
V.	Administration	
A.	National Convention, Meetings and Minutes	2-72
B.	Procedure for Bylaws Review	2-80
C.	Program Resources	2-81
D.	Awards	2-81

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. Further-more, 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 U.S.-Flagged Merchant Marine as integral parts of a sound national defense and vital to the freedom and economic prosperity 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 modern era and the challenges involved in maintaining strong national defenses.
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 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 support of an active and vigorous U.S. Naval Sea Cadet Corps and the promotion and recognition of the national ROTC/JROTC programs.

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 that 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 that 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

Categories of membership, eligibility, dues and related matters shall be covered, in general, in Bylaws Article 3.

B. Purpose of Membership

Membership in the Navy League provides those concerned with the national security and economic prosperity of the United States an opportunity to educate the public about these issues. It is an organization dedicated to advocacy on behalf of the maritime services to serve the men and women of the sea services through a range of council activities. Membership dues in all categories are an important source of funding for national and council programs. Other benefits of membership in the Navy League such as Seapower magazine and various discounts are incidental to the purpose of membership.

C. Categories of Membership, Dues and Rebates

1. Member

Any person desiring to support and advance the objective and purposes of the Navy League shall be eligible as a Member. The below are subcategories of membership with different dues structures and/or benefits. Consult Table 2-1 for details:

- One-Year Premium Members
- Two-Year Premium Members
- Three-Year Premium Members
- Four-Year Premium Members
- Five-Year Premium Members
- Electronic Members

Electronic membership is an online-only membership that does not include a printed subscription to Seapower magazine and the Seapower Almanac. Seapower magazine is available for online reading. Printed copies of Seapower magazine and Seapower Almanac are available for purchase.

Members who are non-U.S. citizens are not eligible to hold a National Office as National President, National President-Elect or National Senior Vice President.

2. Life Member

Life Members are members who have complied with such conditions as the Board of Directors shall from time to time establish. Life Members are exempt from further payment of dues. Life Members include Husband/Wife Life Members (New Husband/Wife Life membership no longer offered).

3. Honorary Member

The Board of Directors may confer individuals who have made extraordinary contributions to the Navy League as Honorary Members. Honorary Members

shall not pay dues, hold elective office or make motions and have no voting rights.

4. *Corporate Member*

The Navy League of the United States offers different levels of corporate membership based on the size of the organization. Organizations that conduct business on a domestic or international level and desire to support and advance the objectives of the Navy League shall be eligible for one (1) or more of the corporate membership levels.

a. *Corporate Gold*

Corporate Gold Membership is designed for those companies with more than ten thousand (10,000) employees. During each year of membership, a Corporate Gold Member may designate thirty (30) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office.*

b. *Corporate*

Corporate Membership is designed for those companies with more than five hundred (500) employees. During each year of membership, a Corporate Member may designate twenty (20) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office.* Any company eligible to join at this level may join as a Corporate Gold Member.

c. *Business Associate*

Business Associate Membership is designed for those companies with fewer than five hundred (500) employees. During each year of membership, a Business Associate Member may designate five (5) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office.*

d. *Small Business*

Small Business Membership is designed for those companies that have annual receipts of \$10 million or less. During each year of membership, a Small Business Member may designate two (2) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of memberships, including the right to vote and hold office.*

e. *International/Non-Government Organization*

International/Non-Government Organization membership is designed for international embassies to the United States,

universities, colleges and community colleges (nonprofit), labs and research facilities, and nongovernmental organizations.

f. *Community Affiliate*

Community Affiliate Membership is designed for companies whose business is primarily local rather than national in orientation, whose primary interest is in the activities and concerns of particular councils, and that desire to support and advance the objective and purpose of the Navy League. During each year of membership, a Community Affiliate Member may designate up to four (4) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office.*

**Must meet requirements as set forth in Part Two, Section II, Article H and satisfy applicable requirements as set forth in the National Bylaws and this Operations Manual.*

5. *Dues*

Dues for each category of membership in the forthcoming year shall be established by the Executive Committee annually with a majority vote. Any changes in dues shall require a thirty (30) day notice and a majority vote of the Executive Committee. The thirty (30) day notice does not apply to dues that have no change and are being carried over from the previous year.

All dues shall be paid directly to the National Treasurer at the Navy League Headquarters, including dues from international councils (See Part Two, Section II, Article D-7).

Market testing for dues categories other than those provided for in the policy on Navy League dues and rebates may be conducted with a majority vote of the Executive Committee for a period not to exceed one hundred and eighty (180) days.

The Navy League dues and rebates, shown in Table 2-1, presents the effective dues and rebates as approved by the latest Executive Committee action.

Table 2-1

Navy League Dues and Rebates

(Approved by Executive Committee 11-05-2022)

Membership Categories Dues Category	Dues	Rebates
Life Member		
Age up to 55	1,000.00	310.50 ¹
Age 56 to 75	750.00	260.50 ²
Age 76 and above	500.00	160.50 ³
Member⁹		
One-Year Premium	55.00	11.00
Two-Year Premium	100.00	20.00
Three-Year Premium	130.00	27.00
Four-Year Premium	180.00	35.00
Five-Year Premium	225.00	44.00
One-Year Electronic ⁴	25.00	5.00
Corporate Member		
Corporate Gold	15,000.00	7,500.00 ⁷ 1,500.00 ⁸
Corporate	5,000.00	2,500.00 ⁷ 500.00 ⁸
Business Associate	2,000.00	1,000.00 ⁷ 200.00 ⁸
Small Business	1,500.0	750 ⁷ 150 ⁸
International/Non-Government Organization	1,000.00	500.00 ⁷ 100.00 ⁸
Community Affiliate	460.00	230.00 ^{5,9}

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¹One-time council rebate of \$13; \$52 to the General Operating Fund; \$297.50 to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance — \$637.50 — to the Life Member Fund. The formula for distribution from the Life Member Escrow Account shall be based as of Dec. 31 upon a) the earnings of the Escrow Account for the same year divided by b) the number of Life Members in councils that would equal the c) distribution amount per Life Member in a council as of Dec.

31. This distribution amount shall be made to councils before the end of the second quarter of the following year and not exceed the dues rebates amount for a One-Year Member.

²One-time council rebate of \$13; \$52 to the General Operating Fund; \$247.50 to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance — \$437.50 — to the Life Member Fund. Distribution from Escrow Account same as in Note 1.

³One-time council rebate of \$13; \$52 to the General Operating Fund; \$147.50 to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance — \$287.50 — to the Life Member Fund. Distribution from Escrow Account same as in Note 1.

⁴Electronic memberships are online-only memberships that do not include a printed subscription of the Seapower magazine and the Seapower Almanac. Printed copies of Seapower magazine and Seapower Almanac are available for purchase at an additional cost.

⁵Councils acquiring memberships as a consequence of Community Affiliate Memberships shall receive the same support as other memberships.

⁶Councils shall receive a rebate of \$178 plus \$13 annually for each Member designated by the community affiliate member up to a maximum of four (4).

*⁷One-time council commission of 50% of paid annual dues shall be awarded to the council of the member listed as "sponsor" on new Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization membership applications. This commission shall reward councils for being solely responsible for the delivery of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Membership rebates to the council as a result of Corporate Gold, Corporate, Business Associate, Small Business, and Agency and Education memberships shall not be paid in the first year if a commission is paid.*

*⁸One-time council commission of 10% of paid annual dues shall be awarded to councils that provide company and contact information to the Corporate Affairs Office that leads to the acquisition of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Membership rebates to the council as a result of Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization memberships shall not be paid in the first year if a commission is paid.*

⁹New Husband/Wife Membership, Student Membership and Active Duty Spouse Membership are no longer offered. Existing Husband/Wife Members shall be converted to One-Year Members (principal member) or Electronic Members (spousal member) at renewal. Student Members and Active Duty Spouse Members shall be converted to Electronic Members at renewal.

D. Collection of Dues and Rebates to Councils

1. All dues shall be paid directly to the National Treasurer at the Navy League Headquarters, including dues from international councils. A council may, with special authorization from the National President, collect dues directly from its members for remittance to the National Treasurer. A check or alternative means of payment approved by the Navy League of the United States and payable to the Navy League of the United States in the proper sum should be included or documented with all completed membership application forms or renewals sent to National Headquarters.
2. Rebates on memberships shall be provided semiannually to councils in good standing electronically via direct deposit into a council's bank account in the first and third quarters with a letter describing how the rebates were calculated sent to the Council President. These rebates shall be determined by an audit of membership dues received during the previous two quarters and shall be provided to maintain a financial base for council operations, as well as an incentive for increasing membership in the council. Only members assigned to a council are included in the calculation of a rebate to a council. Failure to submit a completed Annual Council Report by the due date shall result in National Headquarters withholding the rebates.
3. 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 Executive Committee.
4. 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 payment period and shall not be reissued in the event an annual report is submitted after that period.
5. To be considered "in good standing," a council must be in compliance with Part Two, Section III, Article J2 of the Operations Manual. Under certain circumstances, councils with close to, but fewer than, twenty-five (25) members, and with considerable council activity, may request special temporary "in good standing" status from the National President. For additional information on this matter, address inquiries to the Director of Membership at National Headquarters.
6. A council may establish local dues or membership fees as it may deem to be appropriate, but such dues or fees must be in addition to, not in lieu of, the national dues.

7. With special permission from the National President, an international council may collect dues directly from its members and submit such dues in U.S. currency, minus the appropriate rebates to the council, to the National Treasurer. Such submittal must be accompanied by documentation of all membership application or renewals information.

E. Termination of Memberships

1. Suspension of Membership

Members shall be placed in “suspension” for a grace period of thirty (30) days after their membership expiration date. Failure to pay dues within those thirty (30) days shall result in a classification of “non-member” and forfeiture of membership rights and privileges.

2. Termination for Delinquency

The rights and privileges of a Member shall be terminated on the last day of the month after a thirty (30) day grace period following the expiration of the membership unless dues are paid prior to such termination.

3. Resignations

- a. A Member may resign from Navy League membership by indicating this intention, in writing or electronically to the National Corporate Secretary. The resignation shall be effective when received or as specified in the letter of resignation. No refund of dues paid shall be made under such circumstances.
- b. Any person who submits a statement of intent to resign may only rescind such intent with permission of the Executive Committee and only if the rescission is received prior to the stated date of resignation.
- c. Membership shall be terminated by death, resignation, expulsion, expiration of a term of membership or dissolution and liquidation of the Navy League.

F. Assignment to Councils

1. New Member

A new Member shall be assigned based on the following criteria:

- a. Preferred council as indicated on the application form.
- b. Closest council based on the new Member’s zip code if no preferred council is named.
- c. Placed in region-at-large if requested by the Member.

Councils are responsible for checking their online roster on a regular basis to see when new Members are assigned, to ensure new Members are being contacted, welcomed and invited to the next council activity, that membership records are up to date, and if not, notify National Headquarters membership staff if any discrepancy is discovered.

Region Presidents are responsible for checking their region-at-large roster on a regular basis. They are to ensure that the appropriate councils in their region are given the contact information for new Members in their relative vicinity that have been assigned to the region-at-large. The councils are responsible for contacting activities.

2. *Current Council Member*

Region Presidents may request a Member to be transferred out of a council and be put in the region-at-large category or be placed in another council under the following procedures:

- a. A Region President may request a Member to be transferred if such Member was put into a council by mistake initially or have received such request from the Member or from the Council President of such Member.
- b. If a Member is to be transferred from one council to another council, both the Council Presidents of the originating and receiving councils must agree to such transfer.
- c. The Region President shall document the request and agreement of such transfer.
- d. Headquarters staff shall expedite a Region President's request to the reassignment upon receiving such request with documentation listed in item c.

3. *Current Member-At-Large*

Region Presidents may request a Member-at-Large in the region to be reassigned to a council as necessary under the following procedures:

- a. A Region President shall contact the Member about reassignment to a council.
- b. A region-at-large Member shall be reassigned to a council if the Member has no objection to such reassignment.
- c. A region-at-large Member may be reassigned to a council if a Region President has made a good faith effort to contact the Member about the

reassignment but has not received a response from the Member within thirty (30) days.

- d. The Region President shall document the contact with the Member and the Member's response.
- e. National Headquarters staff shall expedite a Region President's request to reassign the region-at-large Member upon receiving such request with documentation listed in item d.

G. Application Forms and Invitations

Membership applications, as well as Corporate, Business Associate and Community Affiliate membership application forms are available from National Headquarters and online on the Navy League website, www.navyleague.org.

H. Rights and Privileges

1. All Members or Life Members in good standing, ** except Honorary Members and Members under the age of eighteen (18), *** shall be entitled to vote.
2. All Members or Life Members in good standing, ** except Honorary Members and Members under the age of eighteen (18), *** shall be eligible to serve as National Delegates, National Directors, members of the Executive Committee or National Officers as defined in Bylaws Article 7.1 through 7.7, unless otherwise stated or prohibited.
3. All Members or Life Members in good standing** and who are non-U.S. citizens except Honorary Members and Members under the age of eighteen (18), *** are eligible to serve as National Delegates and National Officers/National Directors as defined in Bylaw Articles 7.4 through 7.8.
4. Members serving in active-duty status of the U.S. armed forces are subjected to the Joint Ethics Regulation Instruction 5500.07 series or the U.S. Coast Guard Instruction M5370.8 series. Per Department of Defense regulations, "active duty" is defined as greater than thirty (30) days of continued active service on the same set of orders.
5. Each Member receives a membership card, lapel pin, subscription to Seapower magazine and copy of the annual Seapower Almanac (Seapower and Seapower Almanac are available to Electronic Members online only).
6. Members may benefit from other group programs as they are adopted.
7. Individual councils may provide additional local discounts to their Members.

***Member who is not placed in suspension status or being removed from the*

Navy League of the United States; meets requirements of a Member as set forth in Part Two, Section II, Article C of the Operations Manual; and satisfies applicable requirements as set forth in the National Bylaws and the Operations Manual.

****The New York not-for profit corporation law provides that a member must be of “full age” to vote or to hold office. Currently, New York considers a person who is eighteen (18) years or older to be of full age.*

I. Ethics and Prohibitions

1. Declaration of Policy

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.

2. Influence

The Navy League shall be strictly nonpartisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

3. Communications

No Member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose or established policies of the Navy League, and no Member shall communicate with any U.S. government department in the name of the Navy League on general policy matters without the approval of the National President.

4. Use of Indicia

No use may be made of the Navy League name, seal, logo or other symbol or indicia of the Navy League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League without the consent of the Board of Directors.

The name “Navy League of the United States,” its abbreviation “NLUS,” the slogan “Citizens in Support of Sea Services” and logos displayed in this section are the exclusive property of the Navy League and shall not be used by any other person or entity without the expressed written permission of the Executive Committee.

a. Official logo

- i. The Navy League has adopted the eagle and fouled anchor logo as illustrated as the official logo of the Navy League at the November 2019 Board of Directors Meeting.*



- ii Councils should aim to have all their digital assets, such as websites, social media pages and any other free-to-replace properties, updated with the new logo by Jan. 31, 2020.
 - iii All assets for councils should be replaced with the eagle and fouled anchor logo by April 30, 2021.
 - iv Graphic files for the new logo are available for download on the Navy League website under "[Council Support Materials](#)."
- b. *Retired Logos.*
- i. The downward-facing logo and the slanted logo have been retired but remain as exclusive property of the Navy League.



- ii. Councils shall transition to the new eagle and fouled anchor logo as soon as possible or when existing stock featuring such logos has been exhausted. Use of the retired logos were discontinued April 30, 2021.
5. *Whistleblower*
- The Whistleblower Policy was put into effect as a result of The Sarbanes–Oxley Act of 2002 (Pub.L. 107-204, 116 Stat. 745, enacted July 29, 2002), a U.S. federal law that set new or enhanced standards for all U.S. public company boards, management, etc.
- See Table 2-2 for the Navy League Whistleblower Policy, adopted June 22, 2013. The Chief Executive Officer shall be responsible for promulgating the whistleblower policy to all staff and Members of the Navy League.
6. *Code of Ethics*

The Navy League is committed to ethical practices. The value of Member reputation depends on the performance, professionalism and ethical conduct of everyone affiliated with the Navy League. The Code of Ethics (Table 2-3) presents the core values of NLUS Members and employees and are vital to the integrity of the Navy League as a whole.

7. *Code of Conduct*

The Code of Conduct (Table 2-4) requires National Officers, National Directors, Members and employees of the Navy League to observe high standards of business and personal conduct in the performance of their duties and responsibilities. An additional Code of Conduct (Table 2-5) covers conduct at the National Convention, Annual Meeting of Members, National Delegates Meetings and Board of Directors meetings.

8. *Conflict of Interest*

The Conflict of Interest Policy of the Navy League (Table 2-6) requires full disclosure of any financial interest that an officer, director, Member or employee has in a contract or other financial transaction involving the Navy League. This signed form must be received by National Headquarters prior to assuming the office or position to which the Member is being elected or appointed.

9. *Volunteer Acknowledgement and Pledge*

The Volunteer Acknowledgement and Pledge of the Navy League (Table 2-7) is to ensure that the core values of the Navy League are understood and will not be violated. This form is for National Officers, National Directors, National Committee Chairs, Region Vice Presidents, Regional Officers and Council Presidents. The signed form must be received by National Headquarters prior to assuming the office or position to which the Member is being elected or appointed.

Table 2-2

Navy League Whistleblower Policy

General

The Navy League of the United States (Organization) Code of Ethics and Conduct (Code) requires its officers, directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As officers, directors, employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, directors and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer, director or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

A. EMPLOYEES

Reporting Violations

The Code addresses the Organization's open door policy and suggests employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with the supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with anyone in management. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Chief Executive Officer, who has specific responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or is uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Chief Executive Officer directly. Further, if individuals are not satisfied or are uncomfortable speaking with the Chief Executive Officer, they should contact the National President directly.

Compliance Officer — Chief Executive Officer

The Navy League Chief Executive Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at the Chief Executive Officer's discretion, shall advise the National President and/or the audit committee. The Chief Executive Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Navy League National Treasurer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Chief Executive Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Navy League's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

Handling of Reported Violations

The Chief Executive Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Questions

Questions regarding the interpretation should be directed to the Chief Executive Officer.

B. VOLUNTEER OFFICERS, DIRECTORS AND MEMBERS

Reporting Violations

The Code addresses the Navy League's open door policy and suggests that volunteer officers, directors and other Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a Region President is in the best position to address an area of concern. However, if individuals are not comfortable speaking with that person, they may contact the National Corporate Secretary. Further, if individuals are not satisfied or are uncomfortable speaking with the National Corporate Secretary, they should contact the National President directly.

Illustrative Types of Concerns

The following is a nonexhaustive list of the kinds of improprieties that should be reported:

- supplying false or misleading information on the Navy League's financial or other public documents, including its tax return (990);
- providing false information to or withholding material information from the Navy League's auditors or Board of Directors;

- embezzlement, self-dealing, private inurement (i.e., Organization earnings inuring to the benefit of an individual) and private benefit (i.e., Organization assets being used for personal gain or benefit); and
- violations of the Navy League's Conflict of Interest and Disclosure Policy; payment for services or goods that are not rendered or delivered; and facilitating or concealing any of the above or similar actions.

The Organization reserves the right to amend and/or supplement this policy at any time.

Compliance Officer — National Corporate Secretary

The National Corporate Secretary is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at the National Corporate Secretary's discretion, shall advise the National President and/or the audit committee. The National Corporate Secretary has direct access to the audit committee of the Board of Directors and is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The National Corporate Secretary shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Organization's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

Handling of Reported Violations

The National Corporate Secretary will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Questions

Questions regarding the interpretation should be directed to the National Corporate Secretary.

Table 2-3

Navy League of the United States Code of Ethics

The Navy League of the United States is committed to ethical practices. The level of public trust Navy League Members seek, as we serve the public good, means we have taken on a special obligation to operate ethically. The value of Member reputation depends on the ethical conduct of everyone affiliated with the Navy League of the United States. Each of us sets an example for each other — as well as for other professionals — by our pursuit of excellence with powerful standards of performance, professionalism and ethical conduct. This statement presents the core values of the NLUS Members and employees. These values provide the foundation for the Code of Ethics and are the fundamental beliefs that guide our behaviors and decision-making process. We believe these values are vital to the integrity of the Navy League as a whole.

Personal and Professional Integrity

All staff, officers, board members and volunteers of the Navy League act with honesty, integrity and openness in all their dealings as representatives of the organization. The Navy League promotes a working environment that values respect, fairness and integrity.

Professionalism

The success of the Navy League of the United States is dependent on our members, the general public and all agencies, including those of the U.S. government, seeing us as a professional organization. This requires all Members, but especially those serving in appointed and elected positions, to demonstrate at all times, professional behavior consistent with the Code of Ethics that places ethical standards ahead of personal gain and requires Members to behave in an impartial manner to all people and to perform all duties with honest effort.

Advocacy

We serve the public interest by acting as responsible advocates for those we represent. We provide a public voice of ideas, facts and viewpoints to aid informed public debate.

Honesty

We adhere to the highest standards of accuracy and truth in advancing the interests of those we represent and in communicating with our membership, other organizations, the government and the public. We will not knowingly share false information or promote those who do, nor will we knowingly omit relevant information in order to advance a favored position or person.

Loyalty

Our Members are first faithful to the Navy League of the United States and those we represent while honoring our obligation to serve the public interest. Our Members will always put the mission of the Navy League above their personal ambitions.

Fairness

We deal fairly with our fellow Members, professional staff of the Navy League, other organizations, vendors, the media, the government and the general public. We respect all opinions and support the right of free expression. We will not engage in negative campaigning,

soliciting support with undue or inappropriate influence or encourage any other person to do so on our behalf. However, this is not meant to restrict the disclosure of new and previously unreported verifiable facts.

Confidence

Our Members understand and accept that the governance structure of the Navy League of the United States, at times, requires its participants to maintain a strict level of confidence regarding the dissemination of information. This level of confidence is necessary to encourage free expression among Members when dealing with often sensitive information and ideas. Members placed in such positions will be faithful to that confidence, and all other Members will be respectful of the same value in not requesting or expecting such confidence be violated.

Violations

The Navy League Board of Directors vests its National President, subject to the concurrence of the Executive Committee, the right to bar from membership or expel from the league any individual who has, following a due process hearing, been found to have substantially violated the Code of Ethics or is sanctioned by a government agency or convicted in a court of law of an action that fails to comply with the Code. Violators of this Code are subject to the same reporting and action provisions of the NLUS Bylaws and Operations Manual.

Table 2-4

Navy League of the United States Code of Conduct

Leadership positions in the Navy League of the United States and its councils imposes a responsibility to uphold and further the Navy League's purposes and objectives as set forth in its charter and bylaws and mission. The Board of Directors and Members should at all times conduct themselves and their professional and business affairs in a manner that reflects credit upon and enhances the reputation of the Navy League.

