

Navy Nuclear Weapons Association



STANDARD OPERATING PROCUDURES
And
PASS DOWN THE LINE INFORMATION

Original dated July 28, 2008

Record of Changes

<u>Change Number</u>	<u>Date</u>	<u>Reason for Change</u>
Original	July 28, 2008	Document originated for use following board development
Change 1		

Table of contents

Record of Changes		i
Table of Contents		ii
Chapter 1	Introduction	page - 1 -
Chapter 2	Corporate Information	page - 2 -
	Operational By-Laws	page - 5 -
	I Name & Location	page - 5 -
	II Philosophy	page - 5 -
	III Objective	page - 5 -
	IV Eligibility	page - 6 -
	V Membership	page - 6 -
	VI Meetings	page - 7 -
	VII Amendments	page - 7 -
	VIII Board of Directors	page - 8 -
	IX Officers	page - 9 -
	X Committees	page - 11 -
	XI Rules and Procedures	page - 11 -
	XII Fiscal Year	page - 11 -
	XIII Inurement	page - 11 -
	XIV Dissolution	page - 11 -
	XV Indemnification	page - 11 -
	XVI Agency	page - 12 -
Chapter 3	Copyrights and Trademarks	page - 13 -
Chapter 4	Standard Procedures	page - 16 -
	Board of Directors Meeting	page - 16 -
	Business Meeting	page - 16 -
	Two Bell Ceremony	page - 20 -
	Nomination and Election	page - 22 -
	Board of Directors Orientation	page - 24 -
Chapter 5	Board of Directors Duties	page - 27 -
Chapter 6	Board of Director Resolutions	page - 31 -
	2004 Resolutions	page - 31 -
	2005 Resolutions	page - 31 -
	2006 Resolutions	page - 32 -
	2007 Resolutions	page - 32 -

Chapter 7	Organizational Goals and Accomplishments	page - 33 -
	2002	page - 33 -
	2003	page - 33 -
	2004	page - 34 -
	2005	page - 34 -
	2006	page - 34 -
	2007	page - 35 -
	2008	page - 35 -
Chapter 8	Lessons Learned	page - 36 -
	Reunion Planning Guide	page - 37 -
	Recommended Time Line	page - 41 -
	Reunion Reservation Form	page - 43 -
	Hospitality Room Stocking Guide	page - 44 -
	Guest Speaker/Entertainment	page.- 45 -
	Memorabilia Display	page - 46 -
	Memorabilia Inventory	page - 47 -

Chapter 1

Introduction

The 2004 and 2005 NNWA Board of Directors recognized that much of what we do and the way we do it had not been fully recorded. As a result, there was much reinventing of the wheel when it came to conducting NNWA business. For example, the duties of the various members of the Board had not been formalized, Board resolution activities were not recorded, and lessons learned during the conduct of reunions had not formally been captured. As part of its goals for calendar year 2005, the NNWA Board of Directors identified the need to initiate the organizational operating procedures. It is the goal of this working document to capture the NNWA operational procedures so that they might become a record and assist follow-on Boards of Directors in the performance of their duties.

Following implementation of this document, it will be the Vice President's duty to maintain it accurate and current.

Electronic/digital copies of this SOP/PDL may be provided to members of the Board of Directors, prospective reunion hosts, and other interested parties for personal use, but authority for changes, additions and corrections to it will be retained by the standing Board of Directors. All approved or directed modifications to the document will be focused through the Vice President for implementation into the SOP/PDL. Only the version in the possession of the Vice President will be considered the "Official Version".

Chapter 2

Section A

CORPORATE INFORMATION

In 2002 the NNWA incorporated as a Not-for-profit, non-stock Corporation of the State of Delaware. This action was taken when the Board recognized that the organization and its officers might be at risk for taxes and civil liabilities while performing official NNWA activities. Below are important data and information relevant to the incorporation. At the end are the Operational By Laws, current as of the date of this writing. Note that the use of the word "Operational" distinguishes the By Laws from those originally submitted for Incorporation. The "Incorporating" By Laws have had several amendments made to them.

Full Corporate Name	Navy Nuclear Weapons Association
Unofficial Acronym	NNWA (note – not to be used on any legal document or contract)
Date of Incorporation	March 25, 2002
State of Incorporation	Delaware
Incorporation File Number	3501301
FEIN	59-3687537
Type of Corporation	Delaware Not for Profit, Non-Stock Corporation
Resident Statutory Agent	Elzufon, Austin, Reardon, Tarlov & Mondell, P.A. 2500 Wrangle Hill Rd., Bldg. 1, Suite 210 Bear, DE 19701 POC – Kate G. Shumaker, Esquire Tel: (302) 327-1104 Fax: (302) 327-1101; www.elzufon.com This law firm served as our incorporator and receives all of our legal correspondence, pays our annual franchise tax and forwards correspondence to us for a small fee each year (about \$150)

Incorporation Advantages

1. Liability – civil liability and tax liability are generally limited to the assets of the corporation. Criminal liability may rest with the corporation and/or the individual.
Reference: Delaware General Commercial Law Section 174
2. Intellectual Property Ownership – e.g., NNWA legally owns copyrights and trademarks for its logos and for the term “Keepers of the Dragon”
3. Electronic Board meetings (such as email) are authorized. However, the following are required under law:
 - a. Each board member must be able to communicate with every other board member
 - b. Resolutions must be passed by unanimous vote and recorded.
 - c. Non-unanimous votes must be deferred to face to face meetings for resolutionReference: Delaware General Commercial Law Section 141

Incorporation Responsibilities

1. Must have at least one Membership Meeting annually and elect the members of the Board of Directors. Maintain signed written minutes of the meetings in the “Corporate Minute Book.”
2. Must have at least one Board Meeting annually and elect the Officers of the Corporation. Maintain signed minutes of all Board meetings.
3. Advise our registered agent of current Board membership
4. File a Delaware “Annual Franchise Tax Report” starting in 2007, this report is made by our registered agent (attorney) in Delaware to correct info on the report call the registered agent.
5. Pay an annual Franchise filing fee of \$25.00. Pay minimum tax of \$35.00. Pay registered agent’s annual fee (in 2007 - \$150.) These must be paid not later than February 16th of each year. No extensions. There is a \$100 penalty plus 1.5% per month interest charge for late payment. Send payment to our registered agent (attorney). Starting in 2007, registered agent will pay for NNWA electronically directly to the State of Delaware. Make check out to Elzufon, Austin, Reardon, Tarlov & Mondell. Put our incorporation file number on the check. Mail the check to:
Elzufon Austin Reardon Tarlov & Mondell, P.A.
Attn: Kate G. Shumaker, Esquire
2500 Wrangle Hill Road
Bldg. 1, Suite 210
Bear, DE 19701
(302) 327-1104 (phone)
(302) 327-1101 (fax)
6. Corporate filings, including changes of address and all other correspondence, should be sent to the registered agent and:
State of Delaware, Division of Corporations
PO Box 898
Dover, DE 19903
7. The Secretary of the Corporation shall obtain and keep an official corporate embossing seal. This is to be used on official correspondence.

IRS Registration

IRS Code 501 (c) (19) – a military veteran’s not for profit corporation. As of August 2008 NNWA is awaiting a reply from the IRS approving this registration. We would have to ensure that we could maintain 97.5% of all members were veterans of military service.

Tax status

Federal Tax – under the not-for-profit IRS exemption, the first \$25,000 of annual income are exempted from income taxes FEIN: 59-3687537

State Tax – we are required to pay state sales and use taxes in each State where we do business. NNWA could file for tax exempt status in each of the 50 States, an exhausting and expensive process that would cost more than it would save.

This Chapter 2 and the NNWA Bylaws (Rev. 9/07) were prepared by Chuck Weber, NNWA Incorporator and Bylaws Chair. It was approved by the NNWA Board on September 22, 2007.

Section B
OPERATIONAL BY-LAWS
Of
NAVY NUCLEAR WEAPONS ASSOCIATION
(A NOT FOR PROFIT CORPORATION)
Revised and approved as of September 2007

ARTICLE I
NAME AND LOCATION

SECTION 1. NAME. The name of the Corporation shall be the "Navy Nuclear Weapons Association". It shall be identified by its various symbols and the legend "Keepers of the Dragon."

SECTION 2. LOCATION. The principal office for the transaction of business of the Corporation shall be in the City of Wilmington, County of New Castle, State of Delaware but the Corporation may have other offices and may transact business anywhere in the United States of America.

ARTICLE II
PHILOSOPHY

The Corporation believes that the Navy nuclear weapons program was and is an important part of this nation's history and heritage and, further, that the men and women who served, in both military and civilian roles, made a significant contribution to the freedoms we enjoy today.

ARTICLE III
OBJECTIVES

The Corporation has been formed and exists for the following purposes:

1. To promote the social welfare of the members of the Navy, Marine Corps, Naval Civil Service and Support Contractors of the Navy Nuclear Weapons community, hereafter called the "Community."
2. To provide information and assistance to the disabled and needy members of the Community.
3. To carry on programs to perpetuate the memory of deceased members of the Community and to comfort their survivors.
4. To conduct unclassified educational programs to perpetuate the Navy Nuclear Weapons historical record.
5. To maintain a written history of the Navy Nuclear Weapons program.
6. To sponsor and participate in activities of a patriotic nature.
7. To provide informational, social and recreational programs for its members.
8. To provide charitable and/or educational benefits for the members and their families.
9. To utilize appropriate means to carry forward the purposes of the Corporation and to do what is necessary and proper for the attainment of the objectives and purposes for which this Corporation is formed.

10. To perpetuate the memory of nuclear unit administration, team training, team deployment and concepts as a unique and significant part of U.S. Naval history.
11. To instill in family, friends and other non-members, by whatever unclassified means are available, an awareness of the objectives of the overall nuclear deterrence and protections by providing anecdotes on the diversity of the nuclear ratings and personnel involved, the skill levels required, the security measures imposed, the safety inherent in the program, the pride craftsmanship, and the humor and *esprit-de-corps* displayed by the members during the lifespan of the nuclear program.

ARTICLE IV ELIGIBILITY

SECTION 1. Membership in the Corporation shall be without regard to age, race, color, creed, gender, national origin, ethnicity or disability.

SECTION 2. ELIGIBILITY. The REGULAR MEMBERS of the Corporation shall be composed of active, retired or inactive members of the Navy and Marine Corps who were attached to the Navy Administrative Unit, Navy Special Weapons Units #471, #802 or #1233; or any member of the Navy, Marine Corps, Navy Civil Service or Support Contractor who received basic or advanced training in the operational use, support, assembly, disassembly, maintenance, repair, calibration, inspection, loading, or delivery of nuclear weapons; or was attached to Defense Atomic Support Agency (DASA), Defense Nuclear Agency (DNA), Special Weapons Unit Atlantic/Pacific(SWULANT/SWUPAC), NWTCPAC, NWTCLANT, NWTGPAC, NWTGLANT; WTGPAC, WTGLANT; or was attached to a Naval command whose primary responsibility for Nuclear Weapons capability included Depot Level maintenance, Repair, Storage, Intermediate Level maintenance, Nuclear Safety, Nuclear Security, or Personnel Reliability Program management, specialized training in the field of nuclear weapons. Other memberships' eligibilities shall be as defined in Article V of these By-Laws.

ARTICLE V MEMBERSHIPS

SECTION 1. Membership in the Corporation is not transferable.

SECTION 2. CLASSES OF MEMBERSHIP

A. REGULAR MEMBER. Those individuals who meet the criteria defined in Article IV, and have paid the appropriate dues and fees set by the Corporation. A REGULAR Member shall have voting rights. REGULAR MEMBERS are hereafter referred to as 'Members'.

