

**Bylaws
Of
The USS Benjamin Franklin
SSBN 640
Association**



Approved on:

6 September 2002

in

Groton, CT

Amended & Approved on:

20 September 2023

in

Philadelphia, PA



USS BENJAMIN FRANKLIN SSBN 640 ASSOCIATION BYLAWS



The **USS BENJAMIN FRANKLIN SSBN 640 ASSOCIATION** is hereby established to provide an organization for former crewmembers of the USS Benjamin Franklin to encourage and support ongoing communication and friendship among them. The Association will maintain a sailing list and addresses of all shipmates, periodically issue newsletters and special bulletins and organize and host formal reunions for the benefit of its membership. The Association will maintain a sailing list and addresses of all shipmates, periodically update webpage and social media to keep members informed of association business and organize and host formal reunions for the benefit of its membership.

A. Officers of the Association

The President, Vice-President, Secretary and Treasurer will be elected by the members of the Association at each formal reunion and shall serve through the conclusion of the next formal reunion or for a minimum term of two years if reunions are held annually. Other Officers of the Association will be appointed or elected as indicated. Officers of the Association that make up the Executive Committee are the President, Vice-President, Secretary, Treasurer and Member-At-Large.

1. President (Executive Committee Member)

Responsibilities:

- a. Preside at business meetings and act as reunion host.
- b. Authorize expenditures from the Association treasury.
- c. Determine the location and dates for the next reunion with the consent of a majority of the Association officers and the stated desires of the Association membership.
- d. Appoint a reunion planning committee, including an Association member who resides in or near the designated site of the reunion, to assist in the planning and schedule for reunions.

2. Vice President (Executive Committee Member)

Responsibilities:

- a. Assist the President in carrying out his duties.
- b. Act for the President in his absence from Association meetings.
- c. Assume the office and the responsibilities of the President if he becomes incapacitated or unable to carry out his duties.
- d. Maintain custody of artifacts and memorabilia that are given to the Association.

3. Secretary (Executive Committee Member)

Responsibilities:

- a. Maintain a membership roster and mailing list.
- b. Record and maintain minutes of all meetings of the Association (annual) and the Executive Committee (quarterly).
- c. Maintain records of all Association correspondence sent and received by the Executive Committee.
- d. Coordinate and aid in the preparation and distribution of an Association newsletter.

4. Treasurer (Executive Committee Member)

Responsibilities:

- a. Maintain accounts, records and reports in accordance with federal and state tax laws.
- b. At the instruction of the President disburse funds for the payment of obligations of the Association.
- c. Provide an annual financial report to be published in the Association newsletter and provided to all members present at reunions.

5. Member-At-Large (Executive Committee Member)

Responsibilities:

- a. For the purposes of continuity and recent history of the Association, the Member At Large will normally be the immediate Past President of the Association. If the outgoing President declines the position then it shall be offered to the outgoing Officers in the following order: Vice President, Secretary, Treasurer, (existing) Member-At-Large. If no outgoing Officer accepts the position then the position will be placed before the membership for election.
- b. Serve as an assistant to the President and perform duties as assigned by the Executive Committee.

6. Appointments

At the discretion of the President, the following appointments may be made:

- a. Chaplain
- b. Membership/Artifacts Chair
- c. Storekeeper to maintain artifacts and memorabilia.
- d. Webmaster to maintain the official Association Website

B. Election of Officers

1. The election of officers will be conducted during the business meeting at each formal reunion.
2. A slate of candidates will be presented to the membership by the Secretary and will be elected by a majority of Regular Members voting. Nominations of proposed officers must be made to the Association Secretary by regular mail at least two months before each reunion. The secretary shall develop a ballot consisting of all nominees for each position to be elected at the reunion. Mail-in ballots will be mailed to all Association Regular Members one month before each reunion. Those Regular Members who are unable to attend the reunion business meeting must return their ballots to the Secretary two weeks prior to the reunion (Votes not received by the deadline will be considered an abstention). Should a regular Member who has sent in a mail-in ballot subsequently attend the reunion business meeting, the Secretary will return the mail-in ballot to the member before that member is allowed to cast a vote at the meeting. Write-in candidates will be accepted. Nominations from the floor during the business meeting for a position that does not have a nominated candidate on the ballot will also be accepted so long as the nominee accepts the nomination either in person or by letter.
3. Votes will be counted by a committee composed of at least two Association members who shall be appointed by the President, and who are not nominees for office.
4. Honorary membership is limited to all other family members of registered members, deceased shipmates and special friends of the Benjamin Franklin SSBN 640 Association. Honorary Members may be designated by a majority vote of the Executive Committee of the Association.
5. Should an Executive Committee member resign or become incapacitated between reunions, the remaining Executive Committee members may elect an alternate member of the Association in good standing, who has volunteered to be a stand-by member, as a Temporary until a vote is taken at the next reunion.

C. Membership

1. Regular Membership in the Association is open to all former crewmembers of USS Benjamin Franklin SSBN 640 and their families.
2. An Associate Member is any person who has an interest in the Benjamin Franklin SSBN 640 Association. Nomination for Associate Membership may be made by any regular member in writing to the President. Acceptance of an Associate Member will be by a majority vote of the Executive Committee of the Association.
3. Spouses of Regular Members will be awarded an Associate Member status.
4. Honorary membership is limited to family members of deceased members and special friends of the Benjamin Franklin SSBN 640 Association. Honorary Members may be designated by a majority vote of the Executive Committee of the Association.

D. Voting Privileges

1. Only Regular Members, in good standing, shall be permitted to vote on any matters affecting the conduct of business and election of Officers of this Association.
2. If one or more persons of a Regular Member's family are present at a meeting, only one representative of that family may cast a vote.

E. Dues

1. To establish regular membership, dues of \$25 annually or \$150.00 lifetime must be paid. Only one dues-paying member will be required for a family.
2. Associate membership dues will be \$10.00 annually or \$100.00 lifetime (except for spouses of regular members).
3. Honorary Members will be exempt from the requirement to pay annual dues.
4. Annual dues are due 1 January of each year. In order to be eligible for any discounts offered by the Association, an Annual Member must have paid dues for the year of the reunion and the previous year.

F. Amendments to the Bylaws

1. Any Regular Member may propose amendments to these Bylaws in writing to the President of the Association or by voice at the Annual business meeting.
2. Acceptance of a proposed amendment will be by a majority of those voting at the next Annual business meeting.

G. Meetings

1. The Executive Committee shall meet or Conference Call by ZOOM as needed at a place, date and time to conduct the affairs of the Association.
2. An Annual business meeting shall be conducted at each reunion.

H. Dissolution of the Association

1. Upon dissolution any remaining funds in the treasury will be donated, in memory of the Association, to:
Dolphin Scholarship Foundation
4966 Euclid Road, Suite 109
Virginia Beach, VA 23462
(E-mail: info@dolphinscholarship.org)
2. Any remaining Association memorabilia will be donated, in memory of the Association, to:
Submarine Force Library and Museum
1 Crystal Lake Rd.
Groton, CT 06340
(E-mail: director@submarinemuseum.org)

As amended the 20th day of September, 2023

A handwritten signature in black ink that reads "James L. Albert". The signature is written in a cursive style with a long horizontal flourish extending to the right.

James L. Albert, Secretary