The Navy League's Board of Directors vests its National President with the power to enforce these membership obligations by removing from membership, with concurrence of the Executive Committee, any member who, in the judgment of the Executive Committee, gives cause for dismissal. Such causes include, but are not limited to:

1. Any material misrepresentation of service, employment or credentials in application for membership, during the duration of membership or when serving in any office in the NLUS or its councils.
2. Any act intended to disrupt the existence or unity of the NLUS or its councils.
3. Any act that violates the NLUS's charter, such as using one's position in the NLUS to suggest or promote personal, political, policy, religious or social agendas. To ensure members' statements are not misconstrued in public form that are not sponsored by the NLUS, whether through introductions or biographic profiles, such statements cannot be accompanied by publications, slides, handouts, etc., that have the logo or insignia of the NLUS. If affiliation with NLUS is noted or apparent, any handouts, publications or slides must bear the caveat: "The opinions expressed in this (letter, blog, post, tweet, event, speech, newsletter, slide, paper, presentation, discussion, etc.) are those of the individual writer/speaker and do not reflect the position of, or the endorsement by, the Navy League of the United States, its members, officers, councils or board."
4. Any act that misrepresents the NLUS's 501(c)(3) nonprofit, nonpolitical and educational charter, including any act that brings public disrepute or embarrassment upon the NLUS or seeks to undermine the purposes or programs of the NLUS.
5. Any defamation, vilification or deceitful act, false accusation, calumny or slander or libel against the Navy League, its officers or its members.
6. Any misrepresentation or use for purposes other than the stated purposes of the league of the Navy League's name, symbols, icons, trademarks, certificates, purposes, activities, membership or member data, including any act, assertion or implication of, affiliation with, sponsorship of or approval by the NLUS is not permitted.
7. Any act in violation of a fiduciary or other trust exercised on behalf of the Navy League or its subsidiary councils.

8. Any felonious violation of U.S. federal, state or local laws or any prosecutable or indictable act, at the discretion of the Board of Directors, whether or not related to the NLUS.
9. Any conflict of interest or appearance of conflict of interest with the NLUS's charter, purposes, neutrality or objectives if not resolved immediately and satisfactorily upon notification and concurrence of the National President.
10. Any violation of the ground rules, such as "background use only," "off the record," or "not for attribution" set forth on behalf of speakers at Navy League luncheons, seminars, symposia or colloquia.

Table 2-5

Navy League of the United States Code of Conduct

**National Convention Annual Meeting of Members, National Delegates Meetings
and Board of Directors Meetings**

No campaigning the day of a scheduled election. This restriction includes, but is not limited to, face-to-face interactions, electronic communication and any form of written communication.

No Member shall wear a pin or button that has a name of any candidate for election. No campaign literature of any kind, including but not limited to pamphlets, brochures, fliers, post cards or any other kind of printed or promotional material on behalf of any candidate, either in support of or in opposition to, may be posted or distributed inside any room or area specifically designated as a meeting area within the confines of the convention and Board of Directors Meeting venue the day of a scheduled election.

No emails or other forms or electronic messaging, including voice or text, that is related to the campaign of any candidate may be communicated the day of a scheduled election.

All Members of the Navy League shall refrain from negative campaigning on behalf of any candidate, either in support of or opposed to any candidate, at all times. Examples of negative campaigning include, but are not limited to, dissemination of information that is known to be untrue, exaggerated, based on innuendo, unfounded, unproven or unrelated to the duties of the office for which a candidate is being considered.

Campaigning should focus on the experience, education and/or expertise of the candidate and the strength of character and overall ability to do the job and represent the best interest of the NLUS.

Violations of these standards will be adjudicated according to the principals articulated within the governing documents of NLUS and the Code of Ethics, which may result in immediate removal from the convention and Board of Directors Meeting.

Table 2-6

Navy League of the United States Conflict of Interest Policy

The Navy League of the United States (NLUS) is committed to achieving the highest possible standards of professionalism and ethical conduct. In keeping with that objective, the NLUS has adopted a Conflict of Interest Policy applicable to elected officers and directors as well as NLUS staff employees.

Broadly speaking, the NLUS definition of Conflict of Interest is “a conflict between the private interests and the official responsibilities of a NLUS Member or NLUS staff person in a position of trust.” The NLUS Conflict of Interest Policy seeks to prevent, minimize or eradicate the possibility of a NLUS Member, officer, director or employee developing, having or becoming involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual, the staff employee or the NLUS at large. Successfully implemented, the NLUS Conflict of Interest Policy should minimize or negate personal gain by a Member, NLUS employee, officer, director or a family member thereof involved in any financial transaction or NLUS business dealing. Should an actual, perceived or possible conflict of interest arise, under NLUS policy it is incumbent upon the person involved, or appearing to be involved, to make full disclosure of all material facts related thereto. Such disclosure shall be made to the individual’s supervisor, Chief Executive Officer, National Judge Advocate, National Vice President or National President. A detailed record of the disclosed facts shall be prepared and maintained by the person to whom the disclosure is made. If needed, the matter shall be placed on the agenda for briefing, discussion and action by the NLUS Executive Committee at its next meeting.

This Conflict of Interest Policy shall apply to the NLUS, NLUS Foundation, the LLC and all other entities, organizations or committees associated with or under the direct control or custody of the NLUS. It is intended that the provisions of NLUS Bylaws shall apply in every actual or perceived conflict of interest event.

Each NLUS national, regional and council officer, their directors and all employees at each level shall be provided annually by the National Secretary with this Conflict of Interest Policy and shall execute a copy of this statement confirming that the member (a) has read and understands the NLUS Conflict of Interest Policy; (b) has agreed to comply with such policy; and (c) shall disclose in detail any actual, possible or perceived conflict of interest then existing and pertaining to that individual and at such time as any actual, possible or perceived conflict of interest may arise. The National Secretary shall forthwith provide a copy of each completed statement to the National President, Chief Executive Officer and National Judge Advocate for review and further investigation, if needed, and for review and action by Executive Committee members at their next meeting.

I hereby confirm that I have read and understand the Conflict of Interest Policy of the Navy League of the United States. Any information I have regarding any actual, possible or perceived conflict of interest is set forth on the attachment hereto and incorporated herein by reference.

Print Name: _____ Date: _____

Signature: _____

Rev. 1/16/2025

Table 2-7

Volunteer Acknowledgement and Pledge

I, _____ (print name), recognize that the Navy League of the United States (NLUS) places trust and confidence in me as a volunteer NLUS leader to work for the betterment of NLUS and its Members, partners and employees as well as their families and the sea services. I hereby acknowledge, and pledge to comply with, the following:

1. I have read the statement of NLUS’s core goals and mission included in its Operations Manual. I understand those goals and that mission and the important role that volunteer leaders play in helping NLUS accomplish its mission and serve its members. I will fully abide by NLUS policies and procedures, including its Code of Ethics, Code of Conduct and Conflict of Interest Policy, and NLUS policies that relate to the use of its computer systems and the safeguarding of sensitive or confidential information belonging to or concerning NLUS or its Members, employees and strategic partners.
2. I understand that volunteers play an important role in maintaining a positive work environment; building staff morale; and preventing organizational disputes with, and claims by, employees. NLUS is committed to full compliance with all applicable workplace employment laws, including, without limitation, laws prohibiting unlawful discrimination and harassment in the workplace, as well as laws that ensure that employees are fully and properly compensated. I agree not to act in ways that could cause NLUS to violate workplace employment laws or in way that could reasonably be perceived as discriminatory, harassing or unfair to NLUS employees. I also agree to use my best efforts to participate in workplace employment training and education sessions that NLUS may provide for volunteer leaders.
3. I understand that I may have access to sensitive, confidential and/or proprietary information of NLUS, such as Member lists, nonpublic information about Members, financial information, business and marketing plans, and other sensitive or nonpublic information. I may also have access to certain employee information. I understand that this information may only be used for purposes authorized by NLUS. If my role as a volunteer leader ends for any reason, I will not use, copy or distribute any confidential, sensitive or proprietary information of NLUS that I may have received or learned during my association with NLUS.
4. I understand that, unless I am an officer with specific authorities under the NLUS Bylaws, I am not authorized to enter into contracts on behalf of NLUS or otherwise bind NLUS.

If I have any questions regarding the nature and extent of my duties and responsibilities as a volunteer leader, I understand that I may contact the National President for guidance and assistance.

Date: _____ Signature of Volunteer: _____

Volunteer’s Council: _____ Volunteer’s Region: _____

III. National Organization

A. Board of Directors

1. In accordance with Article 6 of the National Bylaws, the entire authority for the governance and strategic direction of the Navy League shall be vested in the 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 article of the bylaws. The board may fix the duties and authorities of the National Officers, set dues, authorize the annual budget and delegate the implementation of the objectives and programs of the Navy League to such person or persons as it may select.
2. Members of the Board of Directors are the National President, National President-Elect (if applicable), National Senior Vice-President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate and all Region Presidents. The board may also include:
 - a. Immediate past National President and the most recent two predecessors (only those who agree to serve).⁺⁺
 - b. Up to three (3) additional members appointed at the discretion of the National President with the consent of the Executive Committee.
 - c. Chair of the Naval Sea Cadent Corps as a nonvoting member of the board, if a Member of the Navy League.
 - d. The Chief Executive Officer shall not be a member of the Board of Directors.
3. All members of the Board of Directors are National Directors.
4. All members of the Board of Directors must be a Member in good standing as set forth in Part Two, Section II, Article H; meet requirements of a Member or Life Member as set forth in Part Two, Section II, Article C of this Operations Manual; and satisfy applicable requirements as set forth in the National Bylaws and this Operations Manual.
5. National Directors Emeritus is an honorary title that may be bestowed upon

++All applicable past National Presidents who choose to serve must be nominated by the past National President's region and elected by the National Delegates. Such past National Presidents shall declare their willingness to serve on the Board of Directors in the forthcoming year in a written statement (Table 2-8) submitted to National Headquarters if nominated by the respective Region Nominating Committee as National Directors and elected by the National Delegates as such. The written statement is to be submitted along with the nomination material submitted by the past National President's respective Region Nominating Committee.

any current or past member of the Board of Directors for service to the organization.

- a. The National President, upon the recommendation of the National Nominating Committee, may appoint as a National Director Emeritus any of those National Directors who have formerly served as National Directors for a qualifying total terms of service as illustrated in the table below.

Prior to June 2020	Subsequent to June 2020	Total terms of service
8	0	8
7	1	8
6	1	7
5	2	7
4	2	6
3	3	6
2	3	5
1	4	5
0	4	4

- b. The National President, upon recommendation of the National Nominating Committee, may also appoint as National Directors Emeritus any of those National Directors who have made significant contribution to the Navy League but for good and sufficient cause have not served as a National Director prior to June 2020 for a minimum of eight (8) years, or a minimum for four (4) years subsequent to June 2020.
- c. A National Director Emeritus appointment is continuous, so long as such appointee is a Member or Life Member in good standing as described in paragraph 4 above or until the appointee resigns from such appointment.
- d. National Directors Emeritus may attend any open sessions of the Board of Directors meetings but shall not have the right to vote in any such meetings.
- e. A National Director Emeritus shall be eligible to serve as a National Delegate and, if so elected, may vote in meetings of the National Delegates.
- f. National Directors Emeritus shall be eligible to be nominated for national offices or be appointed to a national office or as a member of the Board of Directors and, if elected or appointed, shall become a National Director with full voting privilege while in office. Such

individuals shall be reverted to National Directors Emeritus at the end of the elected or appointed term.

- g. Table 2-9 illustrates a sample certificate issued to a National Director Emeritus.
6. Meetings of the Board of Directors shall be at the call of the National President. Usually there are two regular board meetings each year in connection with the National Convention/Annual Meeting of Members. There may be an additional regular Board of Directors Meeting approximately six months thereafter if such meeting is warranted to conduct additional business. The bylaws also provide for additional meetings under special circumstances. Refer to Part Two, Section V, Article A, Para. 5, 6, and 7 in this manual for more information.

Table 2-8

Past National President Statement to Serve on the Board of Directors

The NLUS National Bylaws, as approved by the Board of Directors, that became effective in June 2020 make provision for the immediate three (3) past National Presidents (the immediate past National President plus the two [2] immediate predecessors in office) to be a member of the Board of Directors if they are willing to serve. By signing the statement below, such past National President has shown the willingness to serve and to be a member of the Board of Directors in the forthcoming class of Board of Directors.

First Name _____ Last Name _____
Council _____ Region _____
Address _____
City _____ State _____ Zip _____ Country _____
Home Phone _____ Business Phone _____
Mobile _____ Email _____

I, _____, Past National President of the Navy League of the United States hereby:

_____ willing to serve on the Board of Directors for the forthcoming year.

_____ decline to serve on the Board of Directors for the forthcoming year.

Sign

Date

Ver. 2025

This is to certify that

Name Here

was appointed to

serve as a

National Director

Emeritus

of the Navy League of the

United States in 2025.

*In accordance with the bylaws of the
Navy League, National Directors
Emeritus are entitled to all rights and
privileges of National Directors
with the exception of voting.*

National Corporate Secretary

National President

B. National Officers

1. The following are National Officers of the Navy League: National President, National President-Elect, National Senior Vice President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate and Region Presidents.
2. All National Officers are members of the Board of Directors.
3. The National President, National President-Elect, and National Senior President must be citizens of the United States and a Navy League Member in good standing** if elected or appointed to a national office as defined in National Bylaws Articles 7.1 through 7.3.
4. All Members or Life Members in good standing** and who are non-U.S. citizens shall be eligible to vote and hold office at the council, area and region levels. Such Members are also eligible to hold office as defined in National Bylaws Articles 7.4 through 7.8.
5. Officers (except the National President) shall be elected by the National Delegates at the Annual Meeting of the Delegates, which shall take place during the National Convention. There is no election for National President since the National President-Elect shall automatically assume the office of the National President at the end of the sitting National President's term.
6. The National Delegates shall elect qualified candidates to fill vacancies among the ranks of officers of the Navy League in the forthcoming year as defined in National Bylaws Article 7 and to hold office for the terms listed in National Bylaws Article 9 or until their successors are elected or appointed and qualified.* No person shall hold more than one of the offices listed in National Bylaws Article 7, and no officers set forth in this article shall function as Council President.
7. Responsibilities of National Officers are covered in Article 7 of the National Bylaws. National Vice Presidents shall perform such functions as the National President prescribes. Responsibilities of Region Presidents are covered later in this section.

***Member who is in good standing as set forth in Part Two, Section II, Article H; meets requirements of a Member or Life Member as set forth in Part Two, Section II, Article C of this Operations Manual; and satisfies applicable requirements as set forth in the National Bylaws and this Operations Manual.*

C. Executive Committee

1. The Executive Committee is composed of the National President as Chair, the

National President-Elect, the National Senior Vice President, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, the immediate past National President (if a member of the Board of Directors and submits written commitment to serve within thirty [30] days of the Annual Meeting) (Table 2-10) and the Chair of the Region Presidents Committee. The National Judge Advocate is a nonvoting member of this committee.

2. The powers of, and limitations of, the Executive Committee are delineated in Article 10.1 of the National Bylaws.
3. Meetings shall be held at the call of the National President.

Table 2-10

Immediate Past National President
Statement to Serve on Executive Committee

I, _____, Immediate Past National President of
the Navy League of the United States hereby:

_____ commit to serve on the Executive Committee for the forthcoming year.

_____ decline to serve on the Executive Committee for the forthcoming year.

Sign

Date

D. Regions and Region Presidents

1. Organizationally, the Navy League is divided into seventeen (17) regions encompassing forty-nine (49) areas. Table 2-11 lists the regions and its associated areas and councils. Table 2-12 illustrates the geographic regions. There is a Region President for each of these regions, elected by the National Delegates 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 Board of Directors. Region Presidents must be current and participating Members** of a council located within the region they represent and follow the guidelines listed in the Operations Manual. The Board of Directors may, from time to time, reevaluate the assignment of the seventeen (17) regions and has the authority to establish, disestablish or merge regions as it deems appropriate.
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 Chairs and National Headquarters staff. The responsibilities of the Region President are listed in Table 2-13.
3. The composite body of the seventeen (17) Region Presidents is known as the Region Presidents Committee (formerly known as the Region Presidents Working Group). This committee 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 Region Presidents assist one another to strengthen the relationships between councils, regions and National Headquarters.
 - a. The National President shall appoint a chair from among the serving Region Presidents following the Region Presidents' elections to their offices at the National Delegates meeting. Consideration for chair shall include being an experienced Navy League Member and being a Region President for at least one (1) term. The chair shall serve no more than two (2) consecutive one (1) year terms. The chair is a member of the Executive Committee.
 - b. This committee works with all of the National Officers to advise them as needed. National Officers and National Headquarters staff may, from time to time, be invited to participate in this committee's discussions.
4. Region President Advance Reimbursement Program: Headquarters provides funds to Region Presidents to promote effective council operations and NLUS awareness in the communities they reside.

a. Reimbursement Eligibility and Calculation

- i. Each Region President is eligible to receive an annual reimbursement allotment based on the following: Base Reimbursement: \$2,000 per year.
- ii. Per Member Bonus: \$0.40 per member in good standing within the region (includes members assigned to councils and the region-at-large). Per Council Bonus: \$50.00 for each active, chartered council in good standing within the region.
- iii. Region Meeting Support: Up to \$1,000 annually for region meeting costs (e.g., room rental, IT support, food and beverage).
- iv. Member and council counts are based on official figures as of December 31 of the preceding year.

b. Advance Disbursement Schedule: To provide timely financial support, the base reimbursement, per member and per council bonus funds will be disbursed in two equal installments:

- i. First Tranche: Issued on January 31st
- ii. Second Tranche: Issued on July 1st
- iii. Each tranche will reflect 50% of the Region President's total eligible reimbursement.
- iv. The Region Meeting Support will be annually provided in January.

c. Reporting Requirements: Region Presidents are required to submit reimbursement reports twice per year, corresponding to the tranche received:

- i. First Tranche Report (Jan 1st-Jun 30th): Due July 31st
- ii. Second Tranche Report (July 1st-Dec 15th): Due January 15th
- iii. Region meeting expense report will be annually due by December 31st.
- iv. **Each report must include:** A completed expense log. Receipts for all expenses claimed. A completed mileage log, if applicable.
- v. 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 15th.
- vi. If the required reimbursement reports and/or funds are not received by January 15, the outstanding amount over \$600 will be reported on IRS Form 1099-MISC as taxable income.
- vii. **IRS Compliance Reminder:** To remain compliant with IRS rules for reimbursements to nonprofit volunteers:
 - a. Reimbursements must be based on actual, documented expenses
 - b. Volunteers must submit receipts and logs
 - c. Funds may only be used for official Navy League duties

- d. Authorized Reimbursable Expenses:** Authorized reimbursed expenses are limited to:
- i. Travel for official council or region business
 - ii. Event and meeting planning
 - iii. Recruitment and outreach activities
 - iv. Website or communication tool expenses
 - v. Training or engagement aligned with Navy League objectives
 - vi. **Non-Reimbursable Expenses: The following expenses are not eligible for reimbursement:**
 - a. Travel to National Convention or national-level meetings
 - b. Personal entertainment or non-business-related expenses
- e. REGION PRESIDENT REIMBURSEMENT REPORT FORM:** All expenses for each tranche must be submitted by the following dates to be eligible as reimbursements and include the following information:
- i. (Submit by July 31st and January 15th. Receipts required for all expenses.)
 - ii. Sent to: finance@navyleague.org
 - iii. Region: _____
 - iv. Region President Name: _____
 - v. *Reporting Period: First Tranche (Jan–Jun) submit by July 31st. Second Tranche (Jul–Dec) submit by January 15th.*
 - vi. Total Annual Allotment: \$ _____
 - vii. Amount Received This Tranche: \$ _____
- f. Expense Log: (Receipts Required).** *(Repeat as needed for each expense).*
- i. Please list each expense individually, including the date, purpose, amount, and confirmation that a receipt is attached in the following format:
 - a. Date: _____
 - b. Description of Expense: _____
 - c. Amount: \$ _____
 - d. Receipt Attached (Y/N): _____
- Mileage Log (Reimbursed at current IRS rate** *(Repeat as needed for each trip)*) Please list each trip separately, with travel details and mileage calculations:
- e. Date: _____
 - f. Purpose of Travel: _____
 - g. From/To: _____
 - h. Total Miles: _____
 - i. Reimbursement Rate: \$ _____ per mile
 - j. Amount: \$ _____

5. Region Presidents are assisted by Regional Officers. 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 Area Presidents (see paragraph E of this section for more details). Regional Officers are appointed by the Region President but in some cases can be elected by the Regional Nominating Committee.
6. Region Presidents are further guided in performing their duties by the Region President’s Handbook.

***Member who is not placed in suspension status or being removed from the Navy League of the United States; meets requirements of a Member as set forth in Part Two, Section II, Article C of this Operations Manual; and satisfies applicable requirements as set forth in the National Bylaws and this Operations Manual.*

Table 2-11

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

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

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

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

Table 2-12

Navy League of the United States Geographic Regions

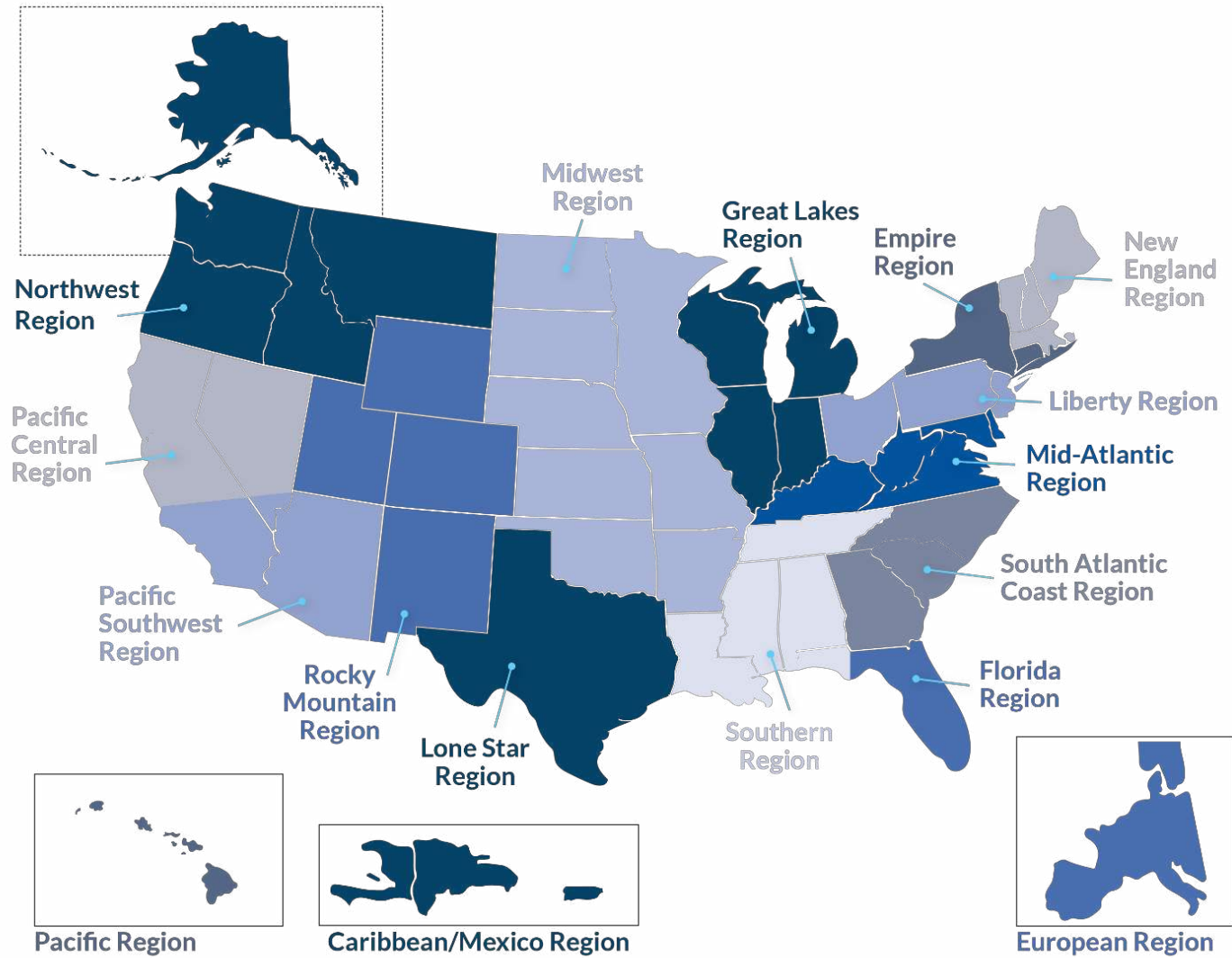


Table 2-13

Responsibilities of Region Presidents

1. Appoint such Regional Officers as may be deemed necessary.
2. Arrange and conduct at least one (1) region meeting per year, inviting participation by National Officers, National Directors and the region leadership team[‡] in the region. 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 (1) regionwide meeting and several subregional area meetings either in person or online. Attendance at region meetings by Regional Officers and Council President 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 the Member Portal to monitor their region to ensure new Members are assigned to the appropriate councils and that councils welcome the new Members and involve them in their activities and retain their existing Members.
5. Liaison region-at-large members.
6. Endorse new council charter applications and make recommendations to the National President concerning charter revocations or probationary status of councils.
7. Increase membership in the region, demonstrating leadership in founding new councils, increasing the strength of existing councils, obtaining Corporate, Corporate Gold and Business Associate Members and encouraging Community Affiliate Membership recruiting programs.
8. Where feasible, visit each council in the region at least once each year.
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 so as 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. 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. Assure timely submission of council annual reports to National Headquarters.
16. Region Presidents shall forward, in a timely manner, an accounting of their region funds semiannually for the periods ending June 30 and Dec. 31 to the National President and designated National Vice President for approval.
17. Establish and supervise a Regional Nominating Committee, following guidelines shown in Part Two, Section IV, Article B of the Region Presidents Handbook.
18. When requested, represent the National President or the Navy League on ceremonial occasions.
19. Represent the region at the National Nomination Committee Meeting and be familiar with all prospective candidates for offices.
20. Attend Board of Directors meetings and be familiar with all governance and business issues.

