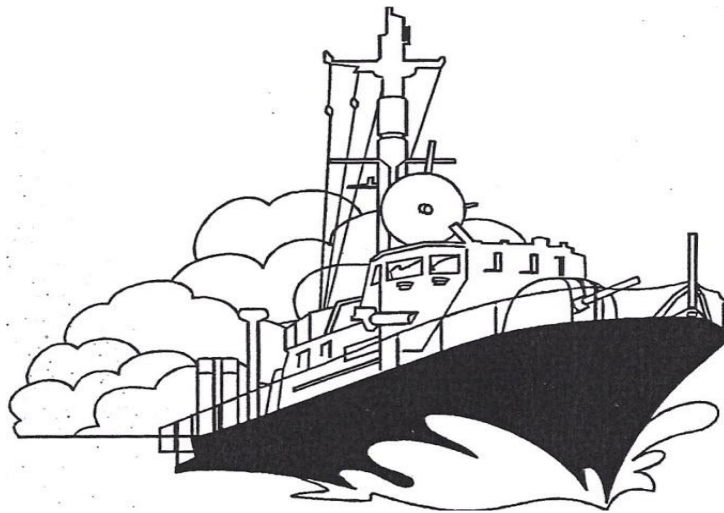


# **Port 5**

## **Men's Auxiliary**

**National Association of Naval Veterans**  
**69 Brewster Street**  
**Bridgeport, CT. 06604**  
**203-576-9366**  
**[www.portfiveusa.com](http://www.portfiveusa.com)**



## **By-Laws**

Original Version April 12, 2011  
First Revision June 12, 2012  
Second Revision September 13, 2015  
Third Revision November 29, 2016  
Fourth Revision November 7, 2017  
Fifth Revision July 11, 2019  
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Seventh Revision November 4, 2022

## **Article 1**

### **Recognition, Name and Purpose**

By virtue of granted recognition this organization shall be known as the Port 5 Men's Auxiliary (Auxiliary) of the National Association of Naval Veterans (N.A.N.V). It shall be located at 69 Brewster Street, Bridgeport, CT, 06604.

The Auxiliary is committed to honoring those who have given of themselves to protect our country. We accomplish this by joining together as 'shipmates' to aid in the endeavors of the N.A.N.V.

The purpose and function of the Auxiliary is to aid the N.A.N.V. in its mission and in all matters of fundraising and operation. Additionally, the Auxiliary will be available, and at times, responsible for the Port 5's internal operation with regard to facility maintenance and fiduciary welfare.

## **Article 2**

### **Governing Rules**

The Auxiliary is operated according to the Constitution, By-Laws, Rules and Orders of the N.A.N.V. of the United States as modified by the then current issue of these By-Laws. When a situation is encountered that is not addressed in the Governing Rules, the latest addition of Robert's Rules of Order will apply.

## **Article 3**

### **Meetings**

Monthly meetings shall be held the day after the veteran's meetings, the second Thursday of the month. The Men's Auxiliary Executive Board shall meet one half hour prior to the monthly general men's auxiliary meeting. The Commander and Executive Board shall determine the dates and times for said meetings. Special meetings may be called in accordance with the provisions of the N.A.N.V.

Six (6) members in good standing shall constitute a quorum for the transaction of business.

The appointed day and time of the monthly meetings may be changed by a simple majority vote of the members present at any monthly meeting or by the Commander should the facility not be available on the original scheduled date.

Auxiliary members and the N.A.N.V. Commander will be notified of the meeting date or any change in the meeting date or time via website, social media, e-mail or auxiliary membership meetings.

## **Article 4**

### **Membership**

Membership in this Auxiliary, eligibility for, application to, acquiring and maintenance of, loss of for reasons of discipline or otherwise shall be in accordance with the provisions of the N.A.N.V.

The initial membership fee will be in accordance with the By-Laws of the N.A.N.V.

The dues of the Auxiliary shall be \$50.00 (and may change without need to modify the By-law's) payable per annum in accordance with the By-Laws of the N.A.N.V. The dues shall never be less than the amount required by the N.A.N.V. Dues are payable between October 1st. and December 31<sup>st</sup>. for the following calendar year. A late charge of \$25.00 will be applied for any dues paid after December 31<sup>st</sup> as set by N.A.N.V.

If dues with their late fee are not paid within one month of the regular dues cut-off, your membership in Port 5 will be dropped and your membership number recycled.

Membership in the Men's Auxiliary is capped at the maximum number per Port 5 N.A.N.V. charter and per the Port 5 veteran's Commander. When that number is reached, a waiting list will be created and referred to as others leave the Men's Auxiliary.

Acceptance in the Men's Auxiliary requires a relationship to a veteran (living or deceased) or active-duty member of the military. Relationship means

either wife, sibling, parent, grandparent, child or grandchild. Proof of military relationship will be provided by either a DD214 or another form of proof of service. Additionally, if the spouse is an active member of the Ladies' Auxiliary, you may apply for membership. The applicant must be sponsored by either a regular member or auxiliary member in good standing. Non-Veteran First Responders may also apply for men's auxiliary membership. Proof of active first responder status must be provided.