B. ASSOCIATE MEMBER. Individuals who do not meet the REGULAR Member criteria, but wish to affiliate with the Corporation, must be recommended by at least one Regular Member in good standing and must have paid the appropriate dues and fees set by the Corporation. Such members will have no voting rights.

C. LIFE MEMBER. Automatically bestowed on the surviving spouse of a REGULAR Member, All dues and fees are waived. Such members will have no voting rights.

D. HONORARY MEMBER. The Board of Directors may bestow to an individual, organization, or business that has made a significant contribution in furtherance of the Corporation's objectives and purposes an HONORARY membership. All dues and fees are waived. Such members will have no voting rights.

ARTICLE VI MEETINGS

SECTION 1. REGULAR MEETING. A regular meeting of the Corporation shall be held at least annually. The location of the meeting shall rotate between the Eastern, Central and Western areas of the continental United States. The location of the meeting area shall be selected by a vote of the membership at the prior year's meeting. Specific location, dates and times shall be at the direction of the Board of Directors. Every effort shall be made to conduct the regular meeting between September 15th and October 15th of each year.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Corporation may be called by the President of the Board, or the Vice-President acting on the direction of, or in the incapacity of, the President, or by a majority of the Board of Directors. Regular Members may request a special meeting by submitting a written request to the Board signed by a minimum of 10 Regular Members and stating the purpose of calling a special meeting. All special meeting locations, dates and times shall be at the direction of the Board of Directors.

SECTION 3. NOTICE OF MEETINGS. The Secretary shall provide a minimum of thirty (30) days notice of the time and place of all meetings to all members of the Corporation.

SECTION 4. VOTING. Only Corporation Regular members in good standing shall have voting privileges. Members in arrears of dues or fees of 1 year or more are not considered in good standing. Prior to voting all arrears must be resolved.

SECTION 5. QUORUM. At least 50 % of the Board of Directors and a minimum of ten (10) additional regular members in good standing present at any meeting of the Corporation shall constitute a quorum.

SECTION 6. PROXY. Voting by proxy shall not be permitted.

SECTION 7. DUTIES OF THE MEMBERSHIP. The primary duty of the Regular Membership of the Corporation shall be to elect the Board of Directors. In addition, the membership shall uphold the By-laws of this Corporation and other generally accepted rules of good order and discipline.

SECTION 8. DELINQUENCIES. Dues shall be paid annually. If dues are not paid by September 30th of each year, the member will be dropped from membership and reinstated only after paying a reinstatement fee set by the Corporation plus the current year's dues.

ARTICLE VII AMENDMENTS

Amendments to these By-laws of the Corporation may be made in any scheduled meeting of the Corporation, provided that the proposed amendment(s) are submitted to the Board of Directors at least ninety (90) days in advance of a scheduled meeting. The Secretary shall provide the Regular Membership written notice of the proposed amendment(s) at least thirty (30) days prior to the meeting. Passage of any amendment shall require a two-thirds (2/3) majority of the Regular Membership present at the call for vote.

**ARTICLE VIII
BOARD OF DIRECTORS**

SECTION 1. ELECTION AND INITIAL MEETING. A Board of Directors consisting of; at least Eight (8) members in good standing shall be elected by a majority of Regular Members present at the Annual Meeting held by the Corporation. Immediately following the election meeting the newly elected Board shall meet for the purpose of electing its officers and conducting any business that may be necessary. Election of the Board of Directors shall be on the following schedule:

<u>Even Years</u>	<u>Odd Years</u>
President	Vice-President
Service Officer	Secretary
Chaplain	Treasurer
Master at Arms	Historian
Director	Webmaster

SECTION 2. TERM AND VACANCY. The term of a member of the Board shall be two (2) years except when a Director is elected as an Officer whereupon his/her term shall expire to coincide with the election schedule listed elsewhere within these By-laws. Vacancies may be filled by appointment by the Board and the appointee shall only serve for the remaining term of the Board member being replaced.

SECTION 3. EX-OFFICIO. The Immediate Past President shall be an ex-officio, non-voting member of the Board of Directors for one year following his/her term as President and may advise the incumbent President of relevant matters spanning their respective terms of office. This member shall be entitled to participate in the deliberations of the Board without a vote unless that individual shall otherwise be serving an elected term on the Board.

SECTION 4. MEETINGS. It shall be the responsibility of the Board to conduct an Annual Meeting of the membership at a site and time determined by the Board. Meetings of the Board are to be determined by the Board with appropriate notice(s) provided.

SECTION 5. POWERS. The Board, subject to these By-laws, shall exercise all corporate powers and conduct, manage, and control the affairs and property of the Corporation. It shall cause the books and financial statement(s) of this Corporation to be reviewed annually, available to the membership at the Annual Meeting, and to meet the prescribed requirements of governing legal bodies. The Board shall have the power to receive, use, hold, invest and reinvest gifts, memorials, bequests, devises, grants, or funds from whatever source and use the same of the proceeds thereof for the purposes of this Corporation or any of its activities, or as specifically designated. The Board of Directors shall incur no indebtedness or liability in any year, exceeding the amount of available Funds on hand. No liability shall be incurred on behalf of the Corporation by any members of the Board, the Corporation or any group or committee of the Corporation unless the same is authorized by the Board of Directors.

SECTION 6. QUORUM AND VOTING At least 50% of the Board of Directors shall constitute a quorum. No proxy votes are permitted. Votes shall be recorded by the Secretary either verbally, telephonically or electronically (such as by e-mail). The Secretary shall maintain written records of all Board votes and report the same to the membership at the annual meeting.

SECTION 7. CONFLICT OF INTEREST. Business relationships should not exist between this Corporation and its Directors, or members of the immediate families of the Directors or any business concern owned or controlled by any of them. In instances arising from necessity and/or prudent business, where a business relationship exists, or is proposed to exist, between any of the foregoing, (a) the facts and circumstances of each business relationship must be fully disclosed to the Board verbally and in writing; and (b) the affected Director shall remove himself/herself from any vote or use of his authority that could further any such business relationship. The minutes of the meeting shall reflect the disclosure, along with the written description of the relationship, as well as the vote of the Board

ARTICLE IX OFFICERS

SECTION 1. ELECTION AND TERM. The officers of the Corporation shall be the President, the Vice-President, the Secretary, the Treasurer, and such other positions as the President may direct. It is recommended that the positions of Chaplain, Service Officer, Historian, Master at Arms and Webmaster be filled. The Secretary and Treasurer may be a combined position held by one Director. In such case, that individual shall have a single vote. Officers are elected from among, and by, the Board of Directors. The normal terms of office of the officers shall be Two (2) years, unless conflicting as otherwise provided for in these By-laws.

SECTION 2. REMOVAL FROM OFFICE. Any Member of the Board may be removed from office and the Board, with or without cause, by a vote of not less than Two-thirds (2/3) of the members of the Board.

SECTION 3. DUTIES.

- A. **PRESIDENT.** Shall preside at all meetings of the Corporation and shall act as the President of the Board. The President shall be an ex-officio member of any groups or committees that are formed by the Board. The President shall perform all duties usually associated with the office or as assigned by the Board; shall be directly responsible to the Board; shall report to the Board all important matters pertaining to the welfare of the Corporation. The President shall assume the duties of the Treasurer, in the event the Treasurer is unable to perform his/her duties, until such time that the Treasurer can assume his/her duties or until the Treasurer's position is filled by the Board of Directors.
- B. **VICE-PRESIDENT.** Shall perform such tasks as assigned by the President or the Board. In case of the President's inability to serve, resignation, removal from office, or death, the Vice-President shall fill the remaining term. The office of Vice President so vacated by ascension to President shall be filled from among the remaining Board members and by the majority vote of all Board members.
- C. **SECRETARY.** Shall keep all records of the meetings of the Corporation and its Board: shall serve notice of all meetings; shall be responsible for and maintain all minutes, correspondence, files, records and papers of this Corporation. The Secretary may sign on behalf of this Corporation, with other such officers, as are specifically authorized by the Board. The Secretary shall assume other duties that from time to time may be assigned by the Board.
- D. **TREASURER.** Shall be responsible for all the funds of this Corporation; shall authorize the paying out of monies on such approvals and signatures as the Board may determine; shall be responsible for the establishing of financial controls, the maintenance of adequate books of

account; shall present to the Board financial statements of receipts and expenditures; and, at the close of each fiscal year, shall present to the Board, financial reports that may include a balance sheet and an income and expense statement required by the Board or governing legal authorities. The Treasurer may assume other duties as assigned by the Board. The Treasurer shall have the power to sign all checks, drafts, notes, warrants and orders for the Board of Directors.

- E. DIRECTOR Shall perform such tasks as assigned by the President or the Board of Director.
- F. CHAPLAIN. Shall perform nonsectarian devotional services at the annual business meeting and such other duties as the President or the Board of Directors assigns.
- G. MASTER AT ARMS. Shall maintain order at all meetings and perform such other tasks as assigned by the President or the Board of Directors.
- H. SERVICE OFFICER. Shall perform such tasks as assigned by the President or the Board of Directors. His/her duties shall include:
 - a. Establishing a set of resources providing information on federal benefits for those exposed to ionizing radiation and other hazards such as members may have encountered.
 - b. Providing information to members on such benefits and on pending legislation.
 - c. Assisting members with info regarding benefits and directing members to local sources of information and assistance. Liaison with such other organizations that may provide information and assistance for the membership. Obtaining national and/or state credentials as a Registered Service Officer to the extent that it is possible.
- I. HISTORIAN. Shall perform such tasks as assigned by the President or the Board of Directors. His/her duties shall include:
 - a. Accumulating unclassified historical information and memorabilia relating to the Navy Nuclear Weapons Program.
 - b. Store, maintain, transport and display the NNWA memorabilia
 - c. Updating memorial plaques with info on departed NNWA shipmates
 - d. Maintaining a computer inventory of NNWA memorabilia
 - e. Collect, catalogue, and display stories, anecdotes, histories, verbal histories etc.
 - f. Develop a "year book" for each reunion for display at subsequent reunions
 - g. Maintaining a computer data base of persons in the Navy Nuclear Weapons Program
 - h. Maintaining financial records relevant to doing the above.
- J. WEBMASTER. Shall perform such tasks as assigned by the President or the Board of Directors. His/her duties shall include:
 - a. Maintaining the Association web site.
 - b. Liaison with the Secretary and/or Treasurer in order to maintain a Roster of Members on the web site.
 - c. Maintaining a current listing of members' e-mail addresses.
 - d. E-mailing members as necessary for the operations of the corporation
 - e. Maintaining the web site as a source of information and as a vehicle to attract new members

**ARTICLE X
COMMITTEES**

The President, with the approval of the Board, may appoint Standing Committees and/or Special Committees, for such a period as necessary, to study specific initiatives or interests for the Corporation and to make recommendations to the Board. The Chairman of each committee may or may not be a member of the Board, but shall be a Regular member. Committee members shall be appointed by the Chairman and may consist of any category of membership. Each committee member, with the exception of ex-officio members, shall have a vote at committee meetings. Examples of committees may be: Fiscal, Membership, Public Relations, Program, Endowment, Investment, etc. The committees may be dissolved at any time by a majority vote of the Board.

**ARTICLE XI
RULES AND PROCEDURES**

Unless otherwise provided for in these By-laws "Roberts Rules of Order" in its current edition shall be observed as the rule of procedure for all meetings.

**ARTICLE XII
FISCAL YEAR**

The fiscal year of the Corporation shall begin on October first of each year and end on September thirtieth of the succeeding calendar year.

**ARTICLE XIII
INUREMENT**

The Corporation shall have no power whatsoever to issue capitol stock, and no dividends or pecuniary profits shall be declared, or paid to, or inure to any member, director or officer of this Corporation.