‡ A region leadership team may include but not be limited to the Region President, Regional Officers, Council Presidents and experienced Members with current or past Navy League leadership positions at the local or national levels.

E. Areas and Regional Officers

1. Navy League regions are further divided organizationally into areas. Under a Region President's discretion and on an as-needed basis, each area under the Region President'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) may either be elected by the respective Regional Nominating Committee or appointed by the Region President for a one (1) year term and limited to a maximum tenure of three (3) consecutive terms. Whether by election, 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 Region President for supervising all council programs and activities within the area, and shall establish a close working relationship with the Region President 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.

‡‡ *Must satisfy requirements as set forth in Part Two, Section III, Article J of this Operations Manual.*

** *Member who is not placed in suspension status or being removed from the Navy League of the United States; meets requirements of a Member as set forth in Part Two, Section II, Article C of this Operations Manual; and satisfies applicable requirements as set forth in the National Bylaws and this Operations Manual.*

F. Terms of Office

1. An officer or a National Director of the Navy League shall hold office for the term to which such individual is elected or appointed and until the successor

has been elected or appointed and qualified.*

2. An officer or a National Director, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office.
3. Any individual elected to any office or position of the Navy League shall commence the term in that office upon the adjournment of the meeting at which such individual was elected. Any person appointed to any office or position shall commence the term at the time and date prescribed upon the appointment.
4. Any term of office, whether elected or appointed, shall expire at the adjournment of the respective upcoming Annual Meeting of the Delegates or when the office or the committee is disestablished, whichever occurs first, except as otherwise defined in the National Bylaws or in this Operations Manual.
5. Term limits for various Navy League officials, committee membership and National Delegate are stated in Article 9 of the National Bylaws.

** Must meet requirements as set forth in Part Two, Section II, Article H and satisfy applicable requirements as set forth in the National Bylaws and this Operations Manual.*

G. Qualifications for Office

1. Members or Life Members are eligible to serve as a National Delegate, a member of the Board of Directors (National Director), Council President, Area President, Region President, National Vice President, Senior National Vice President, National Corporate Secretary, National Treasurer, National Judge Advocate, National President-Elect, National President and member of the Executive Committee if they are:
 - a. A citizen of the United States
 - b. Over the age of eighteen (18)
 - c. Entitled to vote
 - d. Meet requirements of a Member or Life Member
 - e. A Member in good standing
2. Members or Life Members who are in good standing,** are non-U.S. citizens,

and have been elected or appointed are eligible to serve as Council Presidents, Area Presidents, Region Presidents, Regional Officers, National Officers as defined in National Bylaws Article 7.4 through 7.8 and National Delegates if they are:*

- a. Over the age of eighteen (18)
 - b. Entitled to vote
 - c. Meet the requirements of a Member or Life Member
 - d. A Member in good standing
3. Honorary Members and Members under the age of eighteen (18) are not eligible to serve in any of the aforementioned offices.
 4. Individuals who have been bestowed the honorary title of National Director Emeritus are eligible to be nominated or appointed to a national office or to be a member of the Board of Directors. If they are elected or appointed, they become National Directors with full voting privilege while in such offices. They shall be reverted to National Directors Emeritus at the end of their elected or appointed terms. National Directors Emeritus may also serve as National Delegates to represent their regions.
 5. National Delegates, Region Presidents and Regional Officers must meet residency requirement as set forth in National Bylaws Articles 5.2, 7.8 and 7.9.
 6. No person shall hold more than one (1) of the offices listed in National Bylaws Article 7, and no officer set forth in National Bylaws Article 7 shall function as a Council President. Regional Officers for a designated area in a region (such as Region Vice President for XYZ Area or Area President for XYZ Area) may not serve as National Officers or as Council Presidents concurrently while in office.
 7. A Member or Life Member may serve in any standing or ad hoc committees and may be appointed as chair of a committee by the National President.
 8. Employees of the Navy League of the United States are not eligible to serve as a national or regional officer, a member of the Board of Directors, a member of the Executive Committee, a National Delegate or a member of any standing or ad hoc committees or be appointed as chair of such committees. Paid contractors of the Navy League are not eligible to serve in any aforementioned official positions in this paragraph or be appointed as chair of any standing or ad hoc committees. Such contractors may serve in standing or ad hoc committees with the approval from the National Judge Advocate if there is no

conflict of interest from the contractor's service in the committee.

9. The National President has the power to fill any vacancies in the Board of Directors or among the officers (except National President-Elect) and Region Presidents under National Bylaws Article 7.1.2. An appointee to fill a vacancy for a National Director or a Region President must meet residence requirement for each respective office as set forth in this Operations Manual, regional nominating guidelines or the National Bylaws. The National President shall report any appointments made under 7.1.2 to the Executive Committee.
10. The National President shall appoint a National Parliamentarian under National Bylaws Article 8.1. The National Parliamentarian shall hold a certification by a nationally recognized organization such as the National Association of Parliamentarians or the American Institute of Parliamentarians. The National Parliamentarian does not need to be a Member of the Navy League.
11. The National President may appoint National Chaplains under National Bylaws Article 8.2.
12. The National President may appoint a National Historian under National Bylaws Article 8.3.
13. A candidate for National President-Elect should be a member of the Navy League for at least five (5) years. This would comprise of serving on at least the Executive Committee or the Executive Committee prior to June 2019 or on the region level or a combination of all a minimum of three (3) years. The candidate could also serve at the council level, preferred but not mandatory. With these qualifications, it would bring about a broad background base for the position.

** Must meet requirements as set forth in Part Two, Section II, Article H and satisfy applicable requirements as set forth in the National Bylaws and this Operations Manual.*

H. Removal of National Officers, Local Officials and Members

The National President shall have the power to seek removal of any officer, elected or appointed, National Director, National Delegate or local official for failure to properly discharge the duties of the office and to seek suspension or expulsion of any Member for conduct prejudicial to the interest of the Navy League. This is provided, however, that any such officer, official or Member shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal and shall have been provided with an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the Member,

the Executive Committee may, given a majority vote of those members present and voting and a quorum being present, affirm the suspension or expulsion of the officer, local official or Member.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of the office or for conduct prejudicial to the interest of the Navy League. This is provided, however, that any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Executive Committee may, given a majority vote of those members present and voting and a quorum being present, affirm the suspension or expulsion of the National Officer.

1. *Procedures for removal of officers or local officials and to suspend or expel any Member*
 - a. The National President must be provided in writing the name and title of the individual and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof by the individual that was prejudicial to the Navy League.
 - b. After the review, if the National President decides to take action against such individual, the National President shall notify such individual and the Executive Committee of the charges and the intended action in writing. Such notification to the offending individual must be sent via registered mail with return receipt.
 - c. The accused individual shall have the right to request a hearing before the Executive Committee within fifteen (15) calendar days of the receipt of the official notification from the National President. Such hearing may be conducted via electronic means as permitted under National Bylaws Article 4.5.
 - d. If a hearing is held before the Executive Committee, the committee shall have five (5) calendar days to render a verdict. Otherwise, the committee shall either affirm or reject the National President's intended action against the accused individual after the fifteen (15) calendar day period provided for such individual to request a hearing has passed.
 - e. The National President shall deliver the final decision of the Executive Committee to the accused individual within five (5) calendar days in writing via registered mail with return receipt.

2. *Procedures for the appointment of officers or local officials*

- a. The National President, with the approval of the Executive Committee, shall appoint interim National Officers to serve in any vacated national offices (except for the office of the National President-Elect, which must be elected by a Special Meeting of the National Delegates per National Bylaws Article 4.2.2). Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at a duly called Board of Directors Meeting.
- b. The National President, after consultation with the Region President, and with the approval of the Executive Committee, shall appoint interim region or local officials (e.g., Region Vice President for XYZ Area, Council Presidents) to serve in any vacated positions. Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at duly called meetings for such purpose.

I. Removal of the National President

Any fifteen (15) members of the Executive Committee shall have the power to seek removal of the National President for failure to properly discharge the duties of the office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting, called for such purpose provided that the National President shall have received at least twenty-one (21) days' written notice of such intention to seek the removal and detailing grievance against the National President. The National President shall self-recuse from chairing the Special Board of Directors Meeting. Following a due process hearing, the Executive Committee may, given a majority vote of those members present and voting and a quorum being present, affirm the removal of the National President.

1. *Procedures for removal of the National President*

- a. Any fifteen (15) members of the Executive Committee may seek removal of the National President from office by providing the National President with a signed petition in writing and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof that was prejudicial to the Navy League. Such petition shall be delivered to the National President via registered mail with return receipt and copies to the National Judge Advocate and the National Chief Executive Officer. The petition shall also request the National President call for a Special Board of Directors Meeting in accordance with National Bylaws Article 4.3 for the purpose of removing the National President from office.
- b. Upon receipt of the petition, the National President shall notify the

Board of Directors of such action and call for the Special Board of Directors Meeting within twenty-one (21) calendar days.

- c. A Special Board of Directors Meeting shall be called under National Bylaws Article 4.3 if the National President fails to issue such call for the meeting within twenty-one (21) calendar days of the receipt of the petition.
 - d. The National President shall have been provided with an opportunity to be heard at the Special Board of Directors Meeting; however, the National President shall self-recuse from chairing or voting at the meeting. A motion to declare the chair vacant shall be made if the National President refuses to turn over the presiding authority to an impartial presiding officer. The immediate past National President may chair the Special Board of Directors Meeting.
 - e. Proceedings at the Special Board of Directors Meeting may be conducted via electronic means such as teleconference or otherwise pursuant to National Bylaws Article 4.5.
 - f. The National Corporate Secretary shall deliver the minutes for the Special Board of Directors Meeting and its final decision to the National President within five (5) calendar days by registered mail with return receipt.
 - g. The Executive Committee may, given a majority vote of those members present and voting a quorum being present, affirm the removal of the National President.
2. *Procedure for the succession of a new National President*
Upon removal, the National Senior Vice President shall assume the presidency for the unexpired term of the office under National Bylaws Article 7. In the absence of a National Senior Vice President, a member of the Executive Committee designated by the Executive Committee shall serve as Interim National President for the unexpired term of the office.

J. Councils

1. *Granting of Charters*
A council charter may be issued on application of twenty-five (25) or more charter Members and satisfies all requirements as set forth in the Council Formation Guide and Council Compliance Guide. An application to charter a new council and proposed council bylaws must be forwarded to the National Corporate Secretary via the Region Vice President for the designated area (if applicable) and Region President with their respective endorsement for final action by the National President to either grant, defer or refuse the application.

To be eligible for membership in a local council, one must be a Member of the Navy League.

2. *Council Responsibility, Duration, Revocation and Probation*

The officers and directors of each chartered council of the Navy League have a responsibility to the Navy League of the United States, its National President and the National Board of Directors to carry out the purposes, goals, objectives and policies of the Navy League and a fiduciary responsibility to ensure that all funds received by them are safeguarded, invested and expended in accordance therewith. This duty is not excused or modified by the form of legal organization under which the council has chosen to operate or by the creation of separate foundations.

Each charter shall remain in effect until amended, rescinded or canceled for cause by the National President with the concurrence of the appropriate Region President and Region Vice President for the designated area (if applicable). Cause for revocation shall include, but not be limited to, the following:

- a. Membership of fewer than twenty-five (25) members.
- b. Failure to conduct at least one half (1/2) of the required minimum number of meetings annually.
 - i. Board of Directors Meeting at least once each quarter with quorum met as specified by council bylaws.
 - ii. An Annual Meeting of Members and at least three (3) general membership meetings or events.
- c. Failure to elect officers for over one (1) year.
- d. Conducting activities that bring discredit to the Navy League.
- e. Failure to submit required reports.
- f. Failure to participate in Navy League's general comprehensive liability insurance program or failure to obtain similar or equal coverage independently.
- g. Failure to comply with applicable federal, state and local laws.
- h. Failure to maintain tax-exempt status as recognized by the Internal Revenue Service.
- i. Failure to operate as a bona fide nonprofit organization.

- j. Failure to adhere to the policies and support the programs of the Navy League, as approved by the National Board of Directors.

Councils demonstrating one (1) or more causes for revocation on the last day of a calendar semiannual period shall not be entitled to rebates for that period. Councils that have demonstrated cause for revocation for a period of six (6) months or more shall be placed on probation by the National President with the concurrence of the appropriate Region Vice President for the designated area (if applicable) and Region President. If the cause has not been removed within six (6) months after being placed on probation, the charter may be revoked by the National President with the concurrence of the appropriate Region Vice President for the designated area (if applicable) and Region President.

In the case of revocation of a charter, or disbanding of a council, the Council President shall cause to be transferred to the National Treasurer all funds remaining in the treasury of the council at the time that it ceased to exist. In the case of two (2) or more councils merging, all funds shall be transferred to the predetermined gaining council. If Members of an existing council decide to charter a new council (referred to as a “split”), the requirements for chartering a new council must be followed. The existing council’s funds shall remain with the existing council and shall not be subject to division. All of the above actions shall be subject to approval by the Region Vice President for the designated area (if applicable) and the Region President and shall then be submitted to the National President for final approval.

3. *Observance*
The local councils shall conduct their business in accordance with the Council Handbook.

K. Procedures for Requesting Organizational Changes

1. Rename a region: Region Presidents shall submit region name change requests to the National President for approval via the appropriate National Vice President(s).
2. Rename an area: Region Presidents shall submit area name change requests to the National President for approval via the appropriate National Vice President(s).
3. Rename a council: Council Presidents shall submit council name change requests to the National President for approval via the Region Vice President for the designated area (if applicable) and Region President.
4. Move an area from one region to another region: Region Presidents shall submit requests to move from one region to another region to the National

President for approval via the two Region Presidents and the appropriate National Vice President(s).

5. Move a council from one area to another area within the same region: Council Presidents shall submit council area change/move requests to the National President for approval via the Region President. Region Presidents may reapportion councils to areas as demographics and council number and size changes.
6. Move a council from one region to another region: Change requests for moving councils among regions shall be submitted to the National President for approval via the two Region Presidents and the appropriate National Vice President(s).
7. Merger of two councils: The Council Presidents of the two councils desiring to merge shall submit their request to the National President for approval via the Region President and the appropriate National Vice President(s).
8. Establish or disestablish an area: The Region President shall submit change requests to the National President for approval via the appropriate National Vice President(s).
9. Merging of two areas: The Region President shall submit change requests to the National President via the appropriate National Vice President(s) for approval.

L. National Programs/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 national programs shall be assigned to National Committees, whose members and chairmen shall be appointed by the National President. The National President shall report such appointments to the Executive Committee. A listing of the responsibilities of various National Committees is included in National Bylaws Article 10. In accordance with the bylaws, the National President and the National President-Elect shall be ex-officio members of all boards and committees except the Nominating Committee.
3. Unless otherwise stated in the National Bylaws, in this Operations Manual or when appointed, all terms for committee chairs and members end at the close of the subsequent Annual Meeting.

M. Navy League Foundation

The Foundation shall be governed by a Board of Trustees, which shall be responsible for the management of the Navy League National Scholarship Program and all funds

donated to the Foundation for other charitable and educational purposes. This board shall be responsible as fiduciaries for investment and disbursement of all funds of the Navy League Foundation. All actions taken by this board will be in accordance with bylaws adopted by them for governance of the Foundation. These bylaws shall be consistent with the National Bylaws and policies of the Navy League.

The Board of Trustees of the Foundation shall consist of no more than fifteen (15) members, thirteen (13) of whom shall serve staggered three (3) year terms. Trustees may not serve for more than two (2) consecutive three (3) year terms, unless the trustee is serving as chair or immediate past chair of the Foundation during the seventh year. A majority of members of the board shall be members of the Navy League. The chair, the National Treasurer, the National Corporate Secretary of the Navy League and five (5) others shall be appointed by the National President. All remaining members of the board shall be appointed by the chair of the board from among persons experienced in fundraising, investing and making grants.

The Board of Trustees shall make an annual report to the Board of Directors of the Navy League, which shall include the names of the scholarship recipients and the amount of funds committed and distributed to each scholarship and the financial status of the Foundation.

The chair of the Foundation board shall be appointed by and report to the National President of the Navy League. The chair of the Navy League Foundation shall operate under the authority and direction of the National President. The chair is appointed to a one (1) year term by the National President.

N. Headquarters Staff

1. The National Headquarters staff is housed in the Navy League-owned building. The contact information is:

Navy League of the United States
2300 Wilson Blvd., Suite 200
Arlington, VA 22201-5424
Telephone: 703-528-1775, 1-800-356-5760
Website: www.navyleague.org
Facebook: www.facebook.com/NavyLeagueUS
X: <https://x.com/navyleagueus>
2. A list of National Headquarters staff members and their specific areas of responsibility is published at www.navyleague.org under “Contact Us.”
3. The Chief Executive Officer shall be appointed by the National President with the approval of the Executive Committee, employed by the Navy League of the United States to carry out the policies of the Navy League and responsible for the day-to-day administration of the organization as approved by the

Board of Directors. Refer to National Bylaws Article 7.9 for the duties and responsibilities of the Chief Executive Officer.

4. The National Headquarters staff, under the direction and supervision of the Chief Executive Officer, shall conduct the day-to-day business of the Navy League. Table 2-14 shows a National Headquarters Staff Organization Chart. Table 2-15 shows an organization chart of Navy League leadership.
5. The Naval Sea Cadet Corps and Navy League Foundation are organized as separate 501(c)(3) organizations with their own governing bodies and headquarters staff. The contact information is as follows:

U.S. Naval Sea Cadet Corps
2300 Wilson Blvd., Suite 200
Arlington, VA 22201-5424
Telephone: 703-243-6910
Website: www.seacadets.org
Facebook: www.facebook.com/usnscc
YouTube: www.youtube.com/seacadets
Instagram: www.instagram.com/usnavalseacadetcorps

Navy League Foundation
2300 Wilson Blvd., Suite 200
Arlington, VA 22201-5424
Telephone: 703-312-1559
Email: scholarships@navyleague.org

