



# TRUXTUN ASSOCIATION

## BYLAWS

*Submitted for comment November 2022*



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### PREAMBLE

Current and former crew members of the **USS Truxtun** desiring to ensure that she receive her proper place in naval history, associate themselves together under the name of the “Truxtun Association.”

The aims of this association shall be as set forth in these articles, along with the preservation of the friendships formed while serving on the **USS Truxtun** and those friendships created by this Association.

### ARTICLE I TRUXTUN ASSOCIATION MISSION

The Truxtun Association Mission is threefold:

- a. Maintain an active Association membership.
- b. Provide a method (Association Website) for the members to stay in touch with the other members.
- c. Host an Association Reunion every two years.

### ARTICLE I TRUXTUN ASSOCIATION HEADQUARTERS

The headquarters of the Association shall be the address designated by the current elected Association Secretary.

### ARTICLE II TRUXTUN ASSOCIATION MEMBERSHIP

#### Section 1 Truxtun Association Member Eligibility

The following persons are eligible for membership in the Association:

- a. Officers and enlisted personnel who are serving or have served onboard the USS Truxtun for any period of time.
- b. Widows or widowers of officers or enlisted personnel who served on USS Truxtun.
- c. Sons or daughters of officers or enlisted who have served on USS Truxtun.
- d. Membership to the Association for a person who does *not* meet any of the requirements stated in a. through c. above may be extended by agreement of at least two of the elected Association Officers on a case by case basis.

#### Section 2 Truxtun Association Business Year

The Association year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

#### Section 3 Truxtun Association Membership Lists and Data

All membership lists and data pertaining to the Association members shall be treated as confidential.

Membership lists shall not be used for other than purpose other than communicating with the membership about official Association business.

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### **ARTICLE-III ELECTED AND NON-ELECTED ASSOCIATION OFFICERS**

#### **Section 1 Truxtun Association Elected Association Officers**

The Association shall be governed by **four** elected Officers:

- a. President (Note 1)
- b. Vice President (Note 2)
- c. Secretary (Note 3)
- d. Treasurer (Note 3)

#### **NOTES:**

1. See Article III Section 3 for details pertaining to the “Past Presidents Group.”
2. Normally the Vice President shall become the next Association President.
3. The Secretary and Treasurer positions may be held by a one person.

The Association’s elected Officers shall:

- a. Be nominated and elected during the Biennial Association Business Meeting by a majority of the Association members present at the meeting. The Business Meeting is normally an integral part of the biennial “Truxtun Reunion.”
- b. Be elected by voice ballot unless a majority is uncertain, then a raised hand count will be used.
- c. Hold office for approximately two (2) years.
- d. Perform their duties as prescribed by these Bylaws.
- e. Assume their duties immediately after being elected.
- f. Should an unexpected vacancy occur during an Officer’s elective term, the remaining officers shall have the power to fill such vacancy for the unexpired term.

If a candidate for any Elected Officer position is uncontested, the Secretary shall be instructed to cast one unanimous vote on behalf of the membership.

#### **Section 2 Truxtun Association Non-Elected Association Officers**

The Association may have multiple non-elected officers such as:

- a. Chaplain
- b. Association Historian
- c. Museum Liaison
- d. Webmaster

The Association’s non-elected Officers shall:

- a. Be volunteers.
- b. Be selected by the Elected Officers.

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- c. Hold office for approximately two (2) years.
- d. Perform their duties as prescribed by these Bylaws.
- e. Assume their duties immediately after being selected.
- f. Should an unexpected vacancy occur during an Non-Elected Officer's term, the remaining Elected officers shall have the power to fill the vacancy for the unexpired term.

### **Section 3 Truxtun Association Board of Directors**

Each Association President is automatically inducted onto the "Truxtun Association Board of Directors" when a new President is elected.

The mission of the Truxtun Association Board of Directors is to support the currently elected Association President and the other elected and non-elected Association officers in any way possible.

The Truxtun Association Board of Directors is normally consulted when any decisions are being made that affect the Association or it's members.

The Truxtun Association Board of Directors is a lifetime position though members may request not to be involved in some or all of the Group's decision making processes.