**ARTICLE XIV
DISSOLUTION**

No member, director or officer of the Corporation shall be entitled to share in the distribution of Corporation's assets upon the dissolution of the Corporation. In the event of liquidation, dissolution or abandonment of this Corporation, no portion of the property or assets shall inure to the benefit of any private person, but the same shall be distributed to a fund, foundation, corporation or association, as identified by this Corporation's Board of Directors. The identified entity shall conform to the requirements of the Internal Revenue Code and corresponding sections of subsequent revenue acts that have been adopted thereto. Those historical and/or educational items and materials that have been placed on loan to the Corporation for the furtherance of its purposes shall be returned to the rightful owners.

**ARTICLE XV
INDEMNIFICATION**

The Corporation shall indemnify and hold harmless each of its former, existing and future Directors and officers to the maximum extent possible and/or permitted by law. Without limiting the foregoing, a Director or officer shall not be personally liable to the corporation or any of its members for monetary damages for action taken or for failure to take any action as a Director or officer except as otherwise provided by law. For purposes of this Article XV, this indemnification includes those properly appointed to any committee of the Corporation. Excepted from this indemnification is anyone otherwise covered who acts outside their authorization for the Corporation, who acts in a criminal capacity or who acts with gross negligence.

**ARTICLE XVI
AGENCY**

The law firm of Elzufon, Austin, Reardon, Tarlov & Mondell PA, its successors, heirs and assigns, whose address is 300 Delaware Avenue, Wilmington, Delaware and which is and has been a bona fide resident of New Castle County, Delaware is hereby appointed the Statutory Agent for this Corporation in the State of Delaware, upon which service of process may be made.

Amendments passed by the membership at annual meetings

2004

Art VI Sect 5	requires at least 50% of the directors for a quorum
Art VIII Sect 1	changes one director title to Webmaster
Art VIII Sect 6	requires at least 50% of the directors for a quorum
Art IX Sect 1	rewording of the last sentence for clarification
Art IX Sect 2	reworded for clarification
Art IX Sect 3	adds duties of additional officers/directors and allows for the President's subsequent approval of duties and reflecting same in the bylaws **

2005

Art IX Sect 3	provides expanded and refined duties of all officers and directors**
---------------	--

2007

Art VIII Sect 3	rewords the provision for the IPP as an ex-officio member of the BOD and limits it to one year.
-----------------	---

*** (Note –The NNWA membership approved at the 2004 meeting that the directors' and officers' duties were to be listed. At the 2005 meeting, the written duties for each were presented by the incumbent President for approval and were ratified at the 2006 meeting.)*

CHAPTER 3

Copyrights and Trademarks

Purpose

To provide understanding of NNWA's Intellectual Property (IP) (its copyrights and trademarks) and guidance on its protection and release.

Background

In 2000 the NNWA Board decided to place copyright and trademark claims on several of its IP in order to protect them and to prevent their unauthorized and indiscriminate use. As of the date of this PDL, the following have been so protected:

- The term "Keepers of the Dragon" has been both copyrighted and claimed as a trademark of NNWA. Although the term was first used by Tom Best, he did so in conjunction with his duties on the NNWA Board, hence NNWA's claim.
- The so-called "Official" logo of the association, in its various forms, is copyrighted and a trademark



- The so-called "Dragon" logo of the association is copyrighted and a trademark.



- The website www.navy Nucweps.com and all of its contents are copyrighted.



- All of the Bulletins/Newsletters of the association are copyrighted.

Information

A **copyright** is a claim on an original expression of thought, for our purposes a writing. It may not be claimed on words in common, everyday usage such as “Happy Birthday”. However, the song of that name is copyrighted. Since 1989 it is no longer required to register a copyright. All that need be done is to put the copyright indicia or notice, ©, after the claimed writing and to place an attribution statement at the bottom of the same page. NNWA uses the following attribution statement on its copyrighted trademark:

Copyright 2000-2008. “Keepers of the Dragon” is the exclusive copyright and trademark of the Navy Nuclear Weapons Association and may not be used without its prior written permission. All rights reserved worldwide.

It is important to keep the dates current for a continuing copyright claim. It is important to require permission for reprint authority. It is good practice to claim worldwide rights but is not required.

A **trademark** is defined as “a distinctive sign of some kind used to identify its owner’s products or services offered to consumers”. Since NNWA sells items in its ship’s store with the KOTD term or the logos on them to its members (who meet the “consumer” requirement), it qualifies them for trademark. In order to keep trademark rights, use of the trademark must be continuous. A trademark may be registered (with the US Patent and Trademark Office) or unregistered. The cost to register for NNWA would be prohibitive and with no particular advantages to be gained. Trademarks must be defended, that is we must actively prevent others from using them without authorization. Failure to do that is called trademark abandonment and causes loss of all rights.

Granting Permission

We may permit another to use our copyrighted IP, actually in doing so we are giving them a license. We are allowed to charge them any sum of money for that license, although we have not done so yet, and each request will present reasons to charge or not. (This is known as a licensing fee or royalty).

We should ask many questions and have a full understanding of intended use before granting a license to use our IP. In industry, it is an executive function to grant this license. That is, it is a daily business decision as opposed to a policy statement or resolution. Correlating that to the NNWA, it is a decision for the President to make, with the input of the Board.

If a license to use is granted, the grantee should be required to:

1. Place the appropriate copyright and/or trademark mark after the IP
2. Place the following footer on the page of licensed use (with attribution to the appropriate IP – here is the example for use of “Keepers of the Dragon”):

Copyright and Trademark, Navy Nuclear Weapons Association. The term 'Keepers of the Dragon' is the intellectual property of the Navy Nuclear Weapons Association and is reprinted here with its permission. This term may not be further reprinted or otherwise used without the prior written permission of the owner.

3. Provide a copy of the reprint to the NNWA.

Guidance

The world of IP use, licensing, protection and defense is a complicated legal one. If NNWA discovers that someone is using its IP without permission, it should immediately send a polite but firm letter to them informing of the copyright/trademark claim and requiring them to “cease and desist” in the unauthorized use. If ignored or continuing, a letter from a lawyer should follow. While litigation (suing) is always an option, the cost should be carefully weighed over what will be gained.

If a request for use (license) of IP is received, it should be promptly answered. A reply, acknowledging receipt of the request, should be sent promptly, usually within a week. Delay in response could be considered abandonment of claim or failure to defend a claim by the requestor and they may just go ahead and use our IP. The actual permission or denial should follow investigation with the requestor of the below criteria.

While each request for use will be different, and different criteria may be considered in order to decide whether to grant permission, the following are considerations for IP license:

- Context – Intended use; e.g. will it be used in a military publication or in an anti-nuclear pamphlet?
- Cost – will the user be charging others for the publication in which our IP will appear?
- Number/Frequency – how many copies will be reprinted and how often?
- Distribution – to whom will the IP be presented?

\

This PDL entry was prepared by Chuck Weber, a Director, and was approved by the NNWA Board on September 22, 2007.

Chapter 4

Standard Operating Procedures

Section A

Annual Board of Directors and Business meetings

I. Board of Directors meeting:

It is customary for the attending Board members to meet sometime during each reunion prior to the formal business meeting. This meeting is used to discuss ongoing NNWA activities, identify and discuss requirements unique to the current reunion, identify personal responsibilities for conduct at the business meeting, etc. This meeting is generally informal, but the President solicits for topics in the months prior to each reunion. The time and place of the Directors meeting is announced by the President and provided to the Directors well before the meeting, generally in the first few days of the reunion. The Directors meeting normally takes one to two hours. It is not open to the public or the general membership.

Following is a typical agenda for a Directors Meeting

2006 Board of Directors Meeting

The following items are to be discussed at the Board of Directors meeting to be held in Wisconsin Dells, Wisconsin at a time and place to be determined.

1. Bringing the By-laws in line with what we are doing as it pertains to delinquencies of dues.
2. Items submitted by the Secretary concerning the Roster.
 - Need to designate a 'master' copy of roster. Suggest Treasurer's copy. He should send each board member a copy (via email) so we are all on the same page. (Suggest within a month after the reunion)
 - We should change the 'dues paid' column on the roster to 'inactive' after they have not paid their dues in 2 years. Then we would not send snail mail or email to the previous member until he renews his membership.
 - We should enter 'returned mail, no address found' when we get returned mail and make a good faith effort to forward. (RMNAF would fit in the box)
 - Suggest we add a non-printable column on our master copies of the roster and note any changes made (with date) to that member's entry. This will give us a history of what we are doing each year. Secretary should move this copy to archives when we get the new 'master' copy each year.
3. The development of the SOP/BOD Resolution document.
4. Procurement of additional NNWA Logo items.

II. Annual Business meeting

The Business meeting is usually conducted on the Saturday morning of the reunion week in a room provided by the hosting establishment. The room is should be rigged with a head table, sound system, National Ensign and Navy Flags, and sufficient seating to accommodate all attending members with additional seating for guests.

On rare occasions, there have been speakers or presentations at the Business meeting. These may require the support of audio-visual equipment which should be supplied by the hosting establishment. A typical agenda for the Business meeting is provided below. This may be modified to meet the needs of a particular meeting.

Following is a typical NNWA Business Meeting Agenda:

**Navy Nuclear Weapons Association
22nd Reunion**

Business Meeting Agenda
September 23, 2006

At the appointed time, the President will take his station at the rostrum:

- President: **Tap the gavel once saying: "The Navy Nuclear Weapons Association meeting will now come to order".**
- President: **Taps the gavel 3 times, saying "All rise for the Opening Prayer" by the Chaplain and remain standing for the "Pledge of Allegiance".**
- President: **Prepare for the Two-Bell Ceremony.**
- Chaplain: **Conduct the Two-Bell Ceremony.**
- President: **At this time I would like to introduce our new members and their guest to you. Is there anyone who I missed?**
- President: **The Secretary will now read the minutes of the last meeting.**
- Secretary: **Reads the prior minutes.**
- President: **You have listened to the minutes, Are there any additions, deletions or corrections? If not, I will entertain a motion to accept the minutes as read (or as corrected, if that happens). Call for second and vote.**
- President: **Mr. Secretary, Are there any communications to be read?**
- Secretary: **Reads communications (if any).**
- President: **The Treasurer will now give the treasurer's report and present the present balance.**
- Treasurer: **Gives Treasurer's report.**
- President: **Mr. Treasurer, Are there any bills to be paid?**
- Treasurer: **Response.**

President: **Is there any discussion on the outstanding bills? Do we have a motion to pay all outstanding bills? Call for second and vote.**

President: **At this time I will report on last year's accomplishments:**

1. We are continuing to develop a SOP/Board of Directors resolution document.
2. The Historian is continuing to develop a listing of all individuals who worked in the Navy Nuclear Weapons Program (Navy, Marines and Civilians). This is a living document and growing all the time. However, he still needs inputs from the membership to keep this growing process going.
3. Look into the procurement of additional NNWA Logo items such as: sweatshirts, windbreaker jacket, T- shirts, etc.
4. The NNWA reunion-planning guide has been completed. However, it will be looked at after our reunion each year to incorporate any needed changes.
5. Our membership drive continues and this past year we added new members

President: **Now I would like for each of the Board of Directors to provide their report.** (If a Director doesn't have anything to report I will not call upon them.)

1. Vice-President
2. Secretary
3. Treasurer
4. MAA
5. Service Officer
6. Historian
7. Web Master
8. Chaplain
9. Director

President: **We are now on unfinished business.**

1. I want to thank Bill Beard and all those who help with this reunion. Everyone has done a great job. Thank you on behalf of the membership.
2. Is there any other unfinished business?

President: **We are now on New Business.**

1. This being an even year the following positions on the Board of Directors are up for election:
 - a. President
 - b. Service Officer,
 - c. Chaplain
 - d. Master-At –Arms
 - e. One Director.

In accordance with the BY-LAWS you the membership will elect five members in good standing then the Board of Directors will elect Directors into the vacant positions. I will now turn the election of Board members over to the Nomination and Election Chairman.