Table 2-14

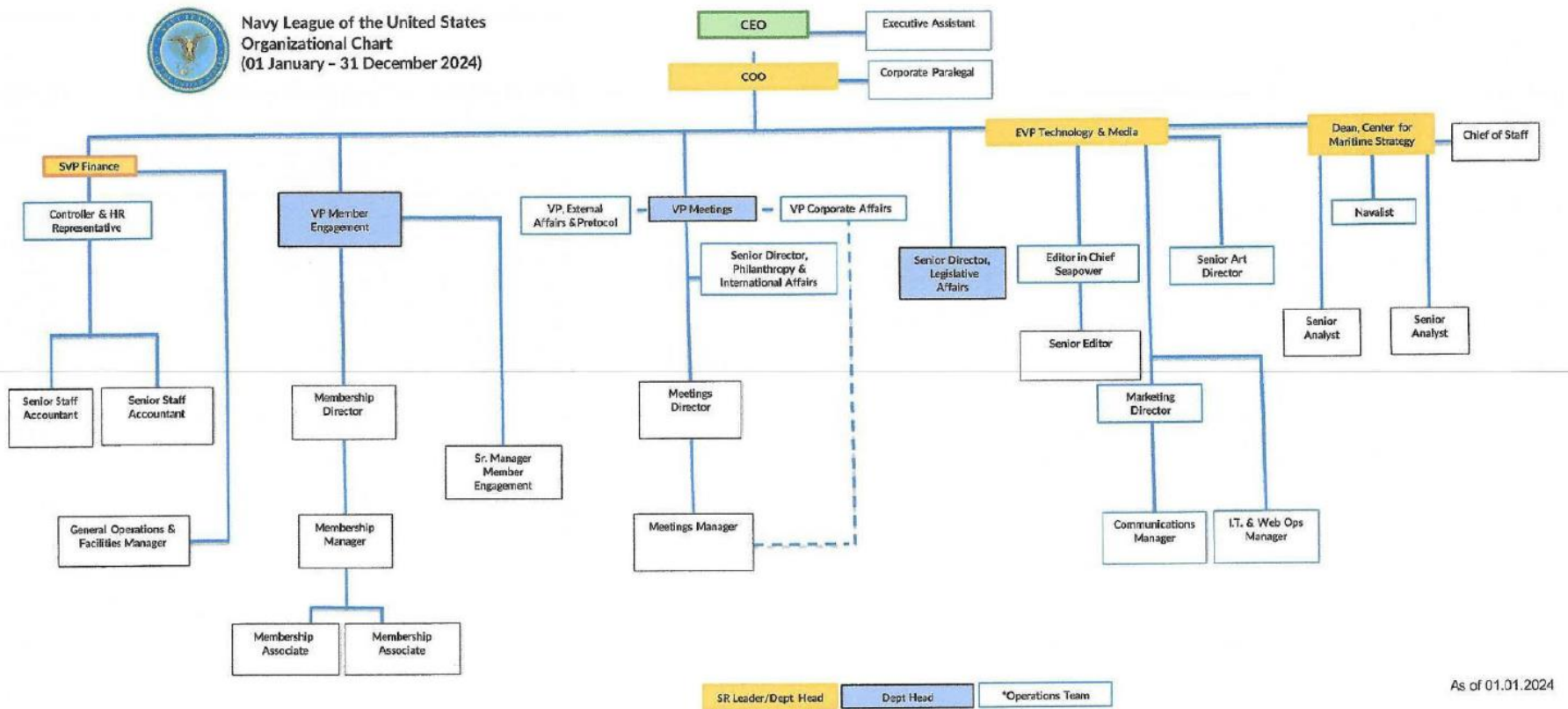
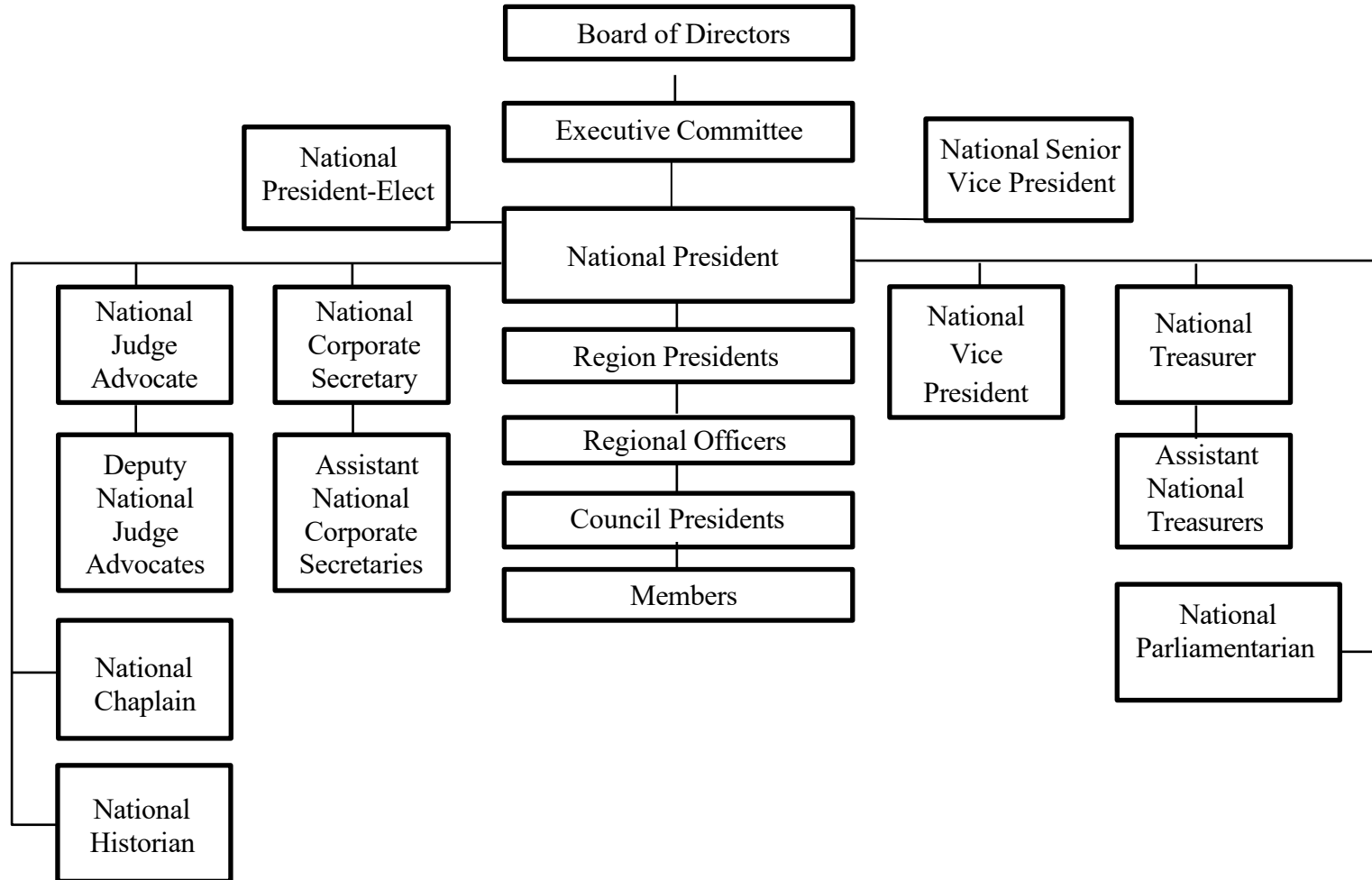


Table 2-15

**NLUS Volunteer Organization Chart
November 2022**



IV. Elections and Nominations

A. National Elections

1. The national elections shall be held during the Annual National Convention, which generally takes place in June.
 - a. Members of the Navy League shall elect National Delegates at the Annual Meeting of Members. The National Delegates shall be invested to have the powers, rights and privileges of the Members to elect qualified candidates for Board of Directors positions at the meetings of the National Delegates.
 - b. On the same day and immediately following the Annual Meeting of the Members, the National Delegates shall hold the Annual Meeting of National Delegates and elect and fill open Navy League National Officer positions.
2. The composition of the National Officers is covered in National Bylaws Article 7 and Operations Manual Part Two, Section IV, Article B. The terms of office for the officers are illustrated in National Bylaws Article 9.
3. Election shall be held only for those National Officer positions whose terms are expiring.
 - a. There is no election for the National President since the current National President-Elect shall automatically assume the office of National President at the end of the sitting National President's two (2) year term.
 - b. Election for the National President-Elect shall be held only at the close of the first year of term for the National President.
 - c. In the event of death, incapacity, resignation or removal of the National President-Elect, the National Delegates shall elect a new President-Elect at the Special Meeting of the National Delegates as per National Bylaws Article 4.2.2.

Under the NLUS governance structure as stated in National Bylaws Article 6, members of the Board of Directors are National Officers, including the following positions: National President, National President-Elect (if applicable), National Senior Vice-President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, and Region Presidents. The board may also include the following:

- d. Immediate past National President and the most recent two (2) predecessors (only those who agree to serve).⁺⁺
 - e. Up to three (3) additional members appointed by the National President at the National President's discretion with the consent of the Executive Committee.
 - f. The chair of the Naval Sea Cadet Corps shall be a nonvoting member of the board if a Member of the Navy League. The chair of the Naval Sea Cadet Corps may not serve as a member of the National Nominating Committee.
4. National Delegates shall be representatives of their respective regions who are delegated as an electorate for National Officers. The composition of the National Delegates and their qualifications are covered in National Bylaws Article 5. The number of National Delegates from each region is determined by the formula as illustrated below.
 - a. A magic number is produced by dividing the total number of Members (not memberships) assigned to regions as reported on Nov. 30 by the maximum number of National Delegates allowed as stated in National Bylaws Article 5.2, currently set at two hundred and ten (210). This number represents the ratio of the number of Members to each National Delegate.
 - b. The number of apportioned National Delegates assigned to each region is determined by dividing the total number of Members for the region as reported on Nov. 30 by the magic number (decimal or fractional number is rounded to the nearest integer).
 5. The quorum, voting, procedures and requirements for the Annual Meeting of the Members and Annual and Special Meetings of the National Delegates are covered in Part Two, Section V, Article A of this manual.

++All applicable past National Presidents who choose to serve must be appointed by the National President and affirmed by the Executive Committee.

B. National Nominations

1. The National Nominating Committee shall be established each year as per National Bylaws Article 10.2.
2. One hundred and eighty (180) days before convening the National Nominating Committee, National Headquarters shall send out nominating information to the Executive Committee and Region Presidents with information, instructions and nominating forms for nominating candidates for elections as discussed in the previous section.

3. Each Region President is charged with the responsibility of appointing a Region Nominating Committee, which shall submit a slate of candidates for National Offices as well as candidates to represent the region as National Delegates to the National Nominating Committee.
 - a. One hundred and twenty (120) days prior to the National Nominating Committee meeting, Region Presidents shall appoint a region nominating chair and three (3) additional members to serve on the Region Nominating Committee. Note: Region Presidents shall not be allowed to serve on the Region Nominating Committee. Members of the Region Nominating Committee may convene virtually or in person.
 - b. Ninety (90) days prior to the National Nominating Committee meeting, a list of the Region Nominating Committee members must be submitted to National Headquarters.
4. A Region Nominating Committee shall solicit inputs for proposed nominations from the region leadership team from within the region to formulate its slate of candidates for submission to the National Nominating Committee.
 - a. A region leadership team may include but is not limited to the Region President, Regional Officers, Council Presidents and experienced Members with current or past Navy League leadership positions at the local or national levels.
 - b. Council Presidents are encouraged to solicit their Members' input in formulating the nominations from the councils.
 - c. All nominated candidates must complete and submit the required forms prior to the predetermined deadlines to be considered for office.
5. All Executive Committee members shall be permitted to nominate Members to serve as National Officers.
 - a. Candidates being nominated by an Executive Committee member must agree to be nominated and fill out a profile document.
 - b. The Executive Committee members' nomination form and the candidate's profile document must be submitted prior to the predetermined deadlines.
6. An individual can be nominated for multiple offices but can only hold one (1) office. Should an individual be elected to two (2) or more offices, the

individual shall immediately announce in which office they intend to serve prior to the adjournment of the meeting.

7. As per National Bylaws Article 10.2, floor nominations shall not be allowed at the Annual Meeting of the Members for the election of National Delegates. Floor nominations shall be allowed at the Annual Meeting of the National Delegates for the election of National Officers if the following conditions are met:
 - a. The National Delegate nominating a candidate for office must submit a written notice to the chair of the meeting of the National Delegates prior to the commencement of the meeting. The notice must consist of the following:
 - i The name of the candidate
 - ii The office for which the candidate is being nominated
 - iii Attestation and signature from the candidate declaring the candidate has consented to the nomination and will serve if elected
 - iv Signature of the primary nominator
 - v Signature of the National Delegate who seconded the nomination
 - vi Signatures of at least two (2) additional National Delegates who support the nomination
 - b. Every nominee from the floor must have completed all necessary applicable prescreening and paperwork requirements^{##} and agreed to serve if elected before the nomination can be accepted.
 - c. Nominations for Region President may only be made and seconded by National Delegates from the same region as the nominee.
 - d. The respective Region President, the chair or a member of the respective Region Nominating Committee shall have the opportunity to speak about a nominee for Region President in front of the National Delegates before a vote is taken.
 - e. The chair or a member of the National Nominating Committee shall have the opportunity to speak about a nominee for National President-Elect, National Senior Vice President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge

Advocate, Region Presidents or member of the Board of Directors in front of the National Delegates before a vote is taken.^{###}

- f. Nominations shall be subject to certain pre-certifications (e.g., criminal record check, credit report, professional qualifications, etc.) may proceed with the understanding that such nominee if elected may not take office until all required certifications are completed and the candidate is deemed to be without impediment to serving. Approval or rejection of the electee to serve will be made by the Executive Committee within forty-five (45) days of the election.
- g. The candidate being nominated, the National Delegates (nominator, seconder, supporters) whose signature are on the written notice submitted to the chair of the meeting must be present at the meeting in order for the nomination to proceed.
- h. National Headquarters staff should be available to facilitate necessary procedures and documentation during floor nominations.

^{##}Paperwork may include but not be limited to forms for contact and background information, qualification, authorization to conduct background or any required screenings, conflict of interest statement, Volunteer Acknowledgement and Pledge Form, etc.

^{###}The chair of the meeting shall have the latitude to determine the amount of time each party is allowed to address the National Delegates; however, it should not be less than two (2) minutes or more than five (5) minutes.

- 8. Consult Part Two, Section III, Article G of this manual on restrictions and qualifications for nominations and holding offices.

C. The National Nominating Committee

- 1. Use of electronic teleconference equipment shall be allowed as long as it is in compliance with National Bylaws Article 4.5 and procedures set forth in the Operations Manual.
- 2. The committee shall review all nominations, recommendations, candidate information, qualifications and other pertinent information and documents for each candidate, including those region nominations for Region Presidents.
- 3. The National Nominating Committee shall nominate candidates deemed qualified for each elective office. The committee may nominate more than one (1) candidate for an office if the committee finds that there are more than one (1) equally qualified candidate for such office. Each qualified candidate must

receive at least a two-thirds (2/3) majority affirmative vote from the committee for the nomination to be forwarded to the National Delegates for consideration. If the committee finds no qualified candidate for an office, the nomination for that office shall remain vacant.

4. All deliberations of the committee shall be held in confidence. The names of the nominees shall not be revealed until the recommended slate has been posted via email and in a public area.
5. Members of the National Nominating Committee shall not serve on this committee if seeking election to any office higher than the Member currently holds.

D. The Regional Nominating Committee

The Region Nominating Committee shall nominate candidates to the National Nominating Committee for National Officers and candidates for National Delegates who shall represent the region.

1. The Region President shall:
 - a. Appoint a Region Nominating Committee.
 - i. The chair of the Region Nominating Committee should be an experienced Navy League Member.
 - ii. It is recommended that members be Council Presidents or designated Council Officers from a majority of councils that are active and in good standing.
 - iii. Members of the region leadership team[‡] may also be appointed to the committee.
 - iv. Membership on the committee shall represent a cross section of the regional leadership and be geographically balanced.
 - v. Including the chair, no less than four (4) members shall make up the Region Nominating Committee.
 - vi. The Region President may not serve as a member or chair of the committee.
 - vii. Members may not serve more than three (3) consecutive terms.
 - viii. Members shall not not eligible to seek offices higher than they are currently holding.

- b. Ninety (90) days prior to the National Nominating Committee meeting, submit a list of the names and titles of the Region Nominating Committee members to National Headquarters for the National Nominating Committee chair and circulate the list to all members of the region leadership team[‡] within the region.
 - c. Solicit nominations from the region leadership team[‡] using the Nominations to the Region Nominating Committee form (Form 2) (Table 2-17).
 - d. Forty-five (45) days prior to the National Nominating Committee meeting, certify and forward to National Headquarters the completed Region Nominations for Submission for the National Nominating Committee form (Form 1) (Table 2-16).
 - e. Include accompanying Volunteer Acknowledgement and Pledge forms (Table 2-7). This is a required form for candidates who have not previously submitted a signed form to National Headquarters from prior involvement with the Navy League. Candidates who have previously submitted this form shall not be required to resubmit it.
 - f. Include the Candidate Information Profile form.
 - g. Circulate the completed Form 1 to members of the region leadership team.[‡]
2. The committee shall:
- a. Allow the opportunity for all candidates to be interviewed in person or via telephone or to submit a written statement to the committee in support of the candidacy.
 - b. Ensure documentation requirements are met.
 - i. All Board of Director candidates must have a signed Volunteer Acknowledgement and Pledge form on file with National Headquarters. Candidates who have not previously submitted a signed form to National Headquarters from prior involvement with the Navy League must submit the form to the committee to accompany their nominations (Form 1).
 - ii. Ensure the Candidate Information Profile form is included for each candidate.
 - c. Ensure citizenship, residence and membership requirements are met per National Bylaws Articles 5.2 and 7.8 and meet requirements as set

forth in Part Two, Section III, Article G.

- d. Determine if the most immediate three (3) past National Presidents are willing to serve as a National Director.
- e. Not nominate as a National Delegate any candidate that cannot attend the Annual Meeting of the National Delegates, in which a National Delegate must be present in person in order to vote.
- f. Make nominations of only qualified candidates, not just candidates to fill allocated vacant positions.
- g. Ensure that all candidates have consented to the nomination and shall be attending the Annual Meeting of Members.
- h. Be aware that a Member from within the region can be nominated for National Officer position(s) or as a National Delegate to represent the region concurrently.
- i. Be aware that a National Director Emeritus may serve as a National Delegate.
- j. If chair of the Region Nominating Committee, notify any incumbent officeholder who is not renominated.
- k. Be aware that the quorum for the meeting is one half (1/2) of the appointed committee members. Meetings via electronic means shall be allowed per procedures prescribed in Operations Manual Part Two, Section IV, Article C.4.

National Nominating Committee Proceedings and Procedures:

- 1. Members of the nominating committee shall receive an orientation package fourteen (14) days prior to the start of the National Nominating Committee meeting.
- 2. On the date and hour formally announced, the committee shall convene.
 - a. Members of the committee shall be seated at their assigned place.
- 3. The committee chair shall call the meeting to order.
 - a. The Judge Advocate shall take roll call.
 - b. The chair shall administer an oath of confidentiality.

4. The committee chair shall discuss the proceedings, process and procedures with the committee members.
 - a. The National President and the Chief Executive Officer shall be provided an opportunity to address the committee.
 - b. One (1) hour shall be allotted to review provided candidate information.
 - c. Candidates being interviewed must interview by phone, by video or in person.
 - d. Interviews are suggested to be a total of ten (10) minutes, five (5) minutes for the candidate to make a statement followed by five (5) minutes for the committee to ask questions; however, the committee shall have the authority to extend the time of interviews if desired.
 - e. There shall be an allowance for breaks throughout the meeting.
 - f. As the deliberations of the committee are designed to provide a process to more thoroughly vet each candidate, any relevant information that is in the possession of National Headquarters shall be shared by the committee chair.
 - g. All interviews shall be completed prior to final deliberation.



Table 2-16

(For illustration only. Actual form may vary)

**Region Nominations for Submission
to the National Nominating Committee
(For Regional Nominating Committee use only)**

Return to: Chairman, National Nominating Committee via the Region President

Part 1

A) National President – Elect (1-Year Term)

Name: _____

National Senior Vice President (1-Year Term)

Name: _____

National Vice President (up to 5) (2-Year Term)

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____ N/A

National Corporate Secretary (3-Year Term)

Name: _____ N/A

National Treasurer (3-Year Term)

Name: _____

National Judge Advocate (3-Year Term)

Name: _____ N/A

Table 2-16 (Cont'd)

B) Region President² (1-Year Term)

Name: _____ Council: _____

Part 2

C) Region President's Alternate to National Nominating Committee (if applicable) ²

Name: _____ Council: _____
Email: _____ Phone: _____

D) Past National President(s) in Your Region Eligible and Willing to Serve on the Board of Directors (if applicable)^{1,2,3}

Name: _____

Part 3

E) National Delegate(s)^{1,2} (use additional sheet if needed)

1. Name: _____ Council: _____
Email: _____ Phone: _____

2. Name: _____ Council: _____
Email: _____ Phone: _____

3. Name: _____ Council: _____
Email: _____ Phone: _____

4. Name: _____ Council: _____
Email: _____ Phone: _____

5. Name: _____ Council: _____
Email: _____ Phone: _____

6. Name: _____ Council: _____
Email: _____ Phone: _____

7. Name: _____ Council: _____
Email: _____ Phone: _____

8. Name: _____ Council: _____
Email: _____ Phone: _____

Table 2-16 (Cont'd)

9. Name: _____	Council: _____
Email: _____	Phone: _____
10. Name: _____	Council: _____
Email: _____	Phone: _____
11. Name: _____	Council: _____
Email: _____	Phone: _____
12. Name: _____	Council: _____
Email: _____	Phone: _____
13. Name: _____	Council: _____
Email: _____	Phone: _____

¹Refer to *Instructions to the Chair of the Region Nominating Committee* in filling this section.

²These nominations are to be from your Region only.

³Submit the completed *Past National President Statement to Serve on the Board of Directors* form with this *Form 1* together. (This form is sent to applicable Region Presidents separately directly from HQ.)

Certification

Chairman, Region Nominating Committee

Print name: _____ Signature: _____ Date: _____

Region President

As President of the _____ Region, I certify that this slate of Nominees has been arrived in compliance with existing regulations and directives and has been properly circulated to the region leadership team for this Region. I further certified that all candidates on this form have met the citizenship, residency, and membership requirements.

Print name: _____ Signature: _____ Date: _____

Note: The National Nominating Committee will not accept the regional Nominating Committee's slate without the above certification by the Region President.

Table 2-17

(For illustration only. Actual form may vary)



Nominations to the Region Nominating Committee
(This form is to be submitted to your Region Nominating Committee)
Please check with your Region President for Deadline

Return to: Chairman, Region Nominating Committee

National Senior Vice President (1-Year Term)

Name: _____

National Vice President (up to 5) (2-Year Term)

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

National Corporate Secretary (3-Year Term)

Name: _____

Table 2-17 (Cont'd)

Nominations for the following must be from your region only

Region President

Name: _____ Council: _____

National delegate(s)

(Please see Allocation of National Delegates to determine how many National Delegates are allocated to your region)

1. Name: _____ Council: _____
Email: _____ Phone: _____

2. Name: _____ Council: _____
Email: _____ Phone: _____

3. Name: _____ Council: _____
Email: _____ Phone: _____

4. Name: _____ Council: _____
Email: _____ Phone: _____

5. Name: _____ Council: _____
Email: _____ Phone: _____

6. Name: _____ Council: _____
Email: _____ Phone: _____

7. Name: _____ Council: _____
Email: _____ Phone: _____

8. Name: _____ Council: _____
Email: _____ Phone: _____

9. Name: _____ Council: _____
Email: _____ Phone: _____

10. Name: _____ Council: _____
Email: _____ Phone: _____

11. Name: _____ Council: _____
Email: _____ Phone: _____

Table 2-17 (Cont'd)

12. Name: _____	Council: _____
Email: _____	Phone: _____
13. Name: _____	Council: _____
Email: _____	Phone: _____
14. Name: _____	Council: _____
Email: _____	Phone: _____
15. Name: _____	Council: _____
Email: _____	Phone: _____

(Attach additional page if needed)

(Please see Allocation of National Delegates to determine how many National Delegates are allocated to your region)

Print name/title: _____

Signature: _____

Date: _____

Note: *Region President must be a current and participating member of a council located within the Region they represent. All candidates for National President-Elect and Senior Vice President must be a citizen of the United States.*

Table 2-18

(For illustration only. Actual form may vary)

NLUS Candidate Information Profile

As a candidate for office, you must understand the commitment that you are making when elected to that office. Duties and responsibilities are defined in the Operations Manual. Use additional sheets if needed. All candidates must sign and date the form before submission. This form is for optional use at the region nomination level as determined by each region and is not required at HQ.



Part 1

Name _____ Last Name _____ Member Since _____
Council _____ Region _____
Address _____
City _____ State _____ Zip _____ Country _____
Home Phone _____ Business Phone _____
Mobile _____ Email _____
Have you served as a National Delegate, If yes how many terms have you served? _____
List the last three National Meetings you have attended? _____

List the offices you have held at each level including committee memberships:
National _____
Region _____
Area _____
Council _____

Part 2

Describe any particular skill sets that you can bring to the Navy League:

What areas do you feel that you can contribute to the Navy League?

List other organizations or clubs in which you have had an active leadership:

Signature _____ Date _____

V. Administration

A. National Convention, Meetings and Minutes

1. National Convention

- a. The National Convention may be held at any point of the year but is usually held in June and includes both the Annual Meeting of the Members and the Annual Meeting of the Delegates. The Board of Directors, the Executive Committee and various standing and ad hoc committees may also meet to conduct business during the convention.

New York not-for-profit corporation law requires the organization to hold an annual meeting of members. The Navy League's bylaws require a quorum of three hundred (300) members. It is important to attend the National Convention to not only meet quorum requirements and vote on National Delegates, but a plethora of peer-to-peer, professional training and networking opportunities are available for all members.

- b. Factors to be considered when determining a site for the National Convention shall include the following:
 - cost associated with hosting the convention and cost to Navy League members for travel, accommodations and attendance at the convention;
 - geographic equity compared to previous convention locations; and
 - a location that considers both the enjoyable amenities for attendees and the safety measures to ensure a successful and secure event.
- c. Using these factors, it shall be the responsibility of National Headquarters to provide recommendations to the National President and Executive Committee for possible locations. National Headquarters shall be responsible for recommending to the National President and Executive Committee a date for the convention and for developing a convention schedule that meets all requirements of the Navy League's bylaws and articles of incorporation.
- d. To support and encourage participation in the National Convention, the Navy League will provide up to ten (10) reimbursement awards of \$1,000 each year. These reimbursements will be issued as restricted donations to the council of each selected Council President or the council's Leadership Candidate. Councils will be responsible for

administering the reimbursement in accordance with IRS guidelines.