### **Section 4 Truxtun Association Officer, Non-Officer, and Board of Directors Remuneration**

The Truxtun Association leadership positions are all voluntary positions and there is no payment associated with performing any of the positions.

Officers and members of the Association may, if determined by the Association President ahead of time, be reimbursed for specific expenses associated directly with an Association function (Reunion, Business Meeting, etc.), requirement, or for the betterment of Association membership as determined by the Association President.

## **ARTICLE-IV ELECTED AND NON-ELECTED OFFICER DUTIES**

### **Section 1 Association President Duties**

The Association President shall:

- a. Be the chief executive officer of the Association.
- b. Approve all Association expenditures.
- c. The President shall have the authority to appoint special committees as he or she deems fit to conduct the business of the Association and shall preside over and conduct the biennial business meeting when it is held.
- d. The President shall oversee, with the support of a special committee, the selection of the next Truxtun Reunion location and all of the associated Reunion arrangements. See [Article V](#) for additional details pertaining to the Truxtun Association Reunion.

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### **Section 2 Association Vice President Duties**

The Association Vice President shall:

- a. Assist the President in the performance of their duties and act for them in their absence.
- b. Assume the position of President if the elected President is unable to complete their term of office.
- c. Be an integral part of the Truxtun Reunion special committee, and support the President and other members of the special committee in the selection of the next Truxtun Reunion location and all of the associated Reunion arrangements. See [Article V](#) for additional details pertaining to the Truxtun Association Reunion.

### **Section 3 Association Secretary Duties**

The Association Secretary shall:

- a. Record and maintain a file of all official Association business.
- b. Receive documentation (originals or copies) of correspondence regarding specific Association business and store (hard copy or electronic) the documents.
- c. Take notes, prepare minutes, and submit them to the Association President following each Association Business Meeting.
- d. Maintain the Association Bylaws:
  - 1) Ensure the Association Bylaws are being implemented and followed.
  - 2) If changes are required to the Association Bylaws, make the applicable changes and submit the updated Bylaws to the Elected and Non Elected Officers for review, comment resolution, and approval.
  - 3) Ensure the currently approved Association Bylaws are available to the Association members on the Association website.
  - 4) Request the Association Webmaster notify all of the Association members when changes to the Bylaws have been approved and posted.
  - 5) Ensure paper copies of the approved Bylaws are available during the Association Business Meeting.
- e. The Secretary shall be an integral part of the Truxtun Reunion special committee, and support the President and other members of the special committee in the selection of the next Truxtun Reunion location and all of the associated Reunion arrangements. See [Article V](#) for additional details pertaining to the Truxtun Association Reunion.

### **Section 4 Association Treasurer Duties**

The Association Treasurer shall:

- a. Receive and document any monies or funds collected for Association.
- b. Maintain a Truxtun Association bank account and deposit monies or funds collected for Association.
- c. Maintain a book keeping system and accurately track the Association funds.

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- d. At the direction of the Association President, pay any Association bills associated with the operation of the Association (e.g., website related, shipping of Association related items, etc.) including those bills associated with a Truxtun Reunion.
- e. The Treasurer shall be an integral part of the Truxtun Reunion special committee, and support the President and other members of the special committee in the selection of the next Truxtun Reunion location and all of the associated Reunion arrangements. See [Article V](#) for additional details pertaining to the Truxtun Association Reunion.

### **Section 5 Association Webmaster**

The Association Webmaster shall:

- a. Maintain the Truxtun Association Website and all associated website registrations, URLs, licenses, mailing lists, etc.
- b. Maintain a list of all current Truxtun Association Elected Officers, Non-Elected Officers, and members.
- c. Ensure the Association Website content is accurate and up to date.
- d. When directed by the Association President, upload, post, and notify the Association members about any upcoming Truxtun Reunion information.

### **Section 6 Association Chaplain Duties**

The Association Chaplain shall:

- a. Perform such duties of a spiritual nature as are customarily performed by members of the clergy.
- b. Perform a short memorial service during the Truxtun Reunion (usually at the start of the Banquet) which shall include a list of those Association Members who have departed since the last reunion and any other appropriate topics.
- c. If the Chaplain receives notification of a member passing, the Chaplain shall notify the Association President, Secretary, and Webmaster and ensure the information is placed on the Association website.