Nomination and Election Chairman:

Conduct elections

2. The 23rd NNWA reunion will be held in Niagara Falls and hosted by Ray and Mary Margeson.
 - a. Provide information that Ray has sent.
3. The 24th 2008 NNWA reunion will be held in Seattle, Washington area and will be hosted by John Gray. Anyone desiring to help John please get in touch with him.
4. The 25th 2009 NNWA reunion is to be held in the central Region. Open the floor to locations and discussion. Ask for a volunteer to host the reunion.
5. Is there any other new business

President: **We will proceed to adjourn this 22nd NNWA meeting.
Do I hear a motion to adjourn?
The motion has been second.**

President: **Tap the gavel 3 times; all rise for the closing prayer.**

Chaplain: **Closing prayer.**

President: **This meeting of the Navy Nuclear Weapons Association stands adjourned.**

Section B

TWO BELL CEREMONY

The Two Bell Ceremony is conducted during the business meeting and at any other time the President may direct. It is an occasion of solemnity and reverence during which the active membership recognizes and honors those shipmates who have received their final orders and passed into the Realm of the Supreme Commander.

The two bells rung throughout the ceremony signify the passing of the departed members from this world to the next, much the same as the bells that are rung when a retiree clears the side of his last ship or passes out the doors of his last command.

The ceremony is generally conducted by the Chaplain, the Master at Arms, and an assistant. In the absence of the proscribed officers, the President will appoint alternates. The ceremony is made more meaningful if the reader possesses a strong, confident voice. A ship's bell should be used for tolling. Members of the Two Bell Ceremony should have a small flashlight to read their parts.

Conducted by the Chaplain (CH), Master At Arms (MAA), and an assistant (AT) as directed by the presiding officer (Pres)

- AT At the appropriate time, strike the bell twice sharply to signify that the Two Bell Ceremony is about to begin.
- Pres "Prepare for the Two Bell Ceremony. Master-At-Arms, prepare to darken ship."
- MAA Moves to the light switch in preparation to darken ship.
- CH Moves to the memorial and lights the candles.
Should position himself to the left of the memorial facing the audience.
- Pres "Master-At-Arms, Darken ship."
- Pres Gives three taps of the gavel. "Please Stand and bow your heads."

Note:

The Chaplain should slowly count to five before continuing after each bell toll.

- AT Strike the bell for the first toll. Allow the sound to slowly fade as the ceremony is recited.
- CH "The toll of the ship's bell"
- AT Strikes the bell twice
- CH "Reminds us of the reverence we owe to our departed shipmates."
- AT Strikes the bell twice
- CH "And to honor our shipmates who guard the honor of our country"
- AT Strikes the bell twice
- CH "Upon the sea, under the sea"

Section C

Nominations and Elections

Reference

By laws Art VIII, Sect. 1; Art IX, Sect. 1; Art X

Purpose

To provide procedures to nominate and elect members to the Board of Directors of the NNWA in accordance with the existing bylaws and generally prescribed procedures of Roberts Rules of Order.

Appointment

Following the annual business meeting, the President for the succeeding year shall appoint a Chairperson for the Nominations and Elections Committee (NEC). The Chair shall appoint additional regular members to the NEC as desired.

Notice

The Chair shall remain aware of all planned and unanticipated vacancies that will occur on the Board of Directors (BOD). The Chair shall prepare a notice such vacancies for the Spring and/or Summer editions of the Corporation's Newsletter. In such notice, regular members in good standing will be advised of such vacancies, the incumbents of such vacancies, the officer and other duties of each of the incumbents, and solicit the membership for their interest in filling the vacancies.

Search and Verification

Independent of the above notice, the NEC will inquire on an ongoing basis of regular members for interest in serving on the BOD. The NEC shall confirm with the BOD that all who are interested are regular members in good standing. The NEC shall confirm with those interested that they are aware of the time and other requirements demanded of members of the BOD.

Nominations and Elections

At each annual business meeting of the Corporation, the first order of new business shall be the Nomination and Election of members of the BOD. The President shall pass the gavel to the NEC Chair who shall conduct the required business as follows:

- A regular member shall be appointed as Marshall of Elections to assist in the process and to help maintain order.
- Regular members shall be appointed as Impartial Counters (as necessary).
- (2 gavel raps) Announce "Attention to Nominations and Elections".
- Provide a brief overview of the vacancies and the procedures to be followed.
- (1 rap) Announce each BOD vacancy and the incumbent who is vacating.
- For each vacancy, call three times for nominations to fill that vacancy. (1 rap)
- (Note- nominations are not seconded. A nominee may self-nominate or either accepts or declines the nomination of another. If a nominee is not present to accept, a prior written statement indicating to the BOD of acceptance of a nomination to the BOD is acceptable.)
- Record the name(s) of each nominee.
- After all vacancies are announced and nominations for them sought, announce "Nominations are now closed". (2 raps)
- Conduct elections for each vacancy separately. (2 raps) Announce "Attention to Elections."

- If there is more than one nominee for a vacancy, the Marshall shall distribute blank ballots for voting. Each regular member present shall write in the name of the nominee of their choice. The Marshall shall collect the ballots and the counters shall count them with the Marshall supervising. (A motion from the floor may be accepted to dispense with written ballots and to vote by a showing of hands, in which case the counters shall confirm the count of hands.)
- A simple majority of votes shall prevail and determine the successful nominee. Ties will be settled by run offs until three ties are had. Then a simple method shall be used to settle the tie (such as drawing a high card from a deck of playing cards, rolling dice et cetera).
- For vacancies for which there are only single nominees, call for a motion from the floor to have the Secretary of the Association cast a ballot for each unopposed nominee. Call for a second and for a voice vote.
- (1 rap after each vacancy election)
- Announce "Elections are completed" at the end. (2 raps).
- Hand the gavel to the President to resume new business.
- (later) Prepare a report of the nominations and elections and provide to the Secretary for inclusion in the meeting minutes.

This PDL entry was prepared by Chuck Weber, Nominations & Elections Chair, and was approved by the NNWA Board on September 22, 2007.

Section D

Board of Directors Orientation

Often, a highlight of one's professional career, or life experiences, is recognition as an officer or member of the Board of Directors of their Association. However, while certainly an accolade for the individual such distinction carries with it significant duties and obligations

The following summary of your obligations is intended to prepare you, refresh your memory, as to what is expected of you as a Board member.

THE BUSINESS JUDGEMENT RULE

The starting point for any discussion of the potential liability of officers and directors is the so-called "business judgment rule". Pursuant to this rule, courts will not second-guess legitimate business judgment of officers and directors even if those judgments turn out to be wrong or costly to the organization, as long as they were made in good faith, with the intent of benefiting the organization, and after due consideration.

The business judgment rule is an important protection for officers and directors and allows them to make mistakes; so long as the mistakes are, nevertheless, based on best efforts.

NINE RULES

1. Attendance. Directors who do not attend meetings are nevertheless bound by actions taken at those meetings and will be held responsible if any such actions are deemed negligent. In addition, the act of failing to attend meetings may itself be deemed to be negligent behavior. That is, a court may find that had a director attended meetings on a regular basis, he or she might have discovered or prevented wrongful conduct. Ignorance is not an acceptable excuse;
2. Delegation-Abdication. Certainly boards of directors have to delegate their authority to others; this is commonplace. Delegation is typically to committees (e.g., finance committee) and of course to the staff of the organization. But while such delegation is a legitimate business practice, abdication of the Board's responsibilities is not. Boards must monitor the activities of committees and of the association employees. Typically, this is done by reports at meetings.
3. Participate. The minimum level of participation required of directors is that they read all relevant materials (e.g. committee reports) and ask questions about any matter they do not understand or that troubles them.
4. Fiduciary Duty. Encompasses the duty of good faith and fair dealing. Derived from the Roman law, it means, as a noun, a person holding the character of a trustee requiring trust and confidence. A person assumes this duty, created by their own undertaking, and is required to act primarily for the benefit of the organization in matters connected with it. As a result of voluntarily assuming a role on the corporation's Board of Directors, an individual legally has agreed to be held to a higher standard of duty and care, the duty of being a fiduciary. As a fiduciary, without any written or even oral acquiescence, the Board member is obligated to put the interests of the corporation before his own (e.g., his own personal interests, his own business interests) act responsibly and in the best interests of the corporation and, if ever an issue or conflict were to arise, to disclose such and not participate in any related Board action.
5. Conflict of Interest. Conflicts of Interest should be easy to avoid, but for some reason they continue to arise. While each state law is different, the general rule is that any director with a potential conflict of interest should disclose that interest to the board and recuse himself or herself from, consideration of, and voting on, the conflict-affected matter. In the non-profit area, this arises most often when directors or officers also serve as consultants to the organization. This is not wrongful necessarily, but there should be a written conflict of interest policy regarding such arrangements, as well as generally.
6. Finances. Mismanagement of finances is the most common source of lawsuits. As a corollary to number 3, therefore, it is vitally important that directors review all financial statements and ask

questions. If financial information is presented in a manner that cannot be understood, the directors should educate themselves on how to read financial statements or require a different format. Presently, one of the most important questions is how finances are being invested and how diverse and safe are those investments. Periodic consultations with a professional investment advisor may be prudent as independent auditors are a necessity.

7. Professional Review. Protecting the association by ensuring proper investments has already been discussed. This element requires the use of financial professionals (i.e., auditors). Another area in which directors must be diligent is possible exposure to lawsuits. Adequate insurance is a must, of course, but the Board should also have an attorney review the association activities to ensure that the association is not exposed to undue risks of liability. This will assist in protecting the directors by helping to prevent them from being named in lawsuits and also will help avoid allegations of negligence or mismanagement in protecting assets.

8. Paper Trail Documentation. Is essential for a Board to have a historical path to chart future decisions as well as to provide it with the ammunition necessary to defend itself if challenged. This includes, but is not limited to, board meeting minutes, committee meeting minutes, contracts, and financial information. In addition, the Board should adopt an appropriate document retention policy.

9. Board and Employee Responsibilities. As implied throughout this document, the Board is the decision-making body for the entity (in fact; it is legally obligated to be so and it carries all the possible legal liability for it). While the discussion regarding exact duties between the Board and staff could take significant time, delineating what is appropriate for a Board and what would otherwise be considered a staff function, suffice it to say that a Board is traditionally strategic and staff is tactical within the parameters of a defined strategy.

Finally, a word about Board action. The foregoing nine rules assume appropriate Board action has occurred. By way of example, appropriate Board action occurs where: there is a meeting duly called in accordance with the bylaws of the organization, with notice and adequate time being provided to all that are entitled to such; there is a meeting that is conducted by unanimous consent (if all parties entitled to vote agree, then adequate time and notice is not necessary), or if entitled parties voluntarily waive their right to notice of a meeting. Generally speaking, Board action requires a majority vote of those parties present and entitled to vote. An official Board meeting cannot take place unless a quorum, generally defined as a majority, of the members of the board are present.

Although Boards can ratify action subsequent to its occurring, unilateral decisions by Board members are discouraged except in the most extreme case and upon consultation with others within the leadership and, if necessary, legal counsel.

In summary, the Board is truly a representative body and should act as such. A board properly convened, and following the nine rules set forth above, will accomplish the goals of the organization as well as avoid risks or legal challenge.

Fulfilling the Organizational Mission

The first step is to develop a realistic Vision/Mission for the business. This should be presented as a pen picture of the business in three or more years time in terms of its likely physical appearance, size, activities etc. Answer the question: if someone from Mars visited the business, what would they see (or sense)?