Procedures:

1. Submission of Requests:

Council Presidents or Leadership Candidates wishing to be considered for a reimbursement must submit a written request to their respective Region President. The request must be in the form of a one-page Word document and should include:

- A brief explanation of financial need
- The expected benefit of attending the National Convention
- Any relevant contributions or leadership activities within the council or region
- Current Leadership position

2. Regional Review:

Each Region President will review the submitted requests within their region and provide a ranked list of the members who have submitted a request to be considered for a reimbursement.

3. National Selection Process:

The Chair of the Region Presidents will collate the Applications and forward the list and Applications to the Chair of the Council Training Track Committee. The Training Track Committee will evaluate all nominations submitted and select up to ten (10) recipients.

4. Notification and Restricted Donation:

Selected Awardees will be notified of selection by the Chair of the Training Track Committee. Navy League National Headquarters will provide a \$1,000 restricted donation to the council of each Awardee. This donation is to be used exclusively to reimburse qualifying travel expenses incurred by the Awardee in attending the National Convention.

Eligibility & Limitations:

- A Council Leadership Awardee may only receive this reimbursement once in their tenure.

- The council receiving must be in good standing.
- Reimbursements are subject to the availability of budgeted funds approved by National Headquarters.

IRS-Compliant Reimbursement Requirements for Councils:

To comply with IRS rules governing non-taxable reimbursement of volunteer travel expenses:

- Councils must treat the \$1,000 as a restricted fund to be used only for documented travel costs of the selected Leadership Awardee.
- Councils must require adequate substantiation of expenses, including original receipts for travel, lodging, registration, and other convention-related costs.
- The Council Leadership Awardee must submit these receipts within 30 days following the National Convention.
- Councils may only reimburse actual expenses incurred. Any portion of the donation not supported by documentation must be returned to National Headquarters or reclassified as taxable income to the individual.
- Councils must maintain records of all documentation and reimbursements in accordance with standard financial and audit practices.

2. Annual Meeting of the Members

- a. At least one hundred and eighty (180) days prior to the date of the convention, all members shall be notified of the time, date and place of the meeting and of the matters to be considered.
- b. At least sixty (60) days prior to the date of the meeting, all members shall be notified of the matters to be considered.
- c. The National President shall preside. If the National President becomes unavailable, the President-Elect, if seated, or the National Senior Vice President shall be the presiding authority.
- d. The quorum for the transaction of any business at the Annual Meeting of the Members shall be a minimum of three hundred (300) members* as established in the Amendment to the Certificate of Incorporation.
- e. Voting shall be by majority vote of those voting* and may be in person or by proxy. Undirected proxies received shall be voted by the

Proxy Committee in proportion to the votes cast by those voting in person at the Annual Meeting of the Members.

- f. The Members shall elect the National Delegates at the meeting.
- g. The National President, National Corporate Secretary, National Treasurer and Chief Executive Officer shall submit annual reports to the Members. Such reports shall also be posted to the Navy League website accessible by password within thirty (30) days following the meeting. Passwords may be obtained by written request to the National Corporate Secretary or the designated staff member at National Headquarters. Such reports shall also be made available to all Members in printed form upon written request to the National Corporate Secretary or the designated staff member at National Headquarters.
- h. The Members may conduct any other business requiring the approval of the Members.

**Member who is in good standing as set forth in Part Two, Section II, Article H and meets requirements of a Member or Life Member as set forth in Part Two, Section II, Article C of this Operations Manual.*

3. Annual Meeting of the National Delegates

- a. The Annual Meeting of the National Delegates shall be held on the same day immediately following the Annual Meeting of the Members.
- b. The National President shall preside the Annual Meeting of the National Delegates. If the National President becomes unavailable, the National Senior Vice President shall be the presiding authority.
- c. By a majority vote of those voting, the National Delegates who are present in person at the meeting shall elect the officers (except for the position of the National President) and members of the Board of Directors for the Navy League as set forth in National Bylaws Article 5.3 at the meeting. If a candidate fails to achieve a majority vote after the ballots are counted in a single round vote, such office shall remain vacant and may be filled in accordance with the bylaws.
- d. The quorum for Annual Meetings or Special Meetings of the National Delegates shall be fifteen (15) percent of the total National Delegates elected.
- e. The National Delegates may conduct any other business requiring the approval of the National Delegates.

4. Special Meeting of the National Delegates
 - a. In the event of death, incapacity, resignation or removal of the National President-Elect, the National President shall issue a call within five (5) days for a Special Meeting of the National Delegates to be held within forty-five (45) days for the purpose of electing a new President-Elect.
 - b. The presiding authority, quorum and voting requirements shall be the same as the Annual Meeting of the National Delegates.
 - c. The National Delegates may conduct any other business requiring the approval of the National Delegates.
5. Annual Board of Directors Meeting
 - a. The Annual Meeting of the Board of Directors shall be held on the same day immediately following the Annual Meeting of the National Delegates.
 - b. The National President shall preside the Annual Board of Directors. If the National President becomes unavailable, the National Senior Vice President shall be the presiding authority.
 - c. The quorum for the meeting shall be a majority of the Board of Directors.
 - d. Voting is by a majority of those voting.
6. Regular Board of Directors Meeting
 - a. Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors shall hold such meetings as the National President deems necessary.
 - b. The presiding authority, quorum and voting requirements shall be the same as the Annual Board of Directors Meeting.
7. Special Board of Directors Meeting
 - a. Upon written request to the National President by any seven (7) members of the Board of Directors, the National President shall call, within twenty-one (21) days of the request, a special meeting of the Board of Directors.
 - b. Should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, citing the failure of the National President to act. In such a case, the requesters shall select

one among them to serve as chair pro tem of the called special meeting. Any special meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings shall be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President.

- c. The presiding authority (except in the case of the National President failing to issue the call for the meeting), quorum and voting requirements shall be the same as the Annual Board of Directors Meeting.

8. Executive Committee Meeting

- a. Upon call with at least seventy-two (72) hours' notice by the National President, the Executive Committee shall hold such meetings as the National President deems necessary.
- b. For matters deemed of extreme urgency, the National President may call a meeting with at least twenty-four (24) hours' notice.
- c. All such meetings shall be legal meetings and resulting acts shall be valid and binding so long as a quorum was established and maintained at the time of such action.
- d. The quorum for an Executive Committee meeting shall be a majority of the Executive Committee.

9. Electronic Meetings

- a. Electronic meetings shall not be permitted for the following meetings:
 - i. Annual Meeting of the Members
 - ii. Annual Meeting of the National Delegates
 - iii. Regular Board of Directors Meeting held in conjunction with the National Convention
- b. In extraordinary circumstances, such as a declared disaster or emergency, or when the safety and well-being of the participants would be put at grave risk by their attendance, the National President and the Executive Committee may approve any meeting, other than the National Nominating Committee meeting, to be conducted via electronic means as long as quorum requirements are met and meetings are conducted in a manner consistent with the Operations Manual.

- c. Electronic meetings shall be permitted as long as they are consistent with procedures, provisions and/or rules in this Operations Manual.
- d. Unless otherwise specifically prohibited by the bylaws, meetings such as those that all or some of the participating Members are not physically present in one room or area shall be allowed to be conducted through electronic means such as the internet or by telephone as long as conditions of opportunity for simultaneous aural communication among all participating members are available (deliberative process in writing such as postal mail, email, chat room, texting or fax does not satisfy the “simultaneous aural communication” condition and thus not allowed).
- e. Equipment or computer software required for participation in the meeting, unless specially provided by the chair, must be easily accessible by participants of the meeting. The chair must also provide contingencies for technical difficulties and malfunctions of such equipment or software.
- f. Participants in an electronic meeting shall be considered as present as in a physical face-to-face meeting.
- g. Quorum for an electronic meeting shall be the same as if the meeting were held in a face-to-face physical location.
- h. The notice of an electronic meeting must include adequate description of how to participate (i.e., telephone number to call, web address and password for logging in or physical location if certain Members can participate in person) must be provided.
- i. The chair of an electronic meeting may set conditions for a Member to seek recognition, for obtaining the floor, by which motions may be submitted, and as to methods for taking and verifying votes. Such conditions shall be circulated to all participants at the commencement of the meeting.
- j. The chair of an electronic meeting may adopt provisions to ensure only invited members can participate in the meeting, especially during any meeting or portion of a meeting held in executive session.

10. Minutes

- a. Minutes shall be taken of all meetings of the Annual Meeting of Members, the meetings of the National Delegates, the Board of Directors and the Executive Committee.

- b. Such (draft or approved) minutes shall be made available within thirty (30) days following such meeting and shall be posted to the Navy League website accessible by password within thirty (30) days following such meeting. Passwords may be obtained from the National Corporate Secretary or the designated staff member at National Headquarters with written request. Such minutes shall also be made available in printed form upon written request to the National Corporate Secretary or the designated staff member at National Headquarters.

B. Procedure for Bylaws Review

1. The quorum for amending the National Bylaws shall be a majority of the total number of National Directors. The bylaws may be amended only at a meeting of the Board of Directors and by a majority vote of those present and voting.
2. A proposed amendment to the bylaws shall be submitted to the National President at least thirty (30) days* prior to the next scheduled meeting of the Board of Directors. This submission shall include the submitter's name (individual/committee), and the reason for the proposed change. Submission lacking any of the aforementioned elements shall be returned to the submitter with the reason of return.
3. The National President, within five (5) days* of receipt of a complete proposed bylaws submission, shall forward the proposed amendment to both the National Judge Advocate and the Bylaws Committee for review of form (structure, how the proposal is put together) and substance (the content of the proposal) concurrently.
 - a. The review shall also take into consideration if the proposed bylaws amendment is in conflict with other articles or sections of the bylaws, and if it conforms to federal, state, local or any other applicable laws.
 - b. If discrepancies are discovered, the proposed amendment shall be returned to the submitter with such discrepancies noted, and the submitter shall have the option to amend the proposal to correct such discrepancies for resubmission within five (5) days.*
 - c. If the submitter declines to correct such discrepancies or to withdraw the submission, the proposed bylaws amendment shall go forward with such discrepancies noted.
 - d. The review by the National Judge Advocate and the Bylaws Committee, including resubmission by the submitter if necessary, shall be completed within fifteen (15) days* of the National President's initial submission to the National Judge Advocate and Bylaws Committee.

3. The National President shall then submit the proposed bylaws amendment to the Executive Committee for its review and recommendations after the review process is done by the National Judge Advocate and the Bylaws Committee.
4. The National President shall submit the proposed bylaws amendment to the Board of Directors in writing at least ten (10) days* prior to the next regular meeting of the National Directors for their consideration.

**All days mentioned in this section are defined as calendar days.*

C. Program Resources

1. Guidebooks (guides, handbooks, manuals, etc.) for programs supported by the NLUS are available at National Headquarters and online at the Navy League website under “Council Support Materials.”
2. Proposed revision to any guidebooks by the responsible committee or the designated writer shall be sent to the National Corporate Secretary for review before publication. The review is to ensure that changes to the guidebooks are not in conflict with other guidebooks, publications or the Operations Manual.

D. Awards

The various awards given to councils, members, individuals and programs are listed with requirements in Appendix I: Awards Manual.

Awards and recognitions authorized by the US Naval Sea Cadet Corps for the Naval Sea Cadets and Navy League Cadets Corps are listed in the NSCC/NLCC Awards Manual, available on the Navy League website under “Council Support Materials.”



Navy League of the United States

Operations Manual

Part Three

Council Handbook Policies and Organization

Revised
January 16,
2025

Table of Contents

I.	Introduction	3-1
II.	Council Formation and Charters	3-2
	A. Formation	3-2
	B. Name	3-3
	C. Charter	3-3
	D. Compliance	3-4
	E. Prohibition	3-4
	F. Revocation	3-4
III.	Council Organization	3-5
	A. Council Officials	3-5
	B. Board of Directors	3-6
	C. Operating Committees	3-7
IV.	Council Administration	3-8
	A. Membership	3-8
	B. Elections	3-8
	C. Fiscal Year	3-9
	D. Annual Report	3-9

E.	Council Meetings	3-9
F.	Employer Identification Number	3-9
G.	Tax-Exempt Status	3-11
H.	Council Insurance Coverage	3-12
I.	Communications	3-14
J.	Program	3-15
V.	Attachments	3-22
A.	Sample Council Articles and Bylaws	3-23
B.	Sample Navy League Theodore Roosevelt Youth Medal Certificates	3-32
C.	Sample Sailor of the Month/Quarter/Year Certificate	3-35

I. Introduction

The general membership of the Navy League is structured into councils located throughout the United States and overseas. Each council is responsible for the recruitment and retention of its Members and for carrying out activities and programs that enhance the purpose of the Navy League. The council is the grassroots of the Navy League, and its activities indicate the strength of the national organization in furthering the objectives of the Navy League.

The National Bylaws call for a Council Handbook to be established and maintained as part of the Operations Manual.

Councils shall be governed by and conduct their business in accordance with the Operations Manual, which includes the Part I: Navy League Bylaws; Part II: National Policies and Organization; and Part III: the Council Handbook Policies and Organization and Attachments. Should any conflict arise between the contents of this Operations Manual and the National Bylaws, the bylaws shall be the governing document. Should any conflict arise between the contents of this Operations Manual and any Navy League guidebook (guides, handbooks, manuals, etc.), the Operations Manual shall be the governing document.

II. Council Formation and Charters

A. Formation

A request to form and charter a council may be made by a written submission to the National Corporate Secretary via the Regional Officer for the designated area (Region Vice President or Area President, if applicable) and Region President when twenty-five (25) or more persons, who are Members in good standing* or potential Members of the Navy League, indicate their intention to become charter members of the new council. The charter request may be submitted by email.

The follow steps should be followed prior to submission of an application to form a council:

1. Obtain Council Formation and Council Building Guide from National Headquarters.
2. Hold council formation meeting(s) with the anticipated charter members (and the Regional Officer for the designated area (Region Vice President or Area President, if applicable) and/or Region President, if feasible) in attendance. This meeting should discuss the Navy League's policies, objectives and organization and how the individual shall achieve the Navy League's goals.
3. Ensure the twenty-five (25) or more potential members meet membership requirement as set forth in Part Two, Section II, Article H and meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II, Article C of this Operations Manual.
4. A current Navy League Member who is already a member of an existing council must indicate if they want:
 - a. to be transferred to the new council when chartered (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.

**Member who is not placed in suspension status, is not being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two, Section II, Article C of this Operations Manual.*

5. Draft Council Article or Corporate Charter* and Council Bylaws
 - a. 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.

- b. It is recommended that the Council Article or Corporate Charter be drafted by an attorney and processed in accordance with the legal requirement of the council's residing state.
- c. Draft samples of a Council Article or Corporate Charter and Council Bylaws are in the appendix of this section.

**The Corporate Charter may be called the Certificate of Incorporation, Article of Incorporation, Articles of Association, etc. in different states variously.*

- 6. Submit the request to form and charter a council to the National Corporate Secretary at National Headquarters. It must be accompanied by the following:
 - a. Completed membership application form from potential Members.
 - b. Completed membership application from a Member who chooses to purchase a second membership or a statement from the Member requesting to be transferred to the new council.
 - c. Copy of draft Council Article or Corporate Charter.
 - d. Copy of draft Council Bylaws.

B. Name

It is recommended the councils be named after the community, geographical area or a ship where the new council is located (e.g., Seattle Council or Greater Austin Council). To facilitate IRS registration, the official council name must be "Navy League of the United States XYZ Council." The council may still be referred to informally as the XYZ Council.

C. Charter

Once the application is favorably endorsed by the Regional Officer for the designated area (Region Vice President or Area President, if applicable) and Region Presidents with a final review of the Corporate Charter and Council Bylaws completed by the National Judge Advocate, the National President has the final authority to grant the request for chartering a council. All Navy League Members who participated in the council formation meeting(s) by indicating their intent to become Members of the new council shall be known as charter members.

D. Compliance

Councils must operate in compliance with all applicable federal, state and local laws in addition to the Operations Manual. Refer to Part Two, Section III, Article J this

Operations Manual for conditions a council must meet in order to maintain its active status.

E. Prohibitions

Specific prohibitions outlined in the Operations Manual in respect to declaration of policy, political influence, communications and use of Navy League indicia are equally applicable to Navy League Councils.

F. Revocation

The National President shall have the authority to amend, rescind or cancel a council charter, for cause, in accordance with the Operations Manual.

III. Council Organization

A. Council Officials

1. Council President

- a. The Council President directs the activities of the council; presides at meetings including those of the Board of Directors; appoints committee chairs; assure compliance with National Bylaws and all federal, state, local laws and regulations; maintains the council to be in good standing as prescribed in Part Two of this Operational Manual; submits the council's annual report and other reports required; represents the council in public relations and in Navy League national, region and area organization activities.

The Council President shall not serve more than two (2) consecutive one (1) year terms or more than a total of four (4) terms. Service beyond two (2) successive one (1) year terms must be approved in writing by the Region President.

- b. No National Officer, Region President or Regional Officer for the designated area (Region Vice President or Area President, if applicable), while holding any of those offices, shall serve as Council President.
- c. An individual shall not serve simultaneously as Council President of more than one council unless specially authorized by the National President upon recommendation by the Region President under certain circumstances, such as the formation of a new council or the attempted resurrection of a failing council.
- d. A Council President Turnover Guide is available to assist in the relief process.

2. Council Vice President

The Council Vice President assists the Council President as approved by the Council Board of Directors; coordinates the activities of assigned committee chairs; may serve as chairs of major committee; and should be willing to serve as Council President if called upon. The office of the Council Vice President is the training ground for future Council Presidents. Some councils may also have the position of Senior Vice President, First Vice President or Executive Vice President who works closely with the Council President in the administration of the council.

3. Council Secretary

The Council Secretary maintains council records, such as bylaws, minutes of meetings, election results and an accurate membership roster; prepares an

annual report to the council membership; and assures that timely notice of meetings is given to all Members.

4. Council Treasurer

- a. The Council Treasurer maintains financial records of the council, including a record of all receipts and expenditures of council funds; establishes the council's bank account; prepares and oversees the council's budget; submits to the membership an annual report on the finances of the council; and arranges for an annual audit of council financial matters.
- b. The Council Treasurer must file all required tax reports with the IRS, state and local tax authorities. Failure to do so may result in the council suffering significant financial penalties, the loss of granted tax-exempt status or being placed in probation status by the National President.

5. The Council President or the Board of Directors may establish from time to time as needed other council officials, such as Council Judge Advocate or Council Chaplain, by appointment or through election.

6. Individual states may have different requirements on the minimum number of council officials. Councils are advised to check with their resident states on such requirements.

B. Council Board of Directors

1. The Council Board of Directors, consisting of the Council Officers and Council Directors, shall manage and control the affairs of the council.
2. The board may adopt bylaws and regulations or delegate its authority to the elected Council Officers and such other council members as it so desires.
3. Council bylaws and amendments must be consistent with the National Bylaws and with the policies, purposes and objectives of the Navy League. (A sample set of council articles and bylaws are at the end of Part Three of the Operations Manual).
4. Some councils follow the National Headquarters practice of having the membership elect the Council Directors who then elect the Council Officers. Other councils have both Council Directors and Council Officers elected by the members. Either method is acceptable.
5. An advisory or honorary group of outstanding community leaders, former National Officers or Council Officers also may be formed and invited to attend board meetings.

C. Operating Committees

1. The Council President shall appoint members to committees approved by the Board of Directors for the conduct of business.
2. Committees may determine their own rules of procedure subject to board approval.
3. A council should at its minimal establish the following committees: Membership, Retention, Finance and Budget, Legislative Affairs, Programs and Public Affairs.
4. Committee Chairs shall be assigned management responsibilities for council programs. Depending on council bylaws, committee chairs may be ex-officio members of the Board of Directors who may also be Council Officers.
5. Committee reports are valuable in the preparation of the council's annual report to National Headquarters and for providing guidance to successor chairs.
6. Council management should encourage Member participation by assigning as many Members as practical to committee activities.

IV. Council Administration

A. Membership

1. To be eligible for membership in a local council, the individual must be a Member of the Navy League national organization. Eligibility, dues and council rebates for the various categories of membership are covered in the National Bylaws Article 3 and Operation Manual Part Two, Section II.
2. A council may establish local dues or membership fees as it may deem to be appropriate, but such dues or fees must be in addition to, not in lieu of, the national dues.

A council may, with special authorization from the National President, collect [national] dues directly from its Members for remittance to the National Treasurer. Refer to the Operations Manual Part Two, Section II, Article D for further details.

B. Elections

1. All Council Officers and Council Directors must be members of the Navy League of the United States in good standing* and shall be elected by a majority vote of those council members present and voting at a meeting called for the purpose of holding such election. The officers and directors elected shall serve one (1) year terms or until their successors are elected. A suggested “Oath of Office” for elected council members is in Table 3-1.
2. Variations from the aforementioned procedures are acceptable but must be stipulated in council bylaws. A few examples of variations are:
 - a. Voting by a written mail-in ballot.
 - b. Councils members elect the Council Directors, who then elect the Council Officers.
 - c. Including past Council Presidents, current and past National Officers, as members of the Council Board of Directors.
3. Council elections must be held during the last quarter of the Navy League’s fiscal year (calendar), and Council Officers and Council Directors must be installed by the end of the following January. Waivers may be requested from and approved by the Region President. Such requests shall contain written justification and be submitted to the Region President not later than Dec. 1 each year.

**Member who is not placed in suspension status, is not being removed from the Navy League of the United States and meets requirements of a Member as set forth in Part Two, Section II, Article C of this Operations Manual.*

C. Fiscal Year

All councils are encouraged to establish a fiscal year coinciding with the national fiscal year, which is the same as the calendar year.

D. Annual Report

Each council must submit an annual report covering the previous calendar year. Failure of a Council President to submit this annual report, due Jan. 31, will result in the withholding of council dues rebates by National Headquarters. Those rebates shall revert to the general fund of the Navy League at the close of each six (6) month period and shall not be reissued even in the event the report is submitted after that date. Failure to submit the annual report on time will disqualify a council for council performance awards.

E. Council Meetings

1. An Annual Meeting of Members to be held once a year.
2. The Board of Directors Meeting to be held at least once each quarter.
3. General membership meetings and events to be held at least three (3) times per year.
4. Meeting quorums will be determined by council bylaws.
5. Minutes of all meetings should be kept, and the current version of “Robert’s Rules of Order Newly Revised” should apply for the conduct of the meeting in all instances not covered in the National Bylaws or council bylaws.

F. Employer Identification Number (EIN)

Each council must have an Employer Identification Number. It is considered identity theft if a council use another council’s or National Headquarters’ EIN. This identity theft may lead to tax fraud charges. An EIN can be obtained by submitting a completed IRS Form “SS-4” to the Internal Revenue Service.

Table 3-1

The Oath of Office

Would the officers and Board of Directors of the council please come forward.

The Navy League of the United States was incorporated in 1902 with President Theodore Roosevelt as a benefactor. He donated a portion of the monies he received from his Nobel Peace Prize. This should remind us of our objectives.

The Navy League

- is an organization that is dedicated to educating the American people and our government that the United States is a maritime nation;
- fosters and maintains an interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine;
- supports those who wear the uniform of our armed forces and their families; and
- educates and trains the youth of America in the customs and traditions of the maritime services by actively supporting youth programs.

