

Policy Manual

USS ESSEX CV/CVA/CVS-9/LHD-2, Inc. Adopted 9/16/2011

I - Mission Statement

It is the objective of this document to provide guidance and continuity in administering the affairs of the USS Essex Association.

No policy can be established that supersedes or diminishes the authority of the Association's By-Laws.

Policy Manual changes, additions, and/or deletions require a two-thirds (2/3) favorable vote by the Board of Directors.

II - Directors

Shall perform duties outlined in the By-Laws.

III - Officers

In addition to the duties outlined in the By-Laws, shall perform the following:

A. Chairman

Proactively provides leadership in administering the affairs of the Association through open and frequent communications with Board Members, elected and appointed Officers, and the general membership.

Provides a copy of the By-Laws and this Policy Manual to all newly elected or appointed officers.

Supervises the activities of the Reunion Chairman.

Receives quarterly reports from all officers. Takes appropriate action.

Seeks advice of and assigns tasks to the Advisory Board as needed.

B. Vice-Chairman

Coordinates the activities of committee chairpersons, i.e., public relations, publicity, etc. involved in reunion affairs.

Takes overall responsibility of Public Relations, Membership, and Reunion Site Planning.

Is responsible for the organization's photographer.

Provides the Chairman with detailed quarterly reports (January, April, July, and October).

In the absence of a reunion chairman, the Vice-Chairman will select a reunion location for the next three (3) years after the current reunion and present this to the membership with recommendations.

C. Secretary

Prepares the annual roster, or supplement thereto, and mails/delivers it to paid-up members. A completely revised membership roster shall be developed at least every three years.

Liaises with the Chairman of the Board and the Membership Recruiting Committee Chairman.

Provides all Officers, Directors, Advisory Board members and *Buccaneer* Editor with a detailed quarterly report (January, April, July, October) of his activities.

The following additions were made on 12/01/2011.

Will prepare, with the assistance of the Chairman, the Agenda for the Board of Directors Meeting and the General Membership Meeting and will also provide copies for the Board of Directors.

Will prepare and provide the reunion attendees with Name Badges including a lanyard or other way of displaying the name badges. Will also prepare and provide tickets for the Ladies Breakfast and Dinner Banquet.

Will set up and maintain a Registration Desk during the reunion, coordinating the operating times with the Reunion Chairman. Will forward all collected funds for late registration and dues to the treasurer after providing a receipt to the member.

Will have on hand extra copies of the *Buccaneer*, Current Roster, By-Laws and Policy Manual at the reunion

D. Treasurer

Keeps full and accurate accounts of all receipts and disbursements in the organization's books, such accounts to differentiate between funds designated for memorial or museum purposes.

Responsible for the payment of any and all approved bills of the organization. Each check must be signed by two of the following members: Treasurer, Chairman of the Board, or Secretary.

Makes books, records and appropriate files available for annual audit at reunion.

Informs the Chairman of all requests beyond the scope of the then effective budget. Payment of these expenditures shall be made only after the Chairman has approved it.

Provides all Officers, Directors, Advisory Board members and *Buccaneer* Editor with a detailed quarterly report (January, April, July, October) of his activities.

E. Reunion Committee Chairman

Two years before vying for this position, presents his proposed site as a reunion location to the Board of Directors and the general membership.

Upon completion of the preceding reunion, assumes the title and keeps such until completion of the reunion, which he chairs.

Prior to the reunion, meets and finalizes the reunion plans with the Chairman and members of the Reunion Committee.

Reunion Committee Chairman for the ensuing year has the authority to spend, not to exceed \$800.00, to help defray expenses incurred to cover car travel expenses, meals, phone calls, etc. for local Reunion Committee members directly involved with actual reunion planning and negotiations. Receipts are required.

Attempts to get complimentary rooms for the Chairman, Reunion Chairman, Secretary, Treasurer, Ship's Storekeeper and the Historian. If unable to do so, the free room nights will be divided equally among the six persons eligible, and the balance paid for by each person.

Additionally, he attempts to have the hotel/motel provide complimentary Hospitality, Memorabilia, Ship's Store, and Registration rooms.

The following addition was made on 12/1/2011.

Will have his reunion committee organize, prepare and distribute the reunion tee shirts and give- aways and tour tickets.

F. Master at Arms

Shall be recognized as such by wearing a designated arm band with the letters 'MAA'.

Checks for paid-up membership for all members attending the annual general meeting, before allowing them in to the place of the meeting.

Escorts dignitaries and visitors to the rostrum or other designated places, when called for by the Chairman of the Board.