Often, this vision, or mission, is derived through the process of strategic planning. The scheduling for the strategic planning process depends on the nature and needs of the organization and its immediate external environment. For example, planning should be carried out frequently in an organization whose products are services and are in an industry that is changing rapidly. In this situation, planning might be carried out once or even twice a year and done in a very comprehensive and detailed fashion (that is, with attention to mission, vision, values, environmental scan, issues, goals, strategies, objectives, responsibilities, time lines, budgets, etc). On the other hand, if the organization has been around for many years and is in a fairly stable marketplace, then planning might be carried out once a year and only certain parts of the planning process, for example, action planning (objectives, responsibilities, time lines, budgets, etc) are updated each year.

A strategic plan, in simplest terms, sets the long-term goals of the organization and identifies a basic road map of how to achieve these. More specifically, strategic planning serves a variety of purposes in organization, including to:

1. Clearly define the purpose of the organization and to establish realistic goals and objectives consistent with that mission in a defined time frame within the organizations capacity for implementation.
2. Communicate those goals and objectives to the organization's constituents.
3. Develop a sense of ownership of the plan.
4. Ensure the most effective use is made of the organization's resources by focusing the resources on the key priorities.
5. Provide a base from which progress can be measured and establish a mechanism for informed change when needed.
6. Bring together everyone's best and most reasoned efforts that have important value in building a consensus about where an organization is going.

Many Board members feel as though they spend most of their time "fighting fires"; their time is spent realizing and reacting to problems. It can then be very difficult to stand back and take a hard look at what they wish their organization to accomplish and how to accomplish it. One of the best ways to develop this skill is through ongoing experience in strategic planning. The following guidelines should help you to get the most out of your strategic planning experience:

1. The real benefit of the strategic planning process is the process, not the plan document.
2. There is no "perfect" plan. There's doing your best at strategic thinking and implementation, and learning from what you're doing to enhance what you're doing the next time around.
3. The strategic planning process is usually not an "aha!" experience. It's like the management process itself — it's a series of small moves that together keep the organization doing things right as it heads in the right direction.
4. In planning, things usually aren't as bad as you fear nor as good as you'd like.
5. Start simple, but start!

This guide (Section D) was written by David P. Goch, esq. who is a Washington, DC area attorney specializing in non-profit board matters. This guide is reprinted here with his express, written permission for use by the Navy Nuclear Weapons Association and may not be further reproduced. Mr. Goch may be contacted at dgoch@wc-b.com.

Chapter 5

Board of Directors Duties

The NNWA Operational By-Laws notes, in general, the duties of the members of the Board of Directors and approved by the membership. Presented below are the expanded duties of each member of the Board. These were written by the seated members of the Board during the calendar years 2004 and 2005 and presented to the Board for review and comment. These may be modified, provided the modifications do not change the duties specified in the Operational By-Laws, with the approval of the Board.

President

Shall preside at all meetings of the Corporation and shall act as the President of the Board. The President shall be an ex-officio member of any groups or committees that are formed by the Board. The President shall perform all duties usually associated with the office or as assigned by the Board; shall be directly responsible to the Board; shall report to the Board all important matters pertaining to the welfare of the Corporation. The President shall assume the duties of the Treasurer, in the event the Treasurer is unable to perform his/her duties, until such time that the Treasurer can assume his/her duties or until the Treasurer's position is filled by the Board of Directors.

VICE-PRESIDENT

Shall perform such tasks as assigned by the President or the Board. In case of the President's inability to serve, resignation, removal from office, or death, the Vice-President shall fill the remaining term. The office of Vice President so vacated by ascension to President shall be filled from among the remaining Board members and by the majority vote of all Board members. The Vice President will maintain accurately and up-to-date the NNWA Standard Operating Procedures / Pass Down The Line (SOP/PDL) document.

Secretary

1. Maintain NNWA Seal and register of its use.
2. Maintain original copy of Incorporating (3 April 2002) and Operational Bylaws (28 SEP 2002) and subsequent amendments; Minutes of the first organizational meeting; all appropriate correspondence pertaining to aforesaid.
3. Maintain Federal Employee Identification Number (EIN) Documents.
4. Maintain Reference and Historical documents pertaining to Function and Organization of NNWA, and as directed by the Board of Directors.
5. Maintain and record appropriate actions, discussions and decisions on matters brought before the Board. This applies to both electronic (i.e., e-mail) and annual business meetings.
6. Maintain Membership Roster of active NNWA members, in conjunction with NNWA Webmaster and NNWA Treasurer.
The membership roster is a computer generated Excel File. It contains the member ID and contact data as well as dues paid data.
7. Keep the Board informed of unusual or questionable circumstances relative to the Roster or NNWA membership.
8. Remove from the Roster those members who are verified deceased; those who request they be removed; those 3 years or longer delinquent in dues paid as directed by the Board.
9. Prepare and mail New Member Packets, consisting of:
 - Welcome Letter
 - Personal Profile Form w/ W-Division Questionnaire
 - Jurassic Park
 - Membership Card
 - NNWA Bulletin - (if new member does not have internet access)

Membership Roster - (if new member does not have internet access)
Operational Bylaws - (if new member does not have internet access)

10. Organize, prepare and mail the NNWA Bulletins to those without internet access, and others as approved by the Board.
Bulletins are to be mailed/e-mailed in January and June of each year in coordination with the Webmaster.
The January edition will contain the minutes of any Board meeting conducted since the last previous Bulletin was issued, reports from the individual Board Officers, and such other information as the Board President shall direct.
The June edition will contain the minutes of any Board meeting conducted since the last previous Bulletin was issued, reports from the individual Board Officers, information on the upcoming NNWA Reunion, including Reunion registration forms, and such other information as the Board President shall direct.
11. Assist the Reunion Host as required with various information, forms and documentation for the reunion. This may include, but not be limited to:
Prepare list of attendees
Preparation of Reunion entry to the June Bulletin
Communications to members who do not have internet access
12. Such other duties as directed by the Board.

Treasurer

- A. Collect and deposit dues, new member fees, etc. as appropriate
 - 1 Prepare bank deposit slips for checks, money orders, cash, as appropriate and Deposit in bank.
 - 2 Post roster when dues are received.
 - 3 Post computer Quicken records as appropriate when monies are deposited in bank, or checks are written.
 - 4 Provide financial or balanced statement monthly to the NNWA president.
 - 5 Provide a copy of all money records for annual audit at reunion.
 - 6 Prepare treasure's report for annual business meeting.
- B. Pay bills as approved by NNWA board.
 - 1 Annual Reunion Insurance.
 - 2 Annual Website Fee.
 - 3 Annual Incorporation Fee.
 - 4 Annual Attorney Incorporation Fee.
- C. Maintain Membership Roster. The master membership roster is a computer generated Excel File. It contains not only the master files of the roster; it contains documentation of all dues paid. When printing the roster be sure to select pages 1 thru 11 or else it will print out all of the pages which show the posting of dues payment.
 - 1 Post all changes pertaining to name, address, phone numbers, dues and e-mail address.
 - 2 Notify board members of additions, changes, and any names transferred to the inactive list.
 - 3 Transfer to inactive members list members who have not paid the dues or have not replied to correspondence in 3 years.
 - 4 Review all new members' application to ensure eligibility, refer questionable applicants to the NNWA President.
 - 5 Call or e-mail members whose applications are received on business cards to get their eligibility assignments, rank/rate on retirement, years served, etc.

Master-at-Arms

Master-at-Arms. Shall maintain order at all meetings and perform such other task as assigned by the President or the Board of Directors.

Service Officer

1. Establish a set of resources that will provide current and accurate information regarding federal benefits for military veterans and benefits for anyone who has been exposed to ionizing radiation and other hazards from sources such as members of this organization may have encountered.
2. Provide updated information on such benefits, and on pending legislation for such benefits, to the membership via newsletters, at meetings and as otherwise may be requested.
3. Assist members of the organization by answering questions regarding benefits and by directing members to local sources of information and assistance.
4. Conduct liaison with such other organizations that may provide information and assistance for the membership.
5. Obtaining national and/or state credentials as a Registered Service Officer to the extent that it is possible.

Historian

- 1 Accumulate unclassified / declassified historical information and memorabilia relating to the Navy Nuclear Weapons Program. This may include but is not limited to:
 - Physical items
 - Models of weapons, weapons systems, and delivery vehicles
 - Flags, pennants, plaques, patches, banners
 - Technical manuals, bound documents, books, pamphlets, posters, and newsletters
 - Personal printed matter such as letters, orders, ID cards, liberty cards, passes, school completion certificates, photographs
 - Cruise books or portions thereof with W Division rosters and photos
 - Written personal experiences and accounts of events
 - Relevant published information from newspapers, magazines, and internet
 - Video tapes, motion pictures, compact discs, sound recordings
- 2 Store, maintain, transport and display the NNWA memorabilia and miscellaneous properties
- 3 Update memorial plaques with the name, rank, and date of departure of NNWA shipmates
- 4 Identify and label physical material for display purposes
- 5 Set up and monitor the NNWA memorabilia display at association reunions, and at other venues as may be approved by the Board of Directors
- 6 Endeavor to enhance the memorabilia display experience through organization, labeling, framing, and periodic renewal of display support material
- 7 Maintain a computer hosted current inventory of NNWA memorabilia
- 8 Provide memorabilia attribution when known
- 9 Collect, catalogue, and display written stories, anecdotes, histories, and verbal histories provided by the membership
- 10 Gather annual reunion items-of-interest and attendants photos and develop a "year book" for each reunion for display at subsequent reunions
- 11 Develop and maintain a computer hosted data base of personnel known to have participated in the Navy Nuclear Weapons Program. Data to include Name, Rank(s), Commands to which assigned, Dates at each command, appropriate Comments
- 12 Receive, expend, and account annually to the President and Treasurer for the expenditure of funds allocated by the NNWA Board of Directors for maintenance of the material collectively referred to as "memorabilia"

Chaplain

1. Perform nonsectarian devotional services at the annual business meeting and other such duties as the President or the Board of Directors assigns.
2. Give the opening and closing prayer at the annual business meeting.
3. Conduct the Two Bell Ceremony during the business meeting at a time appointed by the President.
4. Give a prayer before the reunion dinner begins.

Web Master

The Webmaster shall be responsible for the maintenance, updating and continuation of the Navy Nuclear Weapons Association web site. He shall coordinate with the President and other members of the Board of Directors to ensure that Roster of Members is kept current on the web site and that only information other than a members name is published with the members express permission. The Secretary and/or Treasurer shall forward the name and any additional information to be published on the web site.

1. A current listing of member's e-mail addresses is maintained in an e-mail program
2. Send or forward e-mail to members as necessary for the operations of the corporation. These e-mail addresses shall be used for no other purpose.
3. Maintain the web site as a source of information for our membership and as a vehicle to attract new members.

Chapter 6

Board of Directors Resolutions

Section A Resolution's Documentation

Introduction

Prior to establishing these operating procedures, proposals and the actions taken on them were informally recorded by the President and Secretary. Informational losses have occurred with the passage of time. The purpose of this section of the Operating Procedures is to formally record and make public the proposals presented to the Board and the actions taken on them.

Resolution Numbering System

Resolutions shall be numbered consecutively using the calendar year as a basis. For example: 2005-1, 2005-2, 2006-1, 2006-2, etc.

Resolution Management

Throughout the routine conduct of NNWA business informal proposals are made by various Board members and the general membership to take some action, obligate funds, or otherwise perform an activity on behalf of the NNWA. The Board members, in timely communication by e-mail, discuss the proposal and arrive at a consensus as to wording and bounds of the proposal. The originating or sponsoring Board member then makes a formal proposal. The President presents the proposal to the Board for a vote electronically or at a Board meeting. Proposals presented electronically must be approved by unanimous vote and failure to achieve a unanimous vote will cause the proposal to fail. Proposals presented at a Board meeting can be approved by a majority vote. Proposals may be set aside for further discussion, research or action. Once a proposal has been approved it shall be assigned a resolution number IAW with the Resolution Numbering System above.