It is the responsibility of the officers and Board of Directors of the council to ensure that programs and initiatives are established to accomplish these objectives and give their enthusiastic support.

Please hold up your right hand:

**“I do solemnly swear that,
during the term of office for which I have been
elected, I shall faithfully serve, to the best of my
ability, the interest of our nation, its maritime
services and the Navy League of the United States.”**

G. Tax-Exempt Status

The Internal Revenue Service has classified the Navy League of the United States as tax-exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code. Contributions to the Navy League are tax-deductible.

The Navy League has obtained a group tax-exempt ruling whereby those councils that have applied to the organization for such inclusion AND have been accepted under the group tax-exempt ruling, shall be afforded the same exemption and tax deductibility for federal tax purposes. Both the Navy League and the IRS encourage councils that are eligible to apply for inclusion in this group tax-exempt ruling, for which there is no charge.

1. Each council electing to be included in this group tax-exempt ruling will be required (normally only once) to submit to the Corporate Counsel at National Headquarters the following IRS-required documentation:
 - a. A letter, signed by a principal officer of the council, indicating that the council's accounting period ends on Dec. 31 and that the council desires and agrees to recognition of exemption from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 under the Navy League's group tax-exemption program.
 - b. A copy of the council bylaws or articles of incorporation if such articles function as its bylaws as well (individual states may impose additional requirements to incorporate in their jurisdiction and qualify for tax exemption).

If the council's name does not comply with the naming requirement of "Navy League of the United States XYZ Council" (See Part III, Section II, Article B), the council must submit an amendment to its articles of incorporation to reflect such change. If the council is incorporated, the amendment must show the date-filed stamp of the state officer authorized to file corporation amendments in the official state records.
 - c. The council's permanent mailing address (either a physical address or a post office box number). Councils must keep National Headquarters advised if their permanent address changes.
 - d. A brief narrative of the council's activities, receipts and expenditures for the past fiscal year. National Headquarters will use this information to determine that the council's activities are consistent with the Navy League's bylaws and policies.
 - e. A copy of the IRS-issued EIN.
 - f. If the council has previously been individually recognized as exempt

from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, a principal officer of the council must include a copy of the council resolution indicating that the council relinquishes that direct exemption as of the date that it wishes to be included in the national group tax-exemption program. Sending a copy of the original exemption letter is recommended but not required.

3. Councils that are not exempt from federal income taxation under Sections 501(c)(3) of the Internal Revenue Code are not eligible for deductibility of contributions, and all council income will be taxable unless a separate exemption has already been established.
4. Councils choosing to participate in the group tax-exempt program will still have full responsibility for their activities in the event of an Internal Revenue Service audit of the council. Inclusion in the group ruling will not relieve the council of its obligation to file Form 990: Return of Organization Exempt from Income Tax or any other filings that the IRS may require of tax-exempt organizations.
5. Councils not recognized as exempt under Section 501(c)(3) are strongly advised to participate in the NLUS national group tax-exempt program. This service will keep the council better informed and in compliance with nonprofit tax laws while reducing the burden of independently keeping track of future changes in law. Participation in the group exemption is free.
6. Only councils located on U.S. territory may participate in the NLUS group exemption. Councils located on foreign soil may apply separately for individual tax exemption to that country. (Contributions to foreign councils are not tax-deductible on U.S. Income Tax returns.)
7. To obtain an individual exemption, the council must apply directly to the IRS on IRS Form 1023. The council should contact the Corporate Counsel at National Headquarters for further information.
8. A domestic council is considered to be not in good standing if it fails to maintain tax-exempt status as recognized by the IRS.

H. Council Insurance Coverage

The Navy League has an insurance policy whose coverage is made available to the affiliated councils within the United States and its U.S. territories and/or possessions. Insurance premiums are based on the size of the council and are deducted from the first semiannual rebate check each year. All premiums are determined annually based on the insurance costs to National Headquarters. The policy covers the period of Jan. 1 through Dec. 31. A current Certificate of Insurance is provided annually to the Council President after renewal.

The insurance afforded by the policies described below are subject to all the terms,

exclusions and conditions of such policies. Questions should be directed to the Corporate Counsel at National Headquarters.

1. General Liability

This policy is afforded to the councils. It includes the following:

- a. *Bodily injury and property damage.* Provides coverage for bodily injury to others and property damage to other people's property.
- b. *Personal and advertising injury liability.* Provides coverage for injury to others arising out of libel, slander, false arrest or wrongful eviction.
- c. *Medical payments.* Provides coverage for medical expenses for bodily injury to others caused by an accident on your premises or arising out of your operations.
- d. *Auto liability.* Provides coverage for bodily injury or property damage to others when operating hired or non-owned autos.
- e. *Liquor liability.* Provides for coverage for bodily injury or property damage arising from the serving of liquor at meetings or functions. There is a separate liquor liability coverage for events for which you may need coverage. If requested by the host facility, a rider can be obtained by contacting the Corporate Counsel at National Headquarters.

2. Umbrella Coverage

This policy is afforded to the councils. It provides additional monetary coverage that is above the monetary limits of the General Liability Policy.

3. Directors and Officers Coverage

National Headquarters has a Directors and Officers Insurance Policy; however, this coverage is not extended to the councils. This coverage only covers acts based on the service of any National Officer, National Director, National Employee and National Volunteer and if the service is performed at the direction of the NLUS Board of Directors. As a result, the acts of the officers and directors of a council are not covered unless it is resulting from a directive of the NLUS Board of Directors. If a council would like to cover the actions of its officers and directors, the council should consider obtaining its own Directors and Officers Insurance Policy.

4. Workers Compensation Coverage

National Headquarters has a Workers Compensation Policy for its employees; however, coverage does not extend to councils. A council should consult with its state should Workers Compensation be required and obtain such type of insurance policy.

5. **Personal Property Coverage**
National Headquarters does not have a policy that would cover the property of a council. This type of property coverage would include fire or theft of property owned by a council. If a council would like to cover its own property, the council should consider obtaining its own insurance policy.

I. Communications

Communication is essential to a council's operation. The Navy League's missions and a council's activities should be shared both internally among its Members and externally to the general public. Here are the most common tools a council may employ to communicate with its constituents.

1. **Website**
A website is a great place for a council's constituents to look up information about the council (i.e., its purposes, missions, officers, meeting place and time, activities, past events, news). A council may also use its website to take reservations and payments for upcoming events and/or donations to the council. A council website must display the official NLUS logo and indicate that it is a component of the national Navy League organization. It is recommended that a council uses "NavyLeagueXYZCouncil" as its website domain name. Consult the Mackie Award Web Site Initial Screening Evaluation Form by the IT Committee available on the national website for further information in setting up a proper template to conform with national website standards.
2. **Newsletter**
A newsletter is the easiest tool a council may use to reach its members and the local community. It is also a great marketing tool to reach potential Members and donors. Newsletters can be either hardcopy, e-version or both. It should be featured on the council website and shared on social media. An e-version of the newsletter has the added advantage of embedding links. A council may want to manage the emailing of newsletters with online email marketing software.
3. **Social media**
Social media has become the de facto tool for communication for many people and businesses in the past decade. The Navy League maintains its social media presence at www.facebook.com/NavyLeagueUS and <https://x.com/navyleagueus>. It is recommended a council sets up its Facebook account as a "page" and labels it as "Navy League XYZ Council" and the X as "x.com/XYZCouncil." This naming format conforms with the NLUS national Facebook page standard and identifies the council as part of the national organization. It also aids a council to be easily found with a Google search. Councils should also use nongovernmental organization, or NGO, to identify themselves when setting up social media accounts.
4. **National Headquarters holds periodic training sessions for councils on using and managing communication tools. Watch out for email announcements on such**

sessions. For further information, contact the Field Service and Membership Department at training@navyleague.org.

5. The Navy League awards excellence in website, newsletter and social media with the annual Mackie Awards. Consult Appendix I: Awards Manual for further information.

J. Programs^{1, 2, 3, 4}

1. General Programs

The vitality of a council is measured by its participation in local and nationally sponsored programs following the mission and objectives of the Navy League. These programs may include guest speakers of interest to the council members, local community and sea service commands.

The Navy League has produced program guides outlining various subjects that are available through National Headquarters and online at the Navy League website under “Council Support Materials.” Reports of successful council programs may be sent to communications@navyleague.org for consideration for Navy League publications.

2. Youth Programs

The Navy League is committed to the support of youth programs. A member of the council may be selected as the youth chair. The Navy League supports youth organizations such as the U.S. Naval Sea Cadet Corps along with the Navy and Marine Corps Junior Reserve Officer Training Corps programs.

- a. The Navy League established the USNSCC in 1958 at the request of the Department of the Navy. The USNSCC was federally chartered by Congress in 1962 as a nonprofit civilian organization and is comprised of two programs: the Naval Sea Cadet Corps for age 13 through completion of high school and the Navy League Cadet Corps for age 11 through 13. Cadets in both programs learn citizenship, skill in seamanship and seagoing subjects. These subjects build a strong moral character in a drug-, alcohol- and gang-free lifestyle.
- b. The JROTC is a federally funded program sponsored by U.S. armed forces in high school and middle schools. Cadets in the JROTC program are instructed by [retired] military officers and senior noncommissioned officers from the respective branch of a unit’s affiliation.
- c. Councils are encouraged to actively support USNSCC units and Navy and Marine Corps JROTC units through unit adoptions and participating in awards ceremonies and special events. Criteria governing council sponsorship of USNSCC units can be found in USNSCC Regulations 3.02.

d. The Navy League of the United States Theodore Roosevelt Youth Medal recognizes excellence of cadets participating in USNSCC, NJROTC and MCJROTC programs. Awardees are nominated by their respective unit's Commanding Officer with the medal awarded by the supporting council. Samples of the award certificates are attached in the Attachment section at the end of Part Three of the Operations Manual. Award certificates can be downloaded from the Navy League website or purchased through the Navy League-approved vendor. For more information, contact membership@navyleague.org.

e. Further information is available in the Guide to Youth Program.

3. Public Relations

Public relations activities are of fundamental importance to the Navy League in carrying out its mission of educating the public on the importance of a strong maritime presence and national defense. Through study of information concerning defense and maritime affairs, efforts can be made to acquaint the public with such matters as personnel and materiel requirements, national defense strategy and doctrine, and threat sources. A Public Relations Guide is available online on the Navy League website under "Council Resources."

Councils are encouraged to build relationships with local sea services units, community organizations and groups of similar interests via speaker programs, outreach or collaborative works.

Outreach offices for respective sea services that council may seek additional information for public relations matters or to request speakers. For additional information, contact the outreach office or the Public Affairs Officer for each respective service.

4. Legislative Affairs

A key aspect of the Navy League's legislative advocacy is the grassroots initiative, executed at the council level to ensure that political leaders at the local, city and state levels are aware of the importance of sea power and maintaining strong sea services. Each Navy League region should have a Region Vice President for Legislative Affairs who works with the councils in providing guidance and training in providing presentations to political leaders. It is important that each council work closely with the Region Vice President for Legislative Affairs. For more information on the Legislative Affairs Grassroots Initiative, go to www.cqrcengage.com/navyleague/ or contact National Headquarters at legislativeaffairs@navyleague.org.

5. Other Programs

Other programs include but are not limited to:

- a. The councils are encouraged to present programs to local service, civic, fraternal and educational groups and other military supporting groups or hold joint meetings with such organizations.
- b. The establishment of an “enlisted person of the month, quarter or year” program and working with local commanding officers for nominations is encouraged. Invite sea service personnel to council events and/or to make presentations. A sample of the award certificates is attached in the Attachment section at the end of Part Three of the Operations Manual. The award certificate can be downloaded from the Navy League website or purchased through the Navy League-approved vendor. For more information, contact membership@navyleague.org.
- c. Sponsor a public education seminar to educate the community about the important resources found in the sea services.
- d. Support of the Navy, Marine Corps, Coast Guard, maritime services, Coast Guard Auxiliary and NROTC programs.
- e. Provide support and outreach to sea service families.
- f. Assist in Fleet Weeks, Navy Weeks and Marine Corps Weeks.
- g. Adopt a ship, station or unit. Further information is available in the Sea Service Unit Adoption Guide. For more information, contact the Ship Commissioning/Adoption Committee or membership@navyleague.org.
- h. Celebrate the following:
 - Armed Forces Day, the third Saturday in May of each year
 - Maritime Day, May 22
 - Coast Guard Birthday, Aug. 4
 - Navy Birthday, Oct. 13
 - Navy Day, Oct. 27
 - Marine Corps Birthday, Nov. 10
 - Veterans Day, Nov. 11
- i. Seapower magazine is the official publication of the Navy League of the United States. Navy League members with membership above the Electronic Membership level receive Seapower in hard copy published

10 times a year. Online versions of the magazine is also available on the website seapowermagazine.org. Councils are encouraged to subscribe to the magazine for donations to local community groups, veteran organizations, libraries and schools.

6. International Programs

The Navy League's International Council Operations Guide, found on the Navy League's website, explains how to promote a positive image for Americans residing in the host country. Identifying with the community and its leaders is critical to planning successful activities that encourage interaction between the U.S. sea services and the host nation.

The operation of a Navy League International Council provides unique challenges, such as operating in compliance with all the host country's laws and customs, as well as significant opportunities, such as being a "goodwill ambassador" for the United States.

7. Scholarship

Scholarships are available to children and grandchildren of former and current sea service members and members of the US Naval Sea Cadet Corps administrated by the Navy League Foundation, a Navy League wholly owned 501(c)(3) subsidiary. Councils are encouraged to actively support the Foundation by publicizing the scholarships, holding fundraising events and making donations. For further information on the Foundation, eligibility for scholarships and donation opportunities, visit www.navyleague.org/scholarship.

8. STEM

The mission for the Navy League STEM Institute is to put science, technology, engineering and mathematics into the minds of America's youth, focusing on middle and high school youth, and to instill interest in developing basic skill sets for career opportunities. The STEM Institute and the Office of Naval Research co-sponsor the Naval STEM Expo each year prior to the Sea-Air-Space Expo, which is free to attend.

Councils are encouraged to generate an interest in the STEM program by sponsoring or assisting in the science fairs and other events. For more information, contact the Navy League STEM Institute at STEM@navyleague.org. Councils may apply for an internal grant from The STEM Institute to support its STEM educational efforts. For further information, look under "Program/Stem Initiatives" on the NLUS website.

9. Sea-Air-Space Expo

The Sea-Air-Space Expo is the Navy League's premier global maritime exposition, bringing the defense industry, private-sector companies and key military decision makers under one roof.

- a. Board of Directors Attendance
Members of the Navy League Executive Committee will receive complimentary registration and lodging for the duration of the Sea-Air-Space Expo. All other members of the Board of Directors will receive complimentary registration for all official Sea-Air-Space events (excluding lodging).
- b. Ambassador Roles
Executive Committee and Board members are encouraged to serve as ambassadors throughout the Expo, representing the Navy League's mission and vision. They may be asked to support various roles during the event.
- c. General Membership Attendance
Navy League members affiliated with a council and not representing a business or industry will receive complimentary registration for exhibit hall access and educational sessions. This supports member engagement, council growth, and continued participation in Sea-Air-Space.
- d. Industry-Affiliated Member Attendance
Navy League members attending Sea-Air-Space in any professional or industry capacity must pay the then current discounted industry registration rate for exhibit hall access only.
- e. Registration Process
Board members and general members seeking to attend should contact the Navy League Meetings Department via email to request registration.

10. Council Performance Awards

The Council Performance Awards are presented annually at the National Convention.

- a. Councils that have superior performance for the preceding year are awarded as "Outstanding" or "Meritorious." An "Honorable Mention" may also be awarded on a case-by-case basis to a council that may not have met the criteria for Outstanding or Meritorious but have demonstrated above average or unique accomplishment.

The judging criteria are:

- i. Council activities

- ii. Youth support
- iii. Sea services activities
- iv. Public education activities
- v. Legislatives

Because of their unique situations, many of the criteria established may not apply to overseas councils, therefore the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs.

To qualify for consideration for the awards, a council must be in good standing as defined in Part Two, Section III, Article J of this Operations Manual and have submitted the council's annual report by its deadline.

- b. Retention Awards are to recognize councils that have achieved the highest percentage of membership retention for the preceding calendar year.
- c. The Donald M. Mackie Awards recognize excellence in print or online communications. The award is named after Donald M. Mackie, who was instrumental in establishing Seapower magazine. Consult Appendix I: Awards Manual for further information.
- d. The Public Relations Recognition Program Awards recognize councils that are active in promoting public events. Consult Appendix I: Awards Manual for further information.
- e. The Sea Service Adoption Excellence awards are presented annually at the National Convention to councils that have demonstrated the strongest commitment to direct support of sea service units through a robust adoption program. The award is inclusive of support to all types of adopted sea service units, including youth groups.

¹*The Navy League of the United States is a Department of Defense-designated approved national military association. Refer to DoD Instruction 5410.19 or contact the Navy League National Executive Director for more information.*

²*Federal regulations have set strict rules on gifts (including awards, meals, lodging, etc.) for government employees, military personnel and their family members. Councils are advised to consult with a service member's host command Judge Advocate, legal counsel or ethics officials when setting up programs that government employees, service members or their family members are invited to or to receive benefits.*

³*Sponsorship of programs benefiting sea service units, youth program groups (USNSCC, JROTC, etc.), outside organizations or any personnel associated with such entities is subjected to rules, regulations and laws governing the receiving entity's ability to receive such sponsorship. Councils are advised to consult with the receiving entity's chain of command on rights, limitations and legal responsibility that may be placed on the sponsor.*

⁴*The term "sponsor" (or its variants or words of similar meaning), as used in this Operations Manual and any subsequent NLUS guidebooks (guides, handbooks, manuals, etc.), shall mean: Any support, whether financial or morale enhancing, of an entity not managed, owned or directed by the Navy League of the United States or its affiliated councils, which leaves direction, supervision, management and governing authority to the entity that administers its activities.*

V. Attachments

A. Sample Council Articles and Bylaws

This attachment includes samples of council articles and council bylaws and is intended as guidance only for councils drafting new articles and/or bylaws, or revising those currently in existence. The samples may be modified in order to meet the requirements of an individual council. Such modifications, however, may not conflict with federal, state or local laws or Navy League National Bylaws, policies or other authorized directives.

Since council articles and bylaws may have legal consequences, it is highly advisable to have any drafts or revisions reviewed by a qualified attorney admitted to practice in the council's home state.

In order to meet both state and IRS requirements for tax-exempt status, councils should have articles (of incorporation or association) that are separate from bylaws. The determination as to whether the "articles" referred to herein should be Articles of Incorporation or Articles of Association should be made in consultation with the council Judge Advocate and/or an attorney knowledgeable in such matters.

Sample Council Articles

Navy League of the United States

Council Articles of

Incorporation

ARTICLE I NAME

The name of the council shall be the Navy League of the United States,
_____ Council.

ARTICLE II ADDRESS

The principal office of the council shall be located in the state of _____,
and city of _____.

The official address for the council shall be:

ARTICLE III PURPOSE

This council is organized and shall be operated exclusively for educational purposes including, for such purposes, the making of distributions to organizations qualifying as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. In carrying out the foregoing purposes, the council shall have the power to acquire and disseminate to citizens of the United States information concerning the condition of the naval forces and equipment of the United States and to increase interest and cooperation in all matters tending to improve maritime efficiency. The council shall make no declaration of policy in contravention of the policy of Navy League National Headquarters. In all matters of policy, the council shall carry out the aims and purposes of the Navy League as established by the National Board of Directors.

ARTICLE IV MEMBERS AND DIRECTORS

The council shall have members. Officers shall be elected in the manner provided in the bylaws. The council shall have Directors. The number of Directors and their manner of selection shall be provided in the bylaws.

The names and addresses of the persons who shall be the initial Directors of the council are:

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

ARTICLE V PROHIBITED ACTIVITIES

No part of the net earnings of the council shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons, except that the council shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes as stated in these articles. No substantial part of the council’s activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the council shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the council shall not carry on any other activities not permitted to be carried on (a) by an organization, exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue law, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue law.

ARTICLE VI DURATION

The period of existence of this corporation shall be perpetual.

ARTICLE VII POWERS

The corporation shall have and possess all of the powers that may be lawfully exercised by a nonprofit corporation under the laws of the State of so long as the exercise of such powers is not inconsistent with the powers of the Navy League of the United States and the provisions of Article III.

ARTICLE VIII AMENDMENTS

Sample Council Bylaws

Navy League of the United States

Council Bylaws

1 Name

The name of the council shall be the Navy League of the United States,
_____ Council.

2 Objective

This council is organized and shall be operated exclusively to follow the objectives of the Navy League of the United States, which is educational and to that end to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States, to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency and any other purpose that is legal under the provisions of Section 501(c)(3) of the Internal Revenue Code and any provisions of the State of _____'s Not for Profit Code. The council shall make no declaration of policy in contravention of the policy of Navy League of the United States. In all matters of policy, the council shall carry out the aims and purposes of the Navy League of the United States as established by the National Navy League of the United States Board of Directors.

3 General Provisions

In addition to supplementing the council articles, these bylaws are intended to supplement the National Bylaws of the Navy League of the United States and regulations governing local councils as promulgated by the Navy League of the United States.

4 Membership

Classes of membership are as established in the National Bylaws. To be eligible for membership in this council, one must be a Member of the national organization. No person shall be denied membership due to sex, race, color, religion or national origin.

An individual's membership shall be terminated for failure to pay required dues or assessments within 30 days of the due date. In addition, a Member may resign by forwarding a resignation in writing to the National Corporate Secretary, with a copy to the Council President. Such resignations shall be effective when received by the National Corporate Secretary unless otherwise indicated in the letter of resignation.

5 Dues

Dues shall be in the amount set by the national organization for each established category of membership; such dues are to be paid directly to National Headquarters. Council dues may be established and collected by the council Board of Directors.

Members whose dues payments are current shall be considered Members in good standing and shall have all resulting rights and privileges of membership, including the right to vote and to serve as Council Officers and/or on the council Board of Directors.

6 Prohibitions

No officer or member of the council shall undertake in the name of the council or the Navy League any action intended to prejudice the aims of and the established policies of the council or the Navy League, and no Member shall communicate with any department of the U.S. government in the name of the Navy League on general policy matters without the approval of the Council President and the National President.

No use may be made of the Navy League name, logo, seal or other symbol or indicia of the Navy League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League.

7 Officers and Directors

7.1 Officers

This council shall have the following elected officers: President, one or more Vice Presidents, Secretary, Treasurer and Judge Advocate. Additional Vice Presidents may be elected for functional areas as required. During the year, the President may propose to the board any new Vice President required. After board approval, a confirmation by membership vote at the next meeting shall be required.

7.2 Board of Directors

The Board of Directors shall consist of the officers and a minimum of ten (10) elected directors. During the year, the President may propose to the board any new directors required. After board approval, a confirmation by membership vote at the next meeting shall be required.

7.3 Term of Office

The officers and directors of this council shall be elected for a term of one (1) year or until their successors are elected. The President shall not serve more than two (2) consecutive one (1) year terms or more than a total of four (4) terms.

7.4 Election of Board

Officers and directors shall be elected by a majority of those Members present and voting by secret ballot unless there is but one candidate for an office, in which case election may be by voice vote. Elections shall be held at the Annual Meeting. Installation of new officers and directors and may follow the elections at the Annual Meeting or be conducted at a subsequent meeting or event. The President shall have the authority to fill a vacancy should one arise, subject to ratification by the Board of Directors at its next meeting.