### **Section 7 Association Museum Liaison Duties**

The Association Museum Liaison shall:

- a. Association Museum Liaison shall attempt make contact with U.S. Navy ships that are being used as museums and look into the possibility of being able to place some type of Truxtun display on them. This can be in conjunction with the US Navy Cruiser Sailors Association and the Tin Can Sailors Association.

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### ARTICLE V TRUXTUN ASSOCIATION REUNIONS

#### **Section 1 Reunion Frequency**

The Truxtun Association will host a Truxtun Reunion at approximately two year intervals.

#### **Section 2 Reunion Location**

- a. During the Association Business Meeting, and following the election of the new Association Officers, the new President, with the support of the Association elected and non-elected officers, shall:
  - 1) Inform the members of the preferred geographic location for the next Association Reunion (see [Article V Section 3](#)).
  - 2) Request the members provide recommendations for various cities within the chosen geographic area that they feel might meet the criteria for the next Reunion (see [Article V Section 4](#)).
  - 3) If there are more than four cities recommended, conduct an informal voting process to select four or less cities as potential locations.

#### **Section 3 Association Reunion Geographic Locations**

- a. The general location for each reunion will be held in one of three geographic locations within the United States from Reunion to Reunion. See [Attachment 1](#) for a list of the states within each geographic area.
- b. The current Association President shall make the final decision for the Reunion geographic location, the initial city selections, the final city choice, and all of the various activities associated with the Reunion.

#### **Section 4 Association Reunion Location Selection**

- a. Four or less potential cities in the geographic area for the next reunion shall be determined by a majority vote of the members attending the Association Business Meeting.
- b. The Association President shall:
  - 1) Assign one Association member (volunteer) to act as the Team Lead for each selected city's research team.
  - 2) Assign additional volunteers to support each city's research Team Lead.
- c. The Association President shall review all of the information provided about each Reunion city and determine, with whatever Association Officer support necessary, the final Reunion city.

#### **Section 4 Association Reunion Costs**

- a. The overall cost per individual to attend a Reunion will vary based on travel requirements, location, hotel, excursions, etc. and the basic cost to attend will be specified when the specific Reunion Registration Form is made available to the Association membership.

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- b. Included in the individual Reunion cost is a Truxtun Reunion Registration Fee. This monies collected from the Truxtun Reunion Registration Fee (collected from the attending Truxtun Association Member only) fee are used for two purposes:
  - 1) Primary – Sundry Reunion costs such as shipping, pens, pencils, decorations, certificates, etc.
  - 2) Secondary – Truxtun Association administrative costs related to maintaining the Association such a costs associated with the website, bank accounts, etc.
- c. The Truxtun Reunion Registration Fee, because of it's use for Truxtun Reunion expenses and fees, shall be non-refundable except if it meets the following requirements":
  - 1) A 100% refund if the attendee notifies the Reunion Planner (email or phone) at least 90 days prior to the Reunion start date.
  - 2) A 50% refund if the attendee notifies the Reunion Planner (email or phone) between 90 and 60 days prior to the Reunion start date.
  - 3) No refund when 60 or less days prior to the Reunion start date.



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### Attachment 1 Reunion Geographic Areas

West	Central	East
Alaska	Alabama	Connecticut
Arizona	Arkansas	Delaware
California	Idaho	Florida
Colorado	Illinois	Georgia
Hawaii	Indiana	Maine
Idaho	Iowa	Maryland
Montana	Kansas	Massachusetts
Nevada	Kentucky	New Hampshire
New Mexico	Louisiana	New Jersey
Oregon	Michigan	New York
Utah	Minnesota	North Carolina
Washington	Mississippi	Pennsylvania
Wyoming	Missouri	Rhode Island
	Nebraska	South Carolina
	North Dakota	Vermont
	Ohio	Virginia
	Oklahoma	Washington DC
	South Dakota	West Virginia
	Tennessee	
	Texas	
	Wisconsin	