Section B Topic, discussion and resolutions

Proposals approved by the Board will be recorded in the manner presented below.

Proposal:	Assigned Resolution Number and proposal wording
Discussion:	Summary of relevant discussion. Need not be a verbatim transcript of correspondence
Disposition:	Approved, Disapproved, Deferred for further action. A brief description of the action taken to include a termination date if appropriate.

Section C Procedures for changing and /or deleting approved resolutions.

Changes to or deletion of resolutions shall go through the same process as the resolution.

Section D Record of Resolutions:

The resolutions immediately below have been approved in the past and are still in effect, but the record number and date of approval record have been lost.

1. Authorized the Board to Incorporate the Association.
2. Approved payment of the annual Incorporation and Attorney fees.
3. Authorized an operating budget for the Secretary and Historian.
4. Authorized the annual payment for the Website.
5. Authorized the Treasurer to provide the Reunion host funds for the reunion setup.
6. Authorized the purchase of liability insurance for the Reunion.

2004-1

2005-1

2006-1

2007-1 Authorized Reciprocal membership with NAAV.

2007-2 Authorized the purchase of reunion coffee cups for the 2007 reunion.

2007-3 Authorized the reimbursement for transporting the NNWA's memorabilia to authorized sites.

2007-4 Authorized the purchase of Ball caps.

2007-5 Authorized the purchase of undated coffee cups to give to each member in good standing.

CHAPTER 7

ORGANIZATIONAL GOALS AND ACCOMPLISHMENTS

Since establishing the requirement that Board Members be computer literate and have routine access to a computer, communications of all types flow between and among the Board. Among the most significant communication is the regular expression and reinforcement of organization goals. In the past several years goals have been proposed and discussed by Board members and ultimately condensed and formalized into a significant few by the President. The President and Board assign responsibility for each goal and its progress is tracked. The goals for 2004, 2005, and 2006 are presented below to demonstrate their flexibility, longevity, and representation of the interests of the Board and the membership. The President or the responsible action officer provides a report of progress on goals at the annual meeting. We expect that the establishment, tracking and reporting of goals will continue with subsequent Boards as an effective way to focus the energies and activities of so diverse and geographically dispersed group of individuals.

2002 Goals:

1. Review and revise the Constitution and By-laws
2. Implement a web site
3. Establish terms of office for board members so they terminate at different times
4. Finalize the articles of incorporation
5. Increase membership by 10 %
6. Develop a business card with membership information on back.

2002 Accomplishments:

1. The association was incorporated Apr 3, 2002, with thanks to Chuck Weber.
2. The web site is on line with much thanks to Ray Margeson.
3. NNWA business card has been created and distributed to all members.
4. Terms of office for the Board have been established and included in By-Laws.
5. By-Laws have been distributed for voting.
6. Membership increased by 68 new members.
7. PAO release and Reunion Announcements were sent to 72 magazines and newspapers.
8. NNWA Decal created and up for sale. One is included in each member's reunion packet.

2003 Goals:

1. Develop and promulgate a new membership card.
2. Develop a SOP/Board of Directors resolutions document.
3. Review the Operational by-laws and develop recommended changes.
4. Increase our membership by 10%. (All members should be actively recruiting eligible individuals.)
5. Continue to develop a listing of all the individuals who worked in the Navy Nuclear Weapons Program (Navy, Marines and civilians). We need help from the entire membership to achieve this goal.
6. Develop and procure a logo baseball cap.

2003 accomplishments:

1. New membership cards completed.
2. SOP for Reunion Organizers is working.
3. Review of By-Laws is working.
4. Increased membership exceeded 10%.
5. The Navy Nuclear Weapons Registry is under development.
6. Logo baseball cap selection under review.
7. Dragon logo decal procured.
8. Trademark/copyright registered.
9. Web page up and running.

2004 Organizational Goals

1. Develop a SOP/Board of Directors resolution document.
2. Review the Operational by-laws and develop recommended changes.
3. Develop and procure a logo baseball cap.
4. Increase our membership by 10%. (All hands should be recruiting eligible individuals.)
5. Continue to develop a listing of all individuals who worked in the Navy Nuclear Weapons Program (Navy, Marines and Civilian).

2004 Accomplishments:

1. Our membership increased by 7.6% a little short of our goal.
2. The By-Laws were reviewed and changes developed. A vote on the changes was held and the changes passed.
3. Development of the SOP/Board of Directors Resolution document is still in the working phase.
4. Development and procurement of a Logo baseball cap is near completion.

2005 Organizational Goals

1. Continue the development of a SOP/Board of Directors resolution document.
2. Publish the newly approved Operational by-laws.
3. Purchase Logo ball caps and make available to the membership.
4. Formalize a NNWA Reunion Planning Guide/Check sheet.
5. Continue our drive to increase the membership.

2005 accomplishments:

1. Development of the SOP/BOD Resolution Document is still in the working phase.
2. Newly approved Operational By-Laws have been completed. The duties of several Board Officer Positions were developed and approved by the President as authorized by the membership at the 2004 Business Meeting. They are included in the new By-Laws and are available for review by the Membership.
3. Purchase of the Logo Ball Caps is complete and available for membership purchase through the Association Storekeeper.
4. The formalization of a NNWA Reunion Planning Guide/Check sheet is complete.
5. We increased our membership by 33 in the past year.

2006 Organizational Goals

1. Continue the development of a SOP/Board of Directors resolution document.
2. Continue to develop a listing of all individuals who worked in the Navy Nuclear Weapons Program (Navy, Marines and Civilians). This is an on going project with no completion time.
3. Look into the procurement of additional NNWA Logo items such as: sweatshirts, windbreaker jacket, T-shirts, etc.
4. Finalize and publish the NNWA reunion-planning guide.
5. Continue our membership drive.

2006 Accomplishments:

1. Creation of a SOP/Problem Resolution Document. This is approximate 90% complete.
2. The Historian is developing a list of individuals who participated in the Nuclear Weapons Program. This is an on going project and all members were encouraged to participate.
3. We are looking into procuring additional logo items for the membership.
4. Work on the NNWA Reunion Planning Guide is complete. This guide will be reviewed after each reunion and changed as necessary.
5. We increased our membership by 21 members in the last year.
6. Procedures may be added to the website to help locate old shipmates.

2007 Goals:

1. Continue the development of the SOP/ Board of Directors Resolutions document.
2. Review and develop required changes to the BY-Laws and submit to the membership for a vote.
3. Identify additional Logo items to be made available to the membership.
4. Look into the feasibility of a photo roster.

2007 Accomplishments:

1. The SOP/PDL has not been finalized at this time. Note that the name of the document is "Standard Operating Procedures and Pass Down the Line Information. It required some modifications prior to distribution and should be available for the membership in 2008.
2. The By-Laws were reviewed and a change developed. This change was approved by the membership at the annual business meeting held 22 September 2008.
3. The Board approved and procured NNWA LOGO Belt Buckles, which are available for purchase from the Ship's store.
4. The Board has approved the NNWA Social Photo Roster. Portrait photo taken at the previous and future Reunions will be used by the Secretary to develop the roster.
5. The membership has increased by 26 members in since the last reunion.
6. The NNWA Reunion Planning Guide has been reviewed and updated. The planning guide undergoes an annual review.

2008 Goals:

1. Finalize NNWA's tax exempt status with the IRS.
2. Continue to develop the NNWA Social Photo Roster.
3. Get more members to volunteer as candidates for the Board of Directors.
4. Continue to look for additional Logo items to add to the ship store inventory.
5. Try to increase our membership by 10%.

2008 Accomplishments:

To be determined.

Chapter 8

Lessons Learned

General Discussion:

The NNWA is populated with brilliant minds, all of which have made the association work for more than 20 years. Each year new suggestions, improved processes, faux pas, and honest errors are made on behalf of the association. When individual Board members and general membership pass into history their ideas and actions are generally lost to the association. Until recently, little attempt was made to capture this information for posterity and use by our successors. The purpose of this chapter is to informally record the great and not-so-great ideas and actions taken by the Board and general membership so as to streamline our actions and learn from our past successes and failures. This chapter should be looked upon as a "Pass down the line" document and should grow and change over time. Below, in no general order is the current list of lessons learned followed by more formal procedures on how to conduct a reunion.

Lessons Learned

- Do not hold the Directors meeting in the Hospitality Room
- Do not hold the Business meeting in the Hospitality Room
- Do not schedule a tour at the same time as the business meeting
- Ensure that the location for the dinner dance is large enough to accommodate all attendees and the dance floor.
- Do not allow members to bring food and drink into the memorabilia area. Some of the printed material is in fact irreplaceable.
- Encourage periodic voluntary clean up of the hospitality room.
- Encourage donations to the kitty to defray costs of refreshments.

NNWA Reunion Planning Guide (2007)

The Board of Directors created this PDL (Pass Down the Line) document to assist both the Board and the Reunion Host in planning a reunion. Although not all-inclusive (the Board reviews each year for updates), the Guide provides the Reunion Host ample **information and time to set up the next year's reunion.**

1. **Contact the prospective city's Convention & Visitors Bureau (CVB):**
 - a. Provide NNWA information to the CVB and the proposed dates of the Reunion. Provide an estimate of the expected number of attendees and the number of rooms we expect to occupy each night during the event.
 - b. Most CVB's will in turn, provide the Host with hotels they know/believe capable to handle our needs.
 - c. CVB will not only provide contacts for hotels, but tour companies, vendors, entertainment personnel, and some may give local distributors (who may even provide some gifts). Generally the CVB will provide "Welcome to the City" brochures, and have city memorabilia to purchase and give out in the welcome packets at registration.

2. **The Host (designated person) will contact hotels and engage in verbal negotiations to determine which Hotel can provide the best service for the reunion.**
 - a. Hotels may provide references of prior reunions and as well, ask where we have been in prior years.
 - b. Once a Hotel is selected, contracts must be specific and not be signed until all major negotiations have been formalized. Major issues refer to room rate; block of rooms reserved, but not guaranteed, hospitality room accessibility, liquor laws, dining facility and ballroom availability & size of dance floor, assumption of liability, etc. The NNWA does contract for Reunion Insurance.