NOTE: Some councils follow the practice of having the membership elect the directors, who then elect the officers. Either method is acceptable.

7.5 Vacancies on the Board

In the event of the death, resignation or removal of an officer, such vacancy shall be filled by approval of the Board of Directors with a candidate proposed by the President at the next regular meeting of the board or at a special meeting called for that purpose.

8 Duties of Officers and Directors

The control and management of this council's assets and affairs shall be vested in the Board of Directors. The board may adopt bylaws and regulations or delegate its authority to the elected officers and such other council members as it so desires. Council bylaws and amendments must be consistent with National Bylaws and with the policies, purposes and objectives of the Navy League of the United States.

8.1 President

The President shall direct the activities of the council; preside at meetings including those of the Board of Directors; appoint committee chairs; assure compliance with National Bylaws and regulations governing local councils; submit the council's annual report and other reports requested by higher authority; and represent the council in public affairs and in national, region and state organization activities.

8.2 Vice Presidents

Vice Presidents shall assist the President as approved by the Board of Directors. Vice Presidents may serve as chairs of major committees, represent the council at events that the President is unable to attend and generally be understudying the duties of the President.

8.3 Secretary

The Secretary shall maintain council records, such as bylaws, minutes of meetings, election results, and an accurate membership roster; prepare an annual report to the council membership; handle correspondence as designated by the President; and provide appropriate notice of meetings.

8.4 Treasurer

The Treasurer shall maintain all financial records of the council, including a record of all receipts and expenditures of council funds; establish the council's bank account; prepare and oversee the council's budget; submit to the membership an annual report on the finances of the council; and arrange for an annual audit/review of the council financial matters.

8.5 Judge Advocate

The Judge Advocate shall advise the President and officers on legal matters affecting the council and interpret bylaws and regulations.

9 Committees

9.1 Nominating Committee

A Nominating Committee shall be established annually. It shall be comprised of the following:

- one (1) Member appointed by the President;
- two (2) Members selected by the Board of Directors; and
- two (2) Members selected by the membership.

Notice of membership of this committee shall be announced sixty (60) days in advance of the annual meeting, and a report of the committee shall be made to the membership at least thirty (30) days prior to the annual meeting. The Nominating Committee shall select at least one (1) nominee for each office. Nominations may be made from the floor at the election meeting. No member of the Nominating Committee shall be eligible for nomination to any elective office.

9.2 Standing Committee

The President shall appoint the members of such standing committees as may be provided for by the Board of Directors from time to time with such powers and duties as may be delegated by the Board of Directors. Each committee shall determine its own rules of procedure, subject to approval by the Board of Directors.

9.3 Advisory Committee

The Board of Directors may, at its discretion, create an Advisory Committee of representative citizens to support the work of the council.

10 Meetings

10.1 Board Meetings

The board shall meet at least once each quarter upon call by the President. One-third of the Board of Directors shall constitute a quorum. Upon written request to the President by any three (3) members of the Board of Directors, the President shall call, within three (3) weeks, a meeting of the Board of Directors. Should the President fail to call such a meeting within the prescribed time, the requestors may issue such a call, reciting the President's failure, and any meeting held pursuant to such a call shall be a legal meeting, and its acts and proceedings shall be considered as valid and binding as though such meeting had been called by the President.

10.2 General Meetings

The general membership of this council shall meet at least once each quarter upon call by the President. At least ____% of the membership shall constitute a quorum. The Annual Meeting of Members shall be held during the last quarter of the fiscal year. At this meeting, the President, Treasurer and Secretary shall

submit their annual reports to the Members. (Copies of these reports must be sent to National Headquarters with copies to the appropriate Region President.) Elections for officers and directors for the subsequent fiscal year also shall be held at this meeting.

10.3 Minutes

Minutes of all meetings of the board and general membership will be recorded by the Secretary, or an Acting Secretary, and copies thereof provided upon request.

10.4 Robert's Rules

The rules set forth in the current edition of "Robert's Rules of Order Newly Revised" shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or any special rules of order that the council may adopt.

11 Fiscal Year and Reviews

11.1 Fiscal Year

The fiscal year of the council shall conform to that of the Navy League of the United States National Headquarters (the calendar year).

11.2 Financial Reviews

The financial books of the council must be audited or reviewed each year.

12 Expenditures

No money shall be authorized to be expended and no contract or obligation incurred in the name of or on behalf of this council beyond the money actually in hand, appropriated and set aside for the purpose.

13 Gender

Whenever the masculine form is used herein, the feminine form is intended to be included.

14 Amendments

These bylaws shall not be amended unless the amendment has been approved by the Board of Directors and subsequently confirmed by a two-thirds (2/3) vote of the Members present at a general meeting, in the call for which, notice of the proposed amendment has been included.

15 Dissolution

In case of revocation of the council charter, or dissolution of the council for any reason, the Council President shall cause to be transferred to the National Treasurer at National Headquarters of the Navy League of the United States all funds remaining in the treasury of the council at the time it ceased to exist. Dissolution must follow the Dissolution Article contained in the council's Articles of Incorporation.

16 Ratification

These bylaws have been adopted by vote of the Navy League of the United States

_____ Council on

(Date)

President

Secretary

Sample Navy League Theodore Roosevelt Youth Medal Certificates

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Commanding Officer

Sample Navy League Theodore Roosevelt Youth Medal Certificates (Cont'd)

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

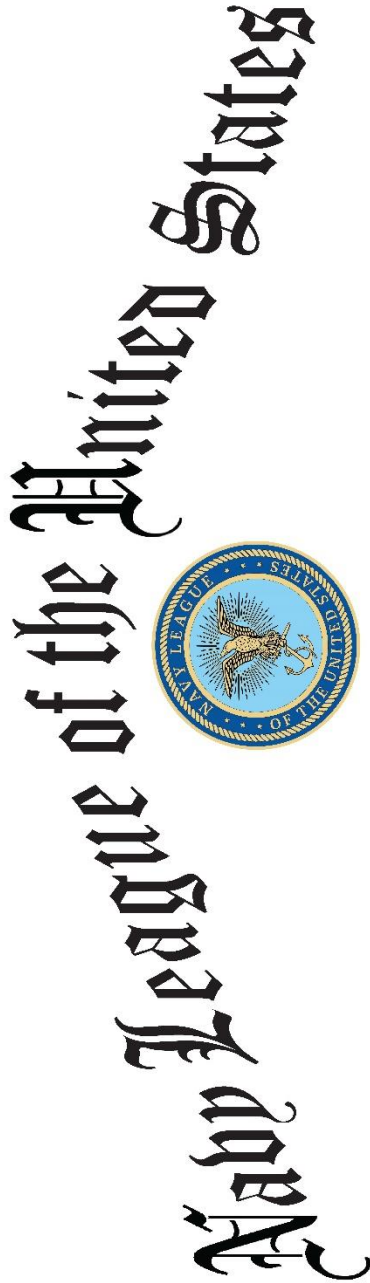
for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

SECRET

Sample Navy League Theodore Roosevelt Youth Medal Certificates (Cont'd)



This is to certify that
the Navy League of the United States
has awarded the
Theodore Roosevelt Youth Medal
to
for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Senior Marine Instructor

Sample Sailor of the Month/Quarter/Year Certificate

Navy League of the United States



The _____ of the _____ Navy League of the United States proudly presents the _____ of the _____ award to _____ in recognition of _____ achievement and Outstanding Service to the United States _____

Council President



Navy League of the United States

Operations Manual

Appendix I

Awards Manual

Revised
January 16,
2025

The Navy League of the United States is a Department of Defense-designated approved national military association. Refer to DoD Instruction 5410.19 or contact the Navy League Chief Executive Officer for more information.

Federal regulations have set strict rules on gifts (including awards, meals, lodging, etc.) for government employees, military personnel and their family members. Award recipients are advised to consult with the recipients' host command/employer Judge Advocate, legal counsel or ethics officials when themselves or their family members are invited or to receive benefits.

Sponsorship of programs benefiting sea service units, youth program groups (USNSCC, JROTC, etc.), outside organizations or any personnel associated with such entities is subjected to rules, regulations and laws governing the receiving entity's ability to receive such sponsorship. Award recipients are advised to consult with their chain of command on rights, limitations and legal responsibility that may be placed on the sponsor.

The term "sponsor" (or its variants or words of similar meaning), as used in this Operations Manual and any subsequent Navy League guidebooks (guides, handbooks, manuals, etc.), shall mean: Any support, whether financial or morale enhancing, of an entity not managed, owned or directed by the Navy League of the United States or its affiliated councils, which leaves direction, supervision, management and governing authority to the entity that administers its activities.

Table of Contents

I. Annual Professional Excellence Awards	I-1
Navy and Marine Corps Selections	I-2
Coast Guard Selections	I-4
Merchant Marine Selections	I-4
Other Awards	I-5
II. Special Awards	I-6
III. National Awards Committee	I-9
IV. National President's Recognition Program	I-12
Annual President's Award	I-12
National President's Medal	I-12
V. Youth Awards Sponsored by the Navy League of the United States	I-13
Naval Reserve Officers Training Corps	I-13
The Admiral James L. Holloway, Jr. Award	I-13
Naval Junior Reserve Officers Training Corps	I-13
The Theodore Roosevelt Youth Medal	I-14
Junior Reserve Officer Training Corps	I-14
Naval Sea Cadet Corps	I-14
United States Naval Academy	I-14
The Navy League of the United States Physics Award	I-14
Cooke Memorial Football Trophy	I-15
United States Coast Guard Academy	I-15

The Navy League of the United States Electrical Engineering Award	I-15
United States Merchant Marine Academy	I-15
The Emory Scott Land Award	I-15
Outstanding Recruit Awards	I-15
Outstanding Navy Recruit Award	I-15
Outstanding Coast Guard Recruit Award	I-15
Outstanding Marine Corps Recruit Award	I-15
VI. Youth Program Awards Sponsored by the United States Naval Sea Cadet Corps	I-16
VII. Other Awards Sponsored by the Navy League of the United States	I-17
Naval War College	I-17
Stephen B. Luce Award	I-17
William S. Sims Award	I-17
The Navy League of the United States Research and Writing Award	I-17
Industrial College of the Armed Forces	I-17
The Navy League of the United States Research and Writing Award	I-17
United States Marine Corps Command and Staff College	I-17
The General Clifton B. Cates Award	I-17
Naval Justice School	I-18
VII. Council Awards	I-19
Council Performance Awards	I-19
Outstanding, Meritorious and Honorable Mention Council Awards	I-19
Recruiting Awards	I-19
Retention Awards	I-19

Donald M. Mackie Awards	I-20
Sea Service Adoption Excellence Award	I-20
VIII. Sample Certificates	I-22
IX. Headquarters Contact Information	I-28

I. Annual Professional Excellence Awards

The following awards shall be presented annually at the Navy League's National Convention (unless otherwise noted). Recipients of the Navy and Marine Corps awards are selected by an Awards Board appointed by the National President.

The composition of the board is unpublicized. Ninety (90) days prior to the deadline for submission of nomination — nine (9) months prior to the organization's National Convention — the Navy League requests directives be issued by the Navy and the Marine Corps inviting nominations for those individuals who have made outstanding contributions to the naval service in specific fields of endeavor during the preceding year. The Awards Board meets five (5) months prior to National Convention to consider the nominations. The Awards Board chair may determine the voting procedure the board is to follow; however, all voting must be conducted at a single meeting. The board shall select one recipient for each award (unless otherwise noted).

Recipients of the Coast Guard awards are selected by an Awards Board appointed by the Commandant of the Coast Guard. The Coast Guard is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

Recipients of the Merchant Marine awards are selected by a committee appointed by the commander of Military Sealift Command. The Military Sealift Command is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

The recipient of the Vincent T. Hirsch Maritime Award is selected by the Merchant Marine Committee of the Navy League. The committee chair is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the name of the recipient ninety (90) days prior to presentation.

The Naval Intelligence Professionals Award is presented annually at the Navy League's National Convention. The Director of Naval Intelligence is contacted in January and provided with information regarding the schedule and presentation of the current year's awards. Nominations are solicited from Navy, Marine Corps and Coast Guard fleet- and shore-based commands and forwarded to the Director of Naval Intelligence. The recipient is selected by a board appointed by the Director of Naval Intelligence.

Each winner receives a certificate and an engraved watch that are presented at the Awards Luncheon during the National Convention. Awardees are guests of the Navy League at the National Convention. Hotel accommodations and meals for the awardees and spouses are paid for by the Navy League. Travel costs for active-duty awardees are covered by the military, however, the awardees must pay travel costs for their spouses. If an awardee is unable to attend the Awards Luncheon, arrangements will be made for presentation of the award at an appropriate event.

Navy and Marine Corps Selections

The John Paul Jones Award

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. Presented since 1957, this award for inspirational leadership is awarded to a Navy officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

The Admiral Claude V. Ricketts Awards

The Admiral Claude V. Ricketts Award is named for the 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. Presented since 1967, this award for inspirational leadership is awarded to a Navy enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by the person's rank (two [2] awards — E-7 and above, E-6 and below).

The Captain Winifred Quick Collins Awards

The Captain Winifred Quick Collins Award is named for the former Assistant Chief of Naval Personnel for women who provided inspirational leadership and performed their demanding duties in an exemplary and highly professional manner. Presented since 1973, this award for inspirational leadership is awarded to both 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 (two [2] awards — one [1] officer, one [1] enlisted).

The Lieutenant General John A. Lejeune Award

The Lieutenant General John A. Lejeune Award is named for the 13th 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 Marine Corps. Presented since 1982, this award for inspirational leadership is awarded to a Marine Corps officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

The General Gerald C. Thomas Award

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. Presented since 1969, this award for inspirational leadership is awarded to a Marine Corps enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by the rank.

The General Holland M. Smith Award

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 that still provides guidance for the U.S. naval services. Presented since 1982, this award for operational competence is 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 Robert M. Thompson Award

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. Presented since 1957, this award for outstanding civilian leadership is awarded to a civilian, government official, retired Navy or Marine Corps officer or retired enlisted person who has made a personal contribution to furthering the importance of sea power through the person's 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

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. Presented since 1957, this award for scientific and technical progress is 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 Stephen Decatur Award

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 service. Presented since 1957, this award for operational competence is awarded to a Navy officer or enlisted service member 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 Alfred Thayer Mahan Award

The Alfred Thayer Mahan Award is named for the famous naval theorist who, through his writing, provided vital stimulus and guidance to those who share in the defense of the nation. Presented since 1957, this award for literary achievement is awarded to a Navy officer, Marine Corps officer, enlisted service member 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 Honorable J. William Middendorf II Award

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 U.S. government. Presented since 1984, this award for engineering excellence is awarded to a Navy petty officer who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required while attached to a deployed ship of the operating fleet.

The Admiral Ben Moreell Awards

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. Presented since 1984, this award for logistics competence is awarded to a Navy or Marine Corps officer and a Navy or Marine Corps enlisted service member who has made an outstanding personal contribution that has advanced the logistics readiness and competence of the naval service (two [2] awards — one [1] officer, one [1] enlisted).

Coast Guard Selections

The Douglas A. Munro Award

The Douglas A. Munro Award is named for the U.S. 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. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required by the person's rank.

The Captain David H. Jarvis Award

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. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard officer who has made an outstanding contribution to the high standards of leadership traditional in the Coast Guard.

Merchant Marine Selections

The Captain Arthur L. Johnson Award

The Captain Arthur L. Johnson Award is named for the master of the SS Virginia Dare who in 1942 bravely and successfully fought off enemy submarines, dive-bombers and torpedo planes in a blazing battle lasting seven (7) days and nights. Captain Johnson, the master of a gallant ship and a gallant crew, exhibited qualities of leadership and courage in keeping with the finest traditions of the U.S. Merchant Marine. This award has been presented since 2000 to a Military Sealift Command civil service licensed officer in the deck or engineering 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

The Able Seaman Oscar Chappell Award is named for the able seaman on the SS Dixie Arrow

who showed heroism beyond the call of duty. In 1942, 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 (7) 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 considerations, 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 is an enduring inspiration to seamen of the U.S. Merchant Marine. This award for outstanding maritime stewardship has been presented since 2000 to a Military Sealift Command civil service unlicensed crewmember who displays selfless dedication to shipmates.

Other Awards

The Vincent T. Hirsch Maritime Award

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 is presented to an individual whose efforts and/or achievements in private or public life have contributed substantially to an increased public awareness of the vital role of a privately owned U.S.-flag merchant fleet, both to the U.S. defense establishment and to the nation's economic well-being.

The Naval Intelligence Professionals Award

The Naval Intelligence Professionals Award for Exceptional Leadership in Intelligence Support to the Fleet is sponsored in cooperation with Naval Intelligence Professionals in an effort to preserve, extend and extol 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 that is so vital to the success of sea service operations. The award has been presented since 2001 to an 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. The recipient is selected by a board appointed by the Director of Naval Intelligence.

The Project Handclasp Award

The Project Handclasp Humanitarian Service Award is named after the U.S. Navy's Project Handclasp, in which members of the sea services go ashore in foreign lands to engage in disaster relief and humanitarian service, distribute donated supplies from American companies and charities, and engage in community relations projects. Commenced in honor of the program's 50th anniversary, it is awarded annually to a member of the Navy, Marine Corps or Coast Guard of any rank, active or reserve, who has exhibited outstanding individual achievement in achieving the Navy's missions of humanitarian assistance and disaster relief.

II. Special Awards

The Fleet Admiral Chester W. Nimitz Award

The award is presented annually at the banquet during the Navy League's Sea-Air-Space Exposition. Four (4) months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating an employee of their company or another company. Three (3) months prior, the nominations are reviewed, and a recipient is selected by a committee appointed by the National President and chaired by a National Vice President.

The Fleet Admiral Chester W. Nimitz Award is named for a visionary leader of World War II. This award, first presented in 1981, honors a leader of industry who has made a major contribution to our nation's maritime strength and/or enhanced our national security and who best exemplifies the leadership, statesmanship and dedication to our country that was exhibited by the award's namesake, Fleet Admiral Nimitz.

The Albert A. Michelson Award

This award is presented annually during the Navy League's Sea-Air-Space Exposition. Four (4) months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating a civilian scientist or scientific team of their company. Three (3) months prior, the nominations are reviewed, and a recipient is selected by a committee appointed by the National President and chaired by a National Vice President.

The Albert A. Michelson Award is named for a Naval Academy graduate (class of 1873) and recipient of the Nobel Peace Prize for his work calculating the speed of light. This award has been presented since 1990 to a civilian scientist, technical innovator or technical organization for scientific or technical achievement that results in a significant improvement in the strength of our maritime forces or to the enhancement of our industrial technology base. In selecting the Michelson Award recipient, consideration is given to single event contributions, such as inventions and technological innovations, or long-term scientific development work.

The Secretary Gordon R. England Safety Awards

Four (4) awards are presented annually during the Navy League's Sea-Air-Space Exposition. The awards are presented to an individual (active duty, reserve or civilian) from the Navy and to a Navy command and to an individual (active duty, reserve or civilian) from the Marine Corps and to a Marine Corps unit. Announcement of the nomination requirements and submission deadline is coordinated between the Navy League and the Deputy Assistant Secretary of the Navy (Safety) in the fall and promoted by the Navy. Information is also available on the Navy League website. The submissions are based on fiscal year activities from the preceding year. Winners are selected by a review panel led by the Navy League and comprised of representatives from the Occupational Safety and Health program, Department of the Navy; Safety Occupational Health, Commandant of the Marine Corps Safety Division; Lockheed Martin; Textron Systems and General Dynamics; or their successors. Winners are contacted individually by the Navy League and formally announced by the Assistant Secretary of the Navy Installations through an ALNAV communiqué. The winners are guests of the Navy League at the Sea-Air-Space Exposition, and the hotel accommodations and meals are paid for by the Navy League. The awards are presented during the Sea-Air-Space Exposition

Secretary of the Navy Luncheon by the secretary and the Navy League National President. Winners receive a citation and a financial stipend: \$1,000 each to the individual winners and \$100 each to the Morale, Welfare, and Recreation fund of the winning command and unit.

The Secretary Gordon R. England Safety Awards are named for the 72nd and 73rd Secretary of the Navy. The awards were created at the request of former Secretary England and Mrs. England, who also donated personal funds to endow the awards. Their monetary contribution was matched by donations from Lockheed Martin, Bell Textron and General Dynamics. The Safety Awards are intended to stimulate naval safety through ideas and programs that will reduce avoidable injuries and fatalities by providing special recognition to individuals, teams or organizations, whether active or reserve duty military members and/or Department of the Navy civilians, who best exemplify and advance a culture of safety. The awards have been presented to deserving naval personnel since 2005.

The Admiral Arleigh Burke Leadership Award

This award is presented at an appropriate event determined by the Navy League National President. The recipient is selected by a committee appointed by the National President. The recipient receives an engraved bronze medallion, and a plate engraved with the awardee's name is added to the USS Arleigh Burke replica displayed at National Headquarters.

The Admiral Arleigh Burke Leadership Award is named for a great naval leader and three-term 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. This award is presented to an outstanding leader from government (civilian or military), industry or academia whose life is in keeping with the example set by Admiral Burke.

The Vice Admiral Robert F. Batchelder Awards

These awards are presented annually at National Convention. The Navy League National President appoints a Selection Board consisting of retired Supply Officers to meet in the spring. The board selects five (5) recipients who all receive a certificate and clock presented at an appropriate event. The National President or a designee presents the awards.

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, presented since 1984 for operational competence, are awarded to officers in the Supply Corp levels O-1 through O-4 who have made the most significant personal contributions to the supply readiness of the operating forces.

The Nicholas Brango Award

Naval Sea Cadet Corps officers may be nominated by: their Commanding Officers; Presidents of sponsoring organizations; Navy League Region Presidents; and NSCC Headquarter Representatives. A nominee is selected by an NSCC Awards Committee. The award, consisting of a clock and a certificate, is formally presented during a Navy League's Board of Directors Meeting or National Convention.

The Nicholas Brango Award for Inspirational Leadership is named for the former Executive Director of the NSCC. This award is presented to a NSCC 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.

The Big Stick Awards

The National Vice President for Legislative Affairs and the Legislative Affairs Committee are responsible for selecting the recipients (1 Democrat and 1 Republican) and may consult with the Legislative Advisory Board and the congressional liaison offices of the maritime services in doing so. The selectees subsequently are presented to the National President and the Executive Committee for approval. The process of researching and identifying deserving members of Congress occurs following the final adjournment of each annual session of Congress. Following final approval of the recipients, the National Vice President for Legislative Affairs and the staff Legislative Director confer with the offices of both recipients for the purpose of coordinating a public announcement of the award and identifying a suitable date for a reception honoring the recipients. The recipients are presented with an engraved walnut or mahogany walking stick and a plaque, a master version of which will be mounted at National Headquarters.

The Big Stick Award is presented to selected members of Congress to recognize excellence in legislative stewardship of the maritime services. The award takes its name from former President Theodore Roosevelt's affinity for the West African proverb, "speak softly and carry a big stick, you will go far" and is presented annually.

III. National Awards Committee

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 National Awards Committee provides assistance and advice in all matters of policy, procedure and administration of Navy League Awards. The committee

- Recommends policy and procedures for awards;
- Maintains liaison with other committees of the Navy League and with the sea services regarding policy and procedure for Navy League awards;
- Maintains historical records of Navy League awards;
- Provides advice and assistance to the National President of the Navy League regarding awards; and
- Thoroughly examines all requests for establishing new awards in order to prevent proliferation and degradation of the value of existing awards and recommends appropriate action by the Board of Directors when necessary
- Ensures consistent and fair treatment for all councils. Any special considerations should be documented and extended to every council.