Is responsible for properly placing the American Flag at all appropriate functions.

Attends any meeting(s) as requested by the Chairman of the Board.

Performs all other duties as assigned by the Chairman of the Board.

G. Historian(s)

The Historian shall be responsible for cataloging, displaying, upkeep and maintenance, in a careful and prudent manner, all the items designated as Memorabilia of the Association.

H. Ship's Storekeeper

The Storekeeper shall be responsible for the Association's Ship's Store with all inventory, receipts and expenditures subject to the annual audits as prescribed by the Treasurer and the Chairman of the Board.

The following addition was made on 12/1/2011.

Will when possible purchase made-in-America items for the ship's store.

I. Editor of the *Buccaneer*

The Editor is chairman of the Publication Committee and functions under the supervision of the Chairman of the Board.

Guidelines for the Editor in publishing the newsletter are:

- (1) Publish as a minimum, a pre-reunion, a post-reunion, and one other issue all to be numbered and dated.
- (2) First edition after each annual reunion contains:
 - [a] A list of officers for the current year.
 - [b] The minutes of the general membership meeting.
 - [c] Amendments or additions/deletions to the By-Laws, as adopted at the general membership meeting.
- (3) Each edition will contain a copy of the latest reports from the Secretary and Treasurer.

J. Parliamentarian

The Parliamentarian uses Roberts Rules of Order as his primary source. He shall advise the presiding officer and be accessible to others. He shall be impartial. Unless excused, attendance at the annual meeting is required.

K. Legal Advisor

Possessing a legal background, the Legal Advisor shall render, pro bono, all such legal advice and services requested and required for the welfare of the Association.

L. Chaplain

As an ordained or lay person, the Chaplain shall perform, in a non-sectarian manner, such duties as are contemplated to render faith-related comfort to the Association members and their families.

He shall assist in coordinating the annual Memorial Services and incorporate the USS Essex Chain of Faith into the Service.

M. Membership/Publicity Chairman

Shall coordinate his activities with the *Buccaneer* Editor, Membership Recruiting Committee, the Essex web-site, and others to locate individuals who served aboard the USS Essex.

Shall endeavor to recruit all former USS Essex CV,CVA, CVS-9 & LHD-2 Personnel, Ship's Company and/or Air Groups, by ads in selected publications and media, through military and/or Veterans Groups.

Shall advertise the upcoming reunion to all military magazines, bulletin boards, and others found to advertise such events.

Shall write an article for the *Buccaneer* following each reunion, recapping the week's activities.

His activities are under the overall supervision of the Vice-Chairman of the Board.

IV - COMMITTEES

Committees shall be of three types.

A. Special Purpose Committees whose chairmen are appointed by and report directly to the Chairman of the Board.

1. Audit Committee. This committee audits the records of the Treasurer annually, prior to the annual general membership meeting. It shall consist of the Chairman of the Board as Chair and two Board Members.
2. Any other committee the Chairman of the Board deems necessary.

B. Standing committees whose chairmen are appointed jointly by the Chairman of the Board and designated supervisory officers.

1. Reunion Committee. The committee is under the overall supervision of the Chairman of the Board. The Reunion Chairman shall select committee members from the area of the reunion to plan and execute reunion arrangements.
2. Newsletter (*Buccaneer*) Publication Committee. This committee is chaired by the Editor who functions under the supervision of the Chairman of the Board.
3. Membership Recruiting Committee. This committee is under the overall supervision of the Vice Chairman of the Board. It shall endeavor to interest eligible persons in becoming members of the organization.
4. Reunion Site Screening Committee. This committee is under the overall supervision of the Vice-Chairman of the Board. It will receive an initial report from each prospective Reunion Chairman. The committee will screen all requests and present its recommendation(s) to the Board of Directors and the general membership at the next annual reunion.

C. The Nominating Committee reports to the Chairman of the Board, the Board of Directors and membership of the organization at its annual reunion meeting. The immediate past Chairman of the Board is the Chairman of the Nominating Committee.

The Nominating Committee's charter is to present its recommended slate of officers. Nominations shall be permitted from the floor. All nominees, whether nominated by the Nominating Committee or from the floor, shall be members in good standing, have been members for at least two full years, have attended at least one prior reunion meeting and have given consent to their names entered into nomination.

V - APPOINTMENTS

The newly elected Chairman of the Board shall, as soon as possible after the annual reunion meeting, appoint member (s) in good standing to any vacant position (s).

The following addition was made on 12/1/2012.

VI - SIGNATORIES

A. All Contracts in the name of the Association will be signed by two of the following Officers: Chairman, Treasurer or Vice Chairman.