NOTE

(The Board reviews/provides interim approval of all contracts)

Caution

The Host must understand that, while he alone can negotiate the contract, he is doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

- c. Specifically, always attempt to negotiate the lowest room rate with hotel incentives for free breakfasts, etc., if possible.
- d. Number of rooms blocked should always be near to the middle of estimated attendees with a cancellation clause a reasonable time prior to the reunion. The reverse is also true...the addition of rooms to the blocked ones should the turnout be greater than the estimate.
- e. Generally hotels provide a Comp room for every 20 to 30 rooms individually reserved in the NNWA group. The historian generally uses a/the comp room for displays if large enough and connected to the Hospitality room.
- f. Be extremely careful of liquor laws. We do not want to pay fees, permits, bartenders, etc. **If they cannot or will not allow us to bring in our own liquor for the HR, then we need to find another hotel that will.**
- g. What transportation is provided for airport, shopping, or other areas of interest?

h. **Only the Host may negotiate the contract between the NNWA and the Hotel. No trying for a better deal by anyone else. The Host will introduce the Treasurer to Hotel contact and these 2 (Host and Treasurer) become the primary contacts.**

i. **Hospitality Room (HR): Try to get a suite or very large room comp'ed for HR**

- i. Restrict HR phone to in-house calls only.
- ii. Check with hotel to determine Smoking and non-Smoking regulations.
- iii. Insure HR has good ventilation and/or windows that open. Encourages our non-smokers to come-in, stay, and visit with shipmates and friends.
- iv. Adequate numbers of tables and chairs appropriately spaced.
- v. Space for the Bar and accessories and snacks, etc. with refrigerator.
- vi. A space for the Historian to set-up. Provide the size of the space to the Historian prior to reunion so he knows what archives to bring. He may not be able to bring and set up all of it.
- vii. Other HR options to obtain the adequate size may be to
 1. Have adjoining rooms or
 2. Another room in a very close proximity.
 - a. New Orleans Holiday Inn provided a 1,100 sq. ft. meeting room to be converted into HR.
 - b. Las Cruces Hilton provided a large suite with an adjoining room for the historian.
 3. Look carefully at this as long as all our needs are considered.
- viii. Unrestricted access to Ice machine (or hotel provided FREE ice).
- ix. Room service should clean every morning, at least. New Linens and plenty of trash bags should be available. Sheet #1 provides a standard stock list for the HR room for two days. The host can replenish as required.

j. **Business Meeting Room:**

- i. Large enough to accommodate 80 - 120 people.
 1. Theater seating with a head table and microphone.
 2. Hotel provides coffee/water for free (if we are large enough) or for a minimum fee.
 3. **Schedule Business meeting on Saturday morning from 0900-1100**

DO NOT SCHEDULE TOURS THE AM OF THE BUSINESS MEETING

k. **Dinner/Dance Evening (ONE LARGE ROOM REQUIRED)**

- i. Sit down dinner with name placards for each guest and their choice of entrée. Please try to seat one Board member and wife/guest at each table if possible.
- ii. Provide a choice of at least 2 entrees. Recommend keeping price to \$25-\$35 per entrée. The Association **may** subsidize each meal to remain within the \$25-\$35 range. **Confirm this with the NNWA before signing a contract**
- iii. Agenda is normally
 1. Cocktails and pictures @ 1800.
 2. Dinner @ 1900.
 3. Guest speaker @ 1945.
 4. Dance @ 2000.
- iv. Try to hire a photographer with a good reputation and a reasonable price.
- v. **Use caution** during the evening with the number or length of raffles held. We pay for entertainment. If we have a Guest Speaker, limit the Speaker to 15-20 minutes. (The Association generally buys the Guest Speaker and wife dinner, provides them with ball caps, pins, and or patches). **No requirement exists to have a Guest Speaker, but if one is selected by the Host, and then the Speaker and subject matter should be approved by the Board in advance.**

- vi. We encourage a gift exchange with a **policy of “those who bring a gift- get a gift”**.
- vii. Gifts generally reflect something representative of the givers local area. We encourage gift exchange, but must keep the entire exchange process to about 15-20 minutes, or during the break time of the entertainment. The gift exchange generally requires at least two long tables.

3. Dinner/Dance Entertainment:

- a. It is suggested something with local flavor or something attempting to suit everyone!!! **DJ's normally work the best** but the Host makes the decision.
- b. Keep the price reasonable; make small deposits with full payment at the end of the evening. If you sign a contract, look for clause that protects the NNWA.

NOTE

(The Board reviews/provides interim approval of all contracts)

CAUTION

The Host must understand that, while he alone can negotiate the contract, he is doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

- c. Dance floors should be of reasonable size, made of wood or similar material, and in excellent repair. New Orleans provided round tables for seating 120 and Las Cruces sat 160 people at round tables accommodating 8 per table with plenty of room to spare. Look carefully at ballroom.

4. Tours:

- a. Tours should be scheduled tours and not self generated. We want the tours to be a time when members can continue to socialize and renew old relationships.
- b. Planned tours should be interesting and accommodating. **The Host decides.**
- c. Keep price reasonable and delay deposits until you have a fairly firm number from the
- d. Treasurer. Full payment will be made at the time of the tour. If signing a contract, watch for clauses on payments, guarantee of people (keep low as possible), and Tour Company cancellation policy.

NOTE

(The Board reviews/provides interim approval of all contracts)

CAUTION

The Host must understand that, while he alone can negotiate the contract, he is doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

5. Pricing (Charges for Members/Guests):

Tour Prices should include any costs for transportation for the members going on the tour (or any other incidental costs such as box lunch or lunch at a restaurant during the tour).

- a. Dinner/Dance prices, if possible, should include entertainment and any other incidental expenses for the dinner/dance. As a guide to dinner/dance expenses, generally in the past, Hotels have provided the facility free if the number of meals served equates to roughly 125 to 150. **Negotiate this hard.** The cash bar during the dinner/dance will have bartenders provided. So, in figuring the overall cost, keep the normal costs to the members in the \$25.00 to \$35.00 range (all inclusive). Prices above that cause fewer to attend the dinner/dance and as a result more expense to those who do attend...
- b. All events, tours, and associated cost for the dinner/dance, require pre-payment with the reservation form the member submits to the Treasurer for the upcoming reunion.
- c. **The NNWA historically paid for reasonable costs overruns for the Dinner/Dance but not always. Try to stay in the price range if possible. If not, notify the Board as soon as possible of an impending cost overrun.**
- d. The \$20.00 registration fee (members only) covers most of the cost of the Hospitality Room along with the "Kitty Jar" at the bar. The Hospitality Room, furnishes sodas, snacks, and libations of various kinds for extended hours during the reunion for all to enjoy. Funds in the Kitty Jar shall be accounted for every evening by the Treasurer or member designated by him.

6. Gifts:

- a. The Board will provide the Host with an early decision if the NNWA plans to provide free items at registration for attending members such as coffee cups, shirts, ball caps, sweat shirts, etc. Normally in bulk purchase, the price of the item to be given away should be less than \$5.00. Selling remaining items usually leaves a little profit for the Assn.
- b. The Board, in the newsletters and reunion announcements, encourages each member/guest to bring a small gift (\$5.00 to \$10.00 each) to the reunion reflective of the area in which they live in. The gift exchange will occur in the ballroom at the Dinner/Dance. One of the helpers (a Board or association member will hand out a ticket for each gift brought and when the exchange starts, the ticket holders become receivers. The Board will generally authorize purchase of one or two Door Prizes. The Board may also decide to purchase a "Grand Prize" gift to be raffled off during the dinner dance. Cost of the tickets in the past has been \$1.00 each or 6 for \$5.00. Selecting a nice gift at a reasonable cost may provide a small profit. 50/50's provide revenue too.

7. Name Tags:

The Host should provide Name Tags for all members and guests attending the reunion. The Visitor Bureau may provide Blank name tags and the Host can use a computer to print out the names in advance of the reunion as the treasurer will provide a count a month or two before the reunion. In 2001 at Myrtle Beach, nametags for all members and guests were made using computer and business card paper. In 2002, the nametags were made using name tag holders and cards provided by the Las Cruces Visitors Bureau.

Recommended Reunion Time Line

Current Year's Reunion:

Ensure you provide or brief a plan/proposed agenda for next year's Reunion at the Business meeting of the current years Reunion

January Newsletter:

- a) Give brief description of next reunion, Place, approx. times, costs of rooms etc.
- b) Give the member enough information to make preliminary plans to attend, but not enough information that you can be held to particulars.
- c) Check for numbers who may attend (non-smokers/smokers) which will help in reserving rooms for the next year. A good rule of thumb is 65% non-smokers, and 35% smokers.

CAUTION

The Host must understand that, while he alone can negotiate the contract, he is doing so as an agent for the Board of Directors, which accepts the legal requirements for the association. The Host needs to defer to the Board on issues regarding liability, indemnification and any other purely legal issues BEFORE accepting or signing anything.

One Year Out:

Host opens an NNWA checking account with Host as check writer. This will provide you accountability for all funds advanced from the treasurer and used for the reunion. Be sure to keep ALL receipts

- a) Host work hotels for best facilities, amenities, and pricing for the room rate, hospitality room/Archive Room etc. Make deposits at time of contract signing.

Provide the treasurer with required advance funds needed for the deposits for tours, hotel dinner/dance etc. Send a copy to the Board. Treasurer is responsible for obtaining event insurance.

- b) Coordinate with hotel banquet manager for table and room decorations
- c) Coordinate Dinner Dance layout with rectangle or round tables, head table if desired, podium, speaker system etc
- d) **Coordinate with Rooms manager for all necessary furniture removal and placement of tables/chairs for Hospitality/Archive rooms**

Six Months Out:

- a) Decide on 1 or 2 Door Prize and Costs
- b) Determine tours, establish costs and set up any needed transportation.
- c) Make up payment schedule for deposits paid for all functions.

An EXCEL spread sheet works well for the record keeping.

Five Months Out:

- a) Get all necessary information to Secretary for development of Reunion Flyer and mailing to members.
- b) Provide a rough Reunion Announcement document with information, toll free numbers at the hotel and the Reservation Form to the Secretary, who in-turn will massage the Reservation Form, promulgate it, and require return to the Treasurer by the 15th of August. This forces the member to commit and allows the Treasurer to gather the numbers of persons for tours and dinner dances and provide the information to the Host.
- c) The Hospitality Room stock list (Attachment sheet #1) of this document should be used to estimate the amount of funds required for stocking the Hospitality room. The Treasurer will provide Advanced Funds based on the Host cost estimates. Use local Military PX if available. Normally outside liquor stores may offer discounts on volume buying. Negotiate!! Negotiate!!

Negotiate!!

- d) As Reservation Forms Come in:
 - 1. The Treasurer will generate a Spread Sheet (Excel Format Landscape) containing all information listed on the Reservation form
 - 2. Correlate Reservation Forms in alphabetical order for future Reference.
 - 3. Provide Reunion information to the Host and board of directors on a regular basis or as needed.

Two weeks Out:

- a) Host will make up Name Tags for members and guest attending the reunion with city and state of their residence. (Additional nametags should be available for unannounced members and guests). Name Tags should be worn throughout the reunion.
- b) Host will make up individual Dinner Choice/Name Tags for members and guest attending the Dinner Dance to be displayed on the dinner table showing member/guest on one side and dinner choice on the other.
- c) The Secretary will make up individual member reunion folders to be given at registration containing the following:
 - 1. Function sheet for each tour, dinner dance etc.
 - 2. Reunion Schedule with times and dates.
 - 3. Complete roster of membership.
 - 4. Individual dinner choice/name tag (from host at reunion)
 - 5. Name Tags for each member and his/her guest. (from host at reunion)
 - 6. Other information and gifts as appropriate.
- d) Contact treasurer and ensure he has obtained the event insurance...

At Reunion:

- a. Host (with help of board members) Select volunteers from Treasurers spread sheet to help with the following
 - 1. Registration Desk check in (times and dates)
 - 2. Hospitality room set up, operation, clean up and closing.
 - 3. Running errands for supplies.
 - 4. Raffle tickets sales.
- b. Secretary provide host with completed reunion folders. Post a copy of function sheet for tours and reunion schedule with times and dates in hospitality room.
- c. Treasurer provide host with extra copies of the spread sheet and reservation forms. Post a copy of spread sheet in the hospitality room.
- d. Historian (with help of board members and volunteers) will set up memorabilia display. Post a sign stating that food and drink are not to be brought into memorabilia area.
- e. President will specifically assign member to specific task to cover all needed assistance through out the reunion as recommended by the host.
- f.

During the Reunion:

Board: Be everywhere at all times. Do not let the Host and Hostess carry the load. Help the Host, Secretary, and Treasurer as much as you can to the point of being a pain. A successful reunion depends on proper prior planning, but also on daily and hourly execution.

After the Reunion:

Muster the Host and Board in the Hospitality Room **early Sunday Morning:**

- a) President preside over "after-action" conference
- b) Inventory and sale of remaining food and liquid stock
- c) Site clean-up
- d) Pack and stow memorabilia into boxes and into the Historians vehicle

HAVE A HAPPY REUNION AND A SAFE TRIP HOME !!!!!!

Reservation Form

Navy Nuclear Weapons Association ____ Annual Reunion

Location and Date

Fully complete this form and submit to Treasurer at the address below. If you have any questions, please contact

Host name
Host Address
Host Telephone

You can make your Hotel Room Reservations by calling the following number and mentioning the Navy Nuclear Weapons Association _____

If your NNWA dues are not up to date (see web site roster) ____yr @ \$10/yr \$ _____
If you are a golfer, would you like to play? ___ Yes ___ No

_____ Number Attending ____@ \$ _____ \$ _____
(Event or tour # 1)

_____ Number Attending ____@ \$ _____ \$ _____
(Event or tour # 2)

_____ Number Attending ____@ \$ _____ \$ _____
(Event or tour # 3)

Saturday Dinner Dance Number Attending ____@ \$ _____ \$ _____
Dinner Selection _____ # _____
_____ # _____
_____ # _____

Registration Fee \$ **20.00**

Grand Total \$ _____

How many Reunions have you attended? _____

Making this reunion more successful requires volunteers to help in the areas below:

Running the Hospitality Suite Yes _____
Help at the Registration desk. Yes _____
Running Errands for supplies Yes _____

Members Name _____
Address _____
Phone Number (____) ____-____
Spouse/Guest(s) _____

Do you or your guest require any assistance due to a disability? Yes _____

Complete this form and send your Grand Total Check by mail no later than August 15 200(8) to

NNWA Treasurer
Frank Kelly
1087 Frank Kelly Rd
Society Hill, SC 29593

Hospitality Room Stocking Guide

The list below is only a guide. It should be used for original stocking of the hospitality room. The host should avoid purchasing "high end" beverages to help keep costs reasonable. E.g. a decision was made at a past reunion not to stock "Crown Royal" and "Courvoisier" due to their high costs.

An inventory should be made each day. More purchases can be made depending on the length of our stay. Inventory left over will be sold to the membership on Sunday Morning.

Beer

Bud	4 cases
Bud light	4 cases
Miller	4 cases
Miller light	4 cases
Coors	4 cases
Coors light	4 cases
Dark Beer	4 cases

Snacks

Mixed Nuts	46 oz	6 cans
Cashew Nuts	46 oz	6 cans
Olive's	medium	2 jars
Salsa	large, mixed	3 jars
Potato chips		6 lbs
Pretzels		5 lbs
Tortilla chips		6 lbs

Booze

Gin	1.75 L	3
Vodka	1.75 L	5
Rum Light	1.75 L	4
Rum Dark	1.75 L	2
Orange juice Fresh	3 gal	
Bourbon	1.75 L	5
Whiskey	1.75 L	6
Tequila	1.75 L	2
Amaretto	750 ML	2
Kailua	750 ML	3
Brandy	1.75 L	2
Scotch	1.75 L	3

Drinks

Pepsi	24 cans	2 cases
Diet Pepsi		2 cases
Coke		3 cases
7-Up		3 cases
Cranberry juice large		3 bottles
Tonic water	16 oz	10
Soda water	16 oz	10
Milk	Gallon	2
Ginger ale	2L	3
Bloody M mix	1.75L	3
Margarita mix	1.75 L	3

Wine	5 liter Boxes	Wine
	(4 Chillable Red, 5 White Zin, 2 Chablis)	

OTHER

Coffee	1 large can	Creamer	2 large
Sugar	2 lbs	Equal	Small box
Splenda	Small box	Foam cups 16 oz	200
Bowls for snacks	200	Lemons	1 small bag
Limes	1 small bag	Swizzle Sticks	Small Box
Plastic Drink Glasses	3 100 Ct Boxes		

Dry erase marking board for information purposes (get from hotel)

Guest Speaker/Entertainment Acquisition and Management

While not a requirement, the NNWA has traditionally had a guest speaker or unique entertainment act make a presentation at the Saturday dinner dance. The presenters have been a diverse lot with military interests, commercial entertainment, folk dancers, government officials, and private citizens represented in recent years. An attempt should be made to establish the evening presentation as early in the process as possible in the reunion process. Gaining a commitment from the presenter is most important.

The NNWA does not pay for the services of a presenter, but does provide them and their spouse with one night at the hotel, their transportation to and from the reunion, dinner for the presenter and spouse, and modest gifts from the ships store, generally including logo ball caps and pins.

Presenters may be invited to participate in NNWA activities at their own expense.

The topics for presenters are as wide open as the Host may perceive. We only ask that the subject be interesting, timely, and have some relevance to the membership. Presentations should be limited to about 20 minutes in length to avoid occupying too much of the limited time available at the Dinner/Dance. Presenters and their topics must be approved by the Board before final selection is made.

The method of presentation may be purely vocal, audio/visual, motion picture or any mix thereof. The Host should communicate with the presenter to ascertain his needs. Equipment such as loudspeakers, TV's, screens, projectors, etc are generally available from the host facility at no charge. Especially unique requirements should be discussed with the presenter, hotel, and board to avoid incurring inappropriate costs.

The Host should review the ball room and equipment availability and put himself in the presenters place to anticipate how easily or difficult it will be to get the point across to the membership. Obstructions, poor viewing opportunities, poor acoustics, low ceilings, lighting, etc. should all be taken into consideration before coming to final decisions regarding the presenter, his topic, equipment requirements, timing, and atmosphere

Good Luck and Have a Ball.

Memorabilia Display

The Historian keeps and maintains a significant amount of organizational support material and Nuclear Weapons Program memorabilia. The material is housed in 12 to 15 plastic stackable containers and consists of flags, flag poles and stands, pennants, banners, organizational plaques, photos, numerous weapons models, miscellaneous weapons pieces and parts, training devices, VHS video tapes, technical manuals, memorial plaques, personal histories, table covers, table decorations and similar items. Depending upon space availability at the meeting site, all or many of these items are provided at each reunion. Of initial concern for the annual Host is the availability of a large weatherproof NNWA banner, table displays for the reception table, a large ceramic Dragon, US and Navy flags with, poles and stands. These will be provided prior to the establishment of the reception desk.

The memorabilia display is flexible and can accommodate a variety of configurations in the size and shape of the display site, number of tables available for use, and the availability of a separate, lockable room to keep the material safe. Optimal display of the memorabilia requires a dedicated hotel room separable from, but adjacent to the hospitality room. The room should be cleared of hotel furniture and stocked with as many folding tables arrayed around the room as possible. A small round or square table with 4 to 6 chairs in the center of the room allows members to review the material and easily open books, records and documents is very helpful, but not totally necessary. All tables should be covered with standard hotel white table cloths. There is sufficient material to completely cover approximately 6 eight foot sturdy folding tables. We have many items to pin to walls using office push pins and have not found that to be damaging to the facility.

A television set with associated VHS tape player will enhance the display. An easel with a cork board can also be used to display some items and provide a place for the membership to add comments to questions posed by the Historian.

An unplanned advantage of the above described arrangement is that it provides an additional bathroom and washing facility and an additional tub and possible closet for storage of dry and wet items required to support the hospitality room.

On one occasion the display was set up in a very large room that concurrently performed as the hospitality room. The room was lockable and the entire arrangement worked, but was not optimal.

The Historian, with assistance from others, will unload and set up the display, maintain it throughout the reunion, and pack and remove it upon close.

A partial inventory of the memorabilia is provided below. It is out of date and requires bring-up. Historian will provide.

NAVY NUCLEAR WEAPONS ASSOCIATION MEMORABELIA INVENTORY

Description	Category
Brown flag bag with formal NWTG Atlantic flag, wooden and brass staff with eagle	F & P
Bronze flag base (for item 1)	F & P
Framed NNWA dragon logo (Eldon Erby, 1997)	F & P
NNWA pennant, white w/ red letters AFSWP 50 years +	F & P
Blue felt table cover with gold US Navy letters	F & P
Navy Special Weapons Units Sandia Base pennant, Blue / gold w/ embroidery	F & P
45 commemorative ribbons and two display rods	F & P
80 WPNTRAGRU enlisted unit shoulder patches	F & P
Photos, Enola Gay Crew	Photo
Photos, Bock's Car Crew	Photo
T-290 w/ carrying case. S/N BBN 1852 B1	Hrdwr
NWTC Atlantic cast aluminum ashtray	Hrdwr
Bomb Lug P/N 63C13157	Hrdwr
Strike Enable Plug Trainer (red) B57? B43?	Hrdwr
Aluminum detonator shipping cover	Hrdwr
Rate meter CD V736 R/Hr. (scale visible in eyepiece)	Hrdwr
Thermal battery stack pack cutaway (B28 visible on plastic block)	Hrdwr
Wet bulb / dry bulb humidistat with electric fan	Hrdwr
Stainless steel machining (cut away end of a dummy reservoir) labeled A1 Dummy	Hrdwr
MK 101 Depth Charge Thermal Battery Housing	Hrdwr
Cast Aluminum ashtray w/ Navy officers insignia	Hrdwr
Drop pull away cable and spring lock pin	Hrdwr
Polaris w/ W58	Model
Polaris w/ W47	Model
Poseidon w/ W68	Model
W47 reentry vehicle	Model
Trident w/ W76	Model
Trident w/ W88	Model
W68 MRV	Model
W76 MRV	Model
W88 MRV	Model
W58 MRV	Model
Nuclear Capsule	Model
MK 5 Fuse	Model
MK 6 Fuse	Model
MK 7 Fuse	Model
MK 102 Birdcage	Model
Olive drab scissors lift	Model

Fragile models sign	Model
Navy Nuclear Weapons Stockpile sign	Model
MK 39 Bomb	Model
MK 6 Bomb	Model
Bikini Test Baker Underwater Burst Device of 7/25/46	Model
Bikini Test Baker, Air Burst Device of 7/1/46	Model
MK 105 Bomb, internal carry	Model
MK 105 Bomb, external carry	Model
MK 28 Bomb	Model
MK 12 Bomb	Model
MK 43 Bomb	Model
MK 5 Bomb	Model
MK 57 Bomb	Model
MK 7 Bomb	Model
MK 18 Bomb	Model
MK 90 Depth Bomb	Model
MK 91 Bomb	Model
MK 101 Depth Bomb	Model
Walleye w/ W72	Model
Sea Lance w/ W89	Model
Alice / Alvin Depth Charge w/ W12	Model
MK 45 Astor Warhead Section	Model
MK 33 8 in. Projectile	Model
MK 15	Model
ADM w/ W45	Model
MK 1 Little Boy	Model
B61 Bomb	Model
Sparrow Missile w/ W42	Model
Regulus I w/ W5	Model
Regulus II w/ W27	Model
MK 9 280 mm Projectile	Model
MK 27 Bomb	Model
Standard Missile w/ W81 warhead section	Model
MK 3 Fat Man	Model
BOAR 30.5 in. Rocket w/ W7	Model
RUR-5A ASROC w/ W44	Model
Terrier w/ W45	Model
NUM-44 SUBROC w/ W55	Model
Talos w/ W30	Model
Honest John w/ W5	Model
Anna w/ W12	Model
MK 8 Bomb	Model
MK 23 16 in Projectile	Model
AGM-53 Condor w/ W73	Model
BGM-109 Tomahawk w/ W80	Model
Adeline & Andy Torpedo w/ W12	Model
Destroyer Flotilla 5	Plq
Joint Task Force Two	Plq
USS Ticonderoga W Division, 1960	Plq
NAS Cecil Field FI Weapons Dept gift to NSWU Association	Plq

Special Weapons Unit Pacific	Plq
NAS Cecil Field FI Weapons	Plq
I Fissilis Fusilis Facio 55/56	Plq
9 plaque stands	Plq
ASROC arm/safe switch s/n 1 to NNWA from NSWC McAlester OK	Plq
SPECIAL Weapons Unit Four, Charles Murdock	Plq
Nuclear Weapons Supply Dept, Norfolk, VA	Plq
NWTC Atlantic	Plq
NWTC Atlantic, A. K. Stephenson