The National Awards Committee consists of six (6) standing members and six (6) at-large members for the evaluation of Council Performance Awards and Mackie Awards.

Meritorious Citation

The Meritorious Citation is the highest award under the cognizance of the Navy League's National Awards Committee. It is 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 Navy League at the national level; and/or any Member of the Navy League who has made a significant contribution to national programs of the Navy League at the national level.

Recommendations for this award may be made by any National Director or Council President. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, nominee's Navy League background and nominee's specific contributions. If approved by the National Awards Committee, the recommendations are forwarded to the Executive Committee for final approval. Only five (5) Meritorious Citations may be awarded in any one (1) calendar year, and all are at the national

level. Meritorious Citations are prepared by National Headquarters, and the National President or his designee makes the presentation at an appropriate event.

Distinguished Service Award

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 annually at an appropriate event during the National Convention to a Member who has made outstanding contributions to the Navy League, especially during the preceding calendar year. The National President, the National President-Elect, the National Senior Vice President, the National Vice Presidents, the National Corporate Secretary, the National Treasurer and the National Judge Advocate are not eligible for this award while in office, nor are any members of the National Headquarters staff. Recommendations for this award are solicited from region leadership team[‡]. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, nominee's Navy League background and nominee's specific contributions. The recommendations are forwarded to the National Awards Committee for consideration prior to the National Convention. The committee's selectee for this award must be approved by the Navy League's Executive Committee. The recipient receives an engraved medal and a certificate.

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

Hall of Fame

The Hall of Fame award has been presented since 1988 to Navy Leaguers who have been members for twenty-five (25) or more years and who have served in a volunteer capacity throughout that time, making significant contributions, particularly on the national level. Past National Presidents and the National President are not eligible for this award. The National President-Elect, National Senior Vice President, National Vice Presidents, National Corporate Secretary, National Treasurer and National Judge Advocate are not eligible for this award while in office. Nominations for the Hall of Fame should be submitted only by the National President or past National Presidents. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, nominee's Navy League background and nominee's specific contributions. Selection is made by the National Awards Committee and must be approved by the National Executive Committee. Approved selectees are inducted into the Hall of Fame during the Navy League's National Convention. Selectees receive a certificate, and their names are added to a bronze plaque displayed at National Headquarters.

The Distinguished Service Award and the Hall of Fame Award inputs must be submitted to the National Awards Committee Chair by May 1.

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 government employees, uniformed or civilian, who have contributed in an outstanding manner to the

furtherance of Navy League programs and/or to individuals (including Navy League Members), companies or corporations that have made similar contributions.

During any fiscal year, the maximum numbers of Scrolls of Honor that can be awarded are as follows: council, one (1); region, fourteen (14); and national, five (5). Approval for awards in excess of the above maximums may be requested from the chair of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level, by the chair of the Awards Committee; and at the council level by the council's Board of Directors. National Scrolls of Honor are prepared by National Headquarters for presentation at an appropriate event. Regions and councils are provided with the certificate template for preparation locally. There is no charge for these awards. (See Certificates section for a template.)

Certificate of Appreciation

The Certificate of Appreciation may be awarded by the Navy League on the national, region, area and council levels to government employees, uniformed or civilian, who have contributed in an outstanding manner to the furtherance of Navy League programs and/or to individuals (including Navy League Members), companies or corporations who have made similar contributions.

During any fiscal year, the maximum number of Certificates of Appreciation that can be awarded are as follows: council, twelve (12); region, twenty-nine (29); and national, ten (10). Approval for awards in excess of the above maximums may be requested from the chair of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level, by the chair of the Awards Committee; and at the council level, by the council's Board of Directors. National Certificates of Appreciation are prepared by National Headquarters for presentation at an appropriate event. Regions and councils are provided with the certificate template certificate for preparation locally. There is no charge for these awards. (See Certificates section for a template.)

To request these awards, please fill out the awards form on the www.navyleague.org website for each award (Scroll of Honor, Certificate of Appreciation, Distinguished Service Award, and Hall of Fame).

Honorary Memberships

Honorary Members may be named by the National Board of Directors as provided for in the National Operations Manual. Honorary Members pay no dues, may not hold any elective office and have no voting rights. The National Board of Directors, however, may prescribe such other rights, privileges and limitations as it deems appropriate for this type of membership.

IV. National President's Recognition Program

Annual President's Award

The Annual President's Award is presented to a Member of the Navy League who has given the President the most support during the past year. It is presented to an individual selected by the National President at an appropriate event or meeting during the National Convention. The type of award given varies and is at the discretion of the National President.

National President's Medal

The National President's Medal is presented on appropriate occasions at the discretion of the National President 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 their country and/or fellow citizens. This medal is not intended for internal award to Members of the Navy League or other U.S. citizens. Recipients receive a full-size medal with ribbon as well as a miniature medal.

V. Youth Awards Sponsored by the Navy League of the United States

Naval Reserve Officers Training Corps

The Admiral James L. Holloway, Jr. Award

The Admiral James L. Holloway, Jr. Award, named for an outstanding former Chief of Naval Personnel, is presented annually to the most outstanding NROTC midshipman in the nation. The recipient is selected by the Navy, and the award is presented at commissioning by the appropriate Region President or a designated representative. The award consists of an engraved watch and a certificate.

Naval Junior Reserve Officers Training Corps

The Navy League of the United States NJROTC Awards are presented annually to units participating in the JROTC's two major national competitions: the NJROTC National Academics, Athletics and Drill Championships held at a location selected by the Navy (currently Pensacola, Florida) and the NJROTC area manager's evaluation of the overall performance of the units, in their eleven (11) respective areas from which the "Most Outstanding in Nation" and "Most Improved in Nation" units are ultimately chosen.

The Navy League provides all of the various awards for both competitions. These awards are presented by appropriate Navy League Region Presidents, Regional Officers, National Directors or Council Presidents.

The NJROTC National Academics, Athletics and Drill Championships, which take place in April, is a three (3) day event that is a comprehensive test of NJROTC training and performance. It includes an academic exam, athletic events, drills and a unit personnel inspection. Units are selected for this national competition by the eleven (11) area managers based on similar competitions in their respective areas. The NJROTC area managers' evaluation also takes place in April. One unit is chosen "Most Outstanding in Area," and another as "Most Improved in Area" for each of the NJROTC areas. The names of these units and supporting documentation are forwarded to the Headquarters Naval Service Training Command. There, a board evaluates them and determines first-, second- and third-place winners for "Most Outstanding in Nation" along with one "Most Improved in Nation." For all these competitions, the Navy League funds the trophies, plaques and medals as appropriate for the type and level of achievement. The design, size and characteristics of the "Most Outstanding and Most Improved" awards (area and national) are the responsibility of the chair of the JROTC Subcommittee of the National Youth Programs Committee, who will also select a qualified manufacturer for their production.

The awards for the National Academics, Athletics and Drill Competition are determined by the Navy. The chair will coordinate as necessary with the designated National Headquarters office and the NSTC NJROTC Program office that provides school names and ceremony dates to ensure effective award program implementation and cause the estimated costs of the awards for all the competitions to be submitted to National Headquarters for inclusion in the Navy League annual budget.

The Theodore Roosevelt Youth Medal

The Navy League has established a Theodore Roosevelt Youth Medal that is awarded to outstanding Navy and Marine Corps Junior Reserve Officers Training Corps cadets, Navy National Defense Cadet Corps cadets, US Naval Sea Cadet Corps and Young Marines. The award consists of a medal, ribbon bar, certificate and pamphlet on President Roosevelt, whose visage is on the medal. These can be ordered by contacting National Headquarters. When ordering, specify that the award is either for NJROTC, NNDCC, MCJROTC, Sea Cadet/League Cadet or Young Marines. (See Certificates section for these templates — NJROTC and NNDCC use same certificate.)

Headquarters will order awards for individual schools or academies. Councils can order awards and print certificates through the Navy League website.

Junior Reserve Officer Training Corps

Navy League councils that adopt or are otherwise in contact with a high school JROTC unit(s) should award the youth medal annually to a deserving cadet, normally a junior, at an appropriate awards ceremony. This will permit the cadet to have a year in which to wear the medal showing Navy League support for the program.

Eligibility criteria for the Navy JROTC award are determined in conjunction with the Navy and are contained in a Naval Service Training Command instruction that addresses awards to NJROTC cadets. For Marine Corps JROTC cadets, the criteria is contained in a similar instruction at the Marine Corps Training and Education Command. If there is no Navy League council in contact with a high school JROTC unit, the Senior Naval Science Instructor is directed in the NSTC instruction to order the medal through the Navy League's Ships Store website and contact National Headquarters for additional information. The same directions are provided to the Senior Marine Instructor. In this event, National Headquarters shall contact the appropriate region and/or Region Officer who will determine if Navy League presence at the awards ceremony is feasible and provide any other assistance to the unit that is reasonable within their capabilities.

Naval Sea Cadet Corps

The Sea Cadet award consists of the youth medal and ribbon bar with a five-sixteenth (5/16) inch Silver Star (must be affixed locally), certificate and pamphlet. The medal is awarded annually by a representative of the Navy League council that sponsors the Sea Cadet unit. Naval Sea Cadet Headquarters defines the criteria for selection of Sea Cadets to be honored. Navy League councils may also award the NLUS Youth Ribbon Award (affixed locally) and certificate to the unit Navy League Cadet Corps Cadet of the Year for each sponsored NLCC training ship. These awards can be ordered online through the Navy League's Ships Store or directly from the Navy League supplier. Contact National Headquarters for additional information.

United States Naval Academy

The Navy League of the United States Physics Award

This annual award is presented to the midshipman of a graduating class whom the chair of the Physics Department chooses as the most outstanding student in the engineering physics major

program. The award, an engraved sword, belt and knot, is purchased by the Naval Academy on behalf of the Navy League and presented by the National President or a designee at an awards ceremony in conjunction with graduation events. (Administered by the Naval Academy.)

Cooke Memorial Football Trophy

This award is presented in commemoration of the deceased football great, Commander Lemuel D. Cooke, U.S. Naval Academy class of 1939. It is awarded annually to a graduating midshipman who is a member of the Varsity “A” football squad and who, during the year, is deemed to be outstanding and has done the most to promote team spirit within the squad. The recipient’s name is added to a trophy that is exhibited at the Naval Academy Athletic Association, and the recipient receives a smaller version of the permanent trophy. The National President or a designee makes the presentation at an awards ceremony held in conjunction with graduation events. (Administered by the Naval Academy Athletic Association.)

United States Coast Guard Academy

The Navy League of the United States Electrical Engineering Award

This award is presented annually to the cadet who attains the highest proficiency in electrical engineering. The recipient receives an engraved Navy League watch that is presented by the National President or a designee at an event in conjunction with graduation exercises. (Administered by the U.S. Coast Guard Academy.)

United States Merchant Marine Academy

The Emory Scott Land Award

The Emory Scott Land Award is named in memory of Vice Admiral Emory Scott Land, a past chair of the U.S. Maritime Commission and former head of the War Shipping Administration. It is presented annually to the deck or deck-engineer midshipman in each graduating class who is most outstanding in the engineering courses. The award, an engraved Navy League watch, is presented by the National President or a designee at an event in conjunction with graduation exercises. (Administered by the U.S. Merchant Marine Academy.)

Outstanding Recruit Awards

The following awards are presented on a weekly basis. Each recipient receives an engraved plaque. (Administered by the training center, command or depot.)

Outstanding Navy Recruit Award

The Outstanding Navy Recruit Award is presented to the outstanding recruit in each graduating class at the Naval Training Command in Great Lakes, Illinois.

Outstanding Coast Guard Recruit Award

The Outstanding Coast Guard Recruit Award is presented to the outstanding recruit in each graduating class at the Coast Guard Training Center in Cape May, New Jersey.

Outstanding Marine Corps Recruit Award

The Outstanding Marine Corps Recruit Award is presented to the outstanding recruit in each graduating class at the Marine Corps Recruit Depots in San Diego and Parris Island, South

Carolina.

VI. Youth Program Awards Sponsored by the United States Naval Sea Cadet Corps

Please refer to the Guidebook NSCC/NLCC Awards Manual on the NLUS Website under “Council Support Materials.”

VII. Other Awards Sponsored by the Navy League of the United States

Naval War College

These awards are presented annually to graduates of the Naval War College. Selection is made by the Naval War College based on outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities and promotion of the maritime services to the public. Each recipient receives a certificate and a gift (which varies from year to year — usually an engraved clock), and the recipient's name is recorded on a commemorative plaque at the college. The awards are presented by the National President or a designee. (Administered by the Naval War College.)

Stephen B. Luce Award

The Stephen B. Luce Award is named for one (1) 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

The William S. Sims Award is named for a past president of the Naval War College. This award honors outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities and promotion of the maritime services in the public interest.

The Navy League of the United States Research and Writing Award

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or a designee presents the award.

Industrial College of the Armed Forces

The Navy League of the United States Research and Writing Award

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or a designee presents the award. (Administered by the Industrial College of the Armed Forces.)

United States Marine Corps Command and Staff College

The General Clifton B. Cates Award

Named for the 19th Commandant of the Marine Corps, this award is presented annually to a student whose sustained demonstration of problem-solving capabilities far exceeds the nominee's 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; the second-place recipient receives a certificate and an engraved clock or other gift as deemed appropriate. (Administered

by the Marine Corps Command and Staff College.)

Naval Justice School

The Naval Justice Awards are presented to those students graduating first in each of the six (6) Military Justice Legal Officer Courses held each year at the Naval Justice School in Newport, Rhode Island; they also are presented to the student graduating first in each of the six (6) Non-Lawyer Legal Officer Courses held in San Diego. Each recipient receives a certificate. (Administered by the Naval Justice School.)

VIII. Council Awards*

Council Performance Awards

These awards are presented annually during the Navy League's National Convention. Recipients are selected by the National Awards Committee. Councils must have submitted their annual council reports by the established deadline to be eligible for the awards.

Outstanding, Meritorious and Honorable Mention Council Awards

Selection for a council award will be based on the degree to which a competing council meets the established criteria as outlined in the Operations Manual, Part Three, Council Handbook Policies and Organization. A council may be considered for a Meritorious or Honorable Mention Award even though it may not have met all of the criteria required for an Outstanding Council Award. Because of their unique situations, many of the criteria established may not apply to overseas councils; therefore, the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs. Council performance for the previous calendar year is evaluated using council annual reports and any supplemental materials provided by the council in the following major areas:

- Council activities
- Youth support
- Sea service activities
- Public education activities
- Legislatives.

Recruiting Awards

Individual members are recognized for their superior efforts in recruiting new Members to the Navy League through presentation of a unique lapel pin by the National President.

Retention Awards

Councils achieving the highest percentage of membership retention for the calendar year receive an engraved plaque recognizing their efforts.

Recruiting and Retention Awards are assessed and evaluated by National Headquarters staff.

Donald M. Mackie Awards

The Donald M. Mackie Awards were established in 1964 to encourage more effective communication between Navy League Members. The award is named for Donald M. Mackie, an instrumental figure in establishing Navy — The Magazine of Sea Power, now known as *Seapower*. Donald M. Mackie Awards are presented annually at the National Convention. The Mackie Awards are judged by the National Awards Committee.

The award honors excellence in all areas of communication including newsletter, website and social media communication.

Goals:

- Encourage councils to communicate in a variety of mediums and award them for such.
- Make the Mackie Award more inclusive.
- Encourage councils to diversify their communications efforts.

General guidelines:

- Four (4) award levels (Platinum, Gold, Silver, Bronze) based on point totals with multiple winners at each level.
- Four (4) award categories (Newsletters, Website, Social Media, Overall) for utilizing multiple mediums.
- Mackie Awards will no longer take council size into account.

Awards Criteria:

All Mackie awards will go through an initial judging criteria. **Any nominations that do not adhere to the below will be disqualified.**

- Councils must be clearly and correctly identified as a council of the Navy League of the United States (not U.S. Navy League or other iterative of the official name, not a “chapter,” etc.).
- Councils must respect the 501c3 status of the Navy League by not having partisan political commentary or graphics.
- Contact information must be provided.
- Only the current eagle and anchor version of the headquarters logo can be used. It cannot be combined with past versions of the logo.
- The Marine Corps seal must not be used on websites or in newsletters, per legal requirements from that service branch.

Newsletter

- Newsletters must be published a minimum of four times per calendar year.

- Criteria include quality of writing, readability and layout, timeliness of information, variety of subject matter, good use of photos and captions, and proper spelling and grammar.
- Newsletters must be submitted separately.

Website

- Council websites must contain a link back to the headquarters homepage.
- Council websites must link out to each of the four sea services.
- Websites must have been in use for at least part of the judging year.
- Websites must not undergo any major revisions between award submission and judging.
- Websites must contain the official Navy League headquarters logo in the header of the site. It cannot be combined with past versions of the logo.
- Other criteria include original content, ease of reading, organization and navigation, timely information, visually attractive design, proper spelling and grammar, working links, mobile friendliness, use of a clear mission statement, and a link back to the Navy League headquarters website.

Communications (Social Media)

- The social property being judged must have been in use for at least part of the judging year.
- Other criteria include frequency, quality of posts, timeliness, subject matter, use of imagery, original content, and use of methods of engagement (ex. hashtags, links, etc.).
- For social media, submitting multiple channels does not equal more points. Judges review all sites submitted and take an average score for all social media properties.

Sea Service Adoption Excellence Awards

Sea Service Adoption Excellence Awards are presented annually at the National Convention to councils who have demonstrated the strongest commitment to direct support of sea service units through a robust adoption program. The award is inclusive of support to all types of adopted sea service units, including youth groups.

The award is judged by the Ship Commissioning/Adoption Committee, with help from one (1) Region President and one (1) Regional Officer, each from opposite sides of the Mississippi. The committee screens annual reports Blocks 18 and 21 and the adoption database for the upper half of councils in each size category based on the number of adopted units, with weighting for the size of unit (i.e., a Navy CVN would get more credit than a Coast Guard WPB), the

alignment of each adopted unit's type to Navy League priorities/goals and whether or not the adopted unit is domestic or overseas.

Additional weight is given to adoption of afloat units not involving a namesake relationship and not local to the council.

- As of 2024, this does not require separate submissions from councils. They will be considered as part of council Annual Report submissions.
- Councils will be considered for each award if they are: 1) in good standing; 2) submit both Annual Report sections: "Sea Service Support and Events" and "Youth Support Activities"; 3) check "Yes" next to "Does your council wish to be considered for the Sea Service Unit Adoption Excellence Award?" in the Sea Service Support and Event section of the Annual Report; and 4) answers the associated pop-up questions in the Annual Report form.

**Councils are not eligible to be screened for awards if they fail to maintain criteria as set forth in this Operations Manual, Part Two, Section III, Article K, Paragraph 2. Councils will need to complete the sections of the Annual Report that correspond to these awards. Attachments are supplemental and do not replace completed forms.*

IX. Sample Certificates: All award templates to be included in the Awards Manual

Scroll of Honor	I-24
Certificate of Appreciation	I-25
NJROTC Youth Medal	I-26
MCJROTC Youth Medal	I-27
USNSCC Youth Medal	I-28



Scroll of Honor

The Navy League of the United States
presents this Award to



testimony and tribute to outstanding service to the Navy
League of the United States and in recognition of
achievements which exemplify our highest ideals

Presented this day of

President

Navy League of the United States



Certificate of Appreciation

The Navy League of the United States
presents this Award to



In testimony and tribute to outstanding service to the Navy
League of the United States

Presented this day of

President

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

NR0000

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

ALCJROTC
Senior Marine Instructor

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Commanding Officer

X. Headquarters Contact Information

Awards	Level	Presentation Time	Deadline For Nominations	Award	Department
Professional Excellence Awards (Sea Service Awards)	National	Annually during National Convention	March 31	Watch and certificate	Field Operations
Fleet Admiral Chester W. Nimitz Award	National	Annually during Sea-Air-Space Exposition	Late January	Bronze medallion and certificate	Corporate Development
Admiral Vern Clark and General James Jones Safety Awards	National	Annually during Sea-Air-Space Exposition	Feb. 1	Cash award and certificate	Corporate Development
Albert A. Michelson Award	National	Annually during Sea-Air-Space Exposition	Late January	Bronze medallion and certificate	Corporate Development
VADM Robert Batchelder Awards	National	Annually in August	Determined by Naval Supply Corps	Clock and certificate	Field Operations
Nicholas Brango Award	National	Annually during National Convention	Jan. 1	Clock and certificate	NSCC
Admiral Arleigh Burke Award	National	Frequency and venue vary	Varies	Bronze medallion	Field Operations
Big Stick Awards	National	Annually/venue varies	Varies	Engraved walking stick and plaque	Legislative Affairs
Distinguished Service Award	National	Annually during National Convention	Mid- to late May	Engraved medal and certificate	Field Operations
Hall of Fame	National	Annually during National Convention	Mid- to late May	Certificate	Field Operations
Meritorious Citation	National	Frequency and venue vary	Varies	Certificate	Field Operations
Scroll of Honor	National, Region, Area, and Council	Frequency and venue vary	Varies	Certificate	Field Operations
Certificate of Appreciation	National, Region, Area, and Council	Frequency and venue vary	Varies	Certificate	Field Operations
Honorary Membership	National	Frequency and Venue vary	Varies	Certificate	Field Operations
Youth Medals	Council	Annually in April-June	Varies	Medal, ribbon bar, certificate	Field Operations
Council Performance Awards	National	Annually during National Convention	Council annual report due date	Plaque	Field Operations
Recruiting Awards	National	Annually during National Convention	June 1	Lapel pin	Membership
Retention Awards	National	Annually during National Convention	June 1	Plaque	Membership
Mackie Awards	National	Annually during National Convention	Jan. 31	Varies	Communications
Admiral James L. Holloway, Jr. Award	National	Annually in May/June	Determined by the Navy	Watch and certificate	Field Operations
NJROTC AWARDS	National	Annually in April-June	Determined by the Navy	Trophies/ plaques	Field Operations
United States Naval Academy – NLUS Physics Award	National	Annually in May	Determined by USNA	Sword, belt and knot	Field Operations
United States Naval Academy – Cooke Memorial Football Trophy	National	Annually in May	Determined by USNA	Engraved football trophy	Field Operations
United States Coast Guard Academy – NLUS Electrical	National	Annually in May	Determined by USCGA	Engraved watch	Field Operations

NLUS Operations Manual Appendix I

Engineering Award					
United States Merchant Marine Academy-Emory Scott Land Award	National	Annually in June	Determined by USMMA	Engraved watch	Field Operations
Naval War College – Stephen B. Luce Award	National	Annually in June	Determined by Naval War College	Ship’s clock and certificate	Field Operations
Naval War College – William S. Sims Award	National	Annually in June	Determined by Naval War College	Ship’s clock and certificate	Field Operations
National War College – NLUS Research and Writing Award	National	Annually in May/June	Determined by National War College	\$500 savings bond and certificate	Field Operations
Industrial College of the Armed Forces – NLUS Research and Writing Award	National	Annually in June	Determined by ICAF	\$500 savings bond and certificate	Field Operations
United States Marine Corps Command and Staff College – General Clifton B. Cates Award (Winner and Runner-Up)	National	Annually in June	Determined by USMC Command and Staff College	Engraved watch and certificate or gift and certificate	Field Operations
Naval Justice School	National	Administered by Naval Justice School	Determined by Naval Justice School	Certificate	Field Operations