## **Article 5**

### **Officers and Officers Duties**

The Auxiliary shall maintain the following positions of office to serve a one (1) year term: Auxiliary Commander, Executive Officer, Officer of the Deck, Secretary and Treasurer.

No compensation shall be paid to any Officer of this Auxiliary for his services as such Officer.

#### **Duties of Auxiliary Officers:**

**Commander:** Responsible for the overall operation of the Auxiliary unit. Is the liaison to the Veteran Unit and its Commander as well as the Ladies Auxiliary. Is one of two persons authorized to sign certain records and documents, including, but not limited to all Auxiliary bank accounts. Sets the dates and runs Auxiliary meetings. Has the right to call special meetings of either the Executive Board or the General Membership. May contribute articles to the newsletter. Is a member of the Interview Committee. Is Ex-Officio of all committees.

**Executive Officer:** Will assist the Commander in the duties of his office and is the ranking Officer in the Commander's absence. While acting as the Commander has all the responsibilities of that position. Is a member of the Interview Committee.

**Secretary:** Has the responsibility to take minutes at all membership meetings and executive board meetings. Sees to it that the minutes are turned over to the Commander at the end of each meeting and a copy sent to the Commander of Port 5. Is a member of the Interview Committee.

**Treasurer**: Is one of two persons authorized to sign certain records and documents, including, but not limited to all Auxiliary bank accounts. Is responsible for keeping said accounts in balance and giving a treasurer's report at each quarterly meeting. A copy of said report is to be sent to the Commander of Port 5. Is a member of the Interview Committee.

**Officer of the Deck**: Will take attendance of the membership at meetings and identify any guests. Is responsible for keeping track of and maintaining the accuracy of the membership. Is responsible for assembling and distributing a monthly newsletter. Is responsible for periodic updates with regard to upcoming events, new members, good and welfare and volunteer opportunities. Is responsible to ensure the meeting location has an American flag present and any other articles necessary to conduct that meeting. Is a member of the Interview Committee.

## **Article 6**

### **Nominations, Election and Installation of Officers**

Nominations to office will be held at the September general membership meeting, each year prior to conducting regular business.

Nominations will close at October general membership meeting, prior to conducting regular business.

Following the close of nominations at the October meeting, elections will be held. If needed, a secret ballot will be held when there is more than one nominee for a position.

If only one nominee is in that position, the secretary will cast one vote. This done for each position when there is only one candidate.

## **Article 7**

### **Committees**

All committees and their chairmen shall be appointed by the Auxiliary Commander as promptly as possible after the election of Officers. All chairmen will report directly to the Auxiliary Commander.

The Interview Committee is a standing committee composed of the Officers of the Auxiliary. A minimum of two (2) Officers shall conduct the interviews. If not enough Officers can attend an interview, the Commander has the option to either ask former officers of the Men's Auxiliary, provided they are in good standing, to sit on the interview or ask a member of the N.A.N.V. to sit on the

interview. Interviews will be conducted as soon as possible after the receipt of the application.

## **Article 8**

### **Financial Responsibilities and Procedures**

All money, property and assets of any kind, as well as records held, shall be the property of the N.A.N.V.

The expenditure of monies by the Auxiliary requires a simple majority vote by the Executive Board. Expenditures for any printing or mailing to the General Membership will not need prior approval of the Executive Board. Expenditures of \$250.00 or more must have approval from the Commander of Post 5 and/or veteran's executive board.

All Debits and Credits for Auxiliary events shall be turned over directly, or indirectly, to the Commander of the Auxiliary or the Treasurer for immediate deposit to the Auxiliary account.

In the event of surrender, cancellation or forfeiture of the charter of the Auxiliary, all records and other property shall be turned over to the N.A.N.V.

## **Article 9**

### **Fund Raising & Solicitations**

The Auxiliary shall not enter into any agreement with a promoter for the purpose of raising funds unless approved by the Commander of the N.A.N.V. or veteran's executive board. Any requests to secure the services of a solicitor must be submitted to the N.A.N.V. Commander at least fifteen (15) days prior. All requests/agreements must be in written form.

No donations can be made to any person, cause or organization without the prior approval of the N.A.N.V. Commander or veteran's executive board.

## **Article 10**

### **Communications**

Communications for the Auxiliary will be through N.A.N.V.'s website, social media, email and General Membership Meetings.

## **Article 11**

### **Amendments**

Proposed amendments to these by laws shall be submitted in writing at a regular General Membership Meeting and only by a member(s) in good standing or by resolution of the Executive Board.

All proposed amendments shall be read at the same meeting under New Business and discussion shall follow.

Proposals shall be voted on at the next regular General Membership meeting.

A majority vote of the members in good standing voting at said meeting shall be required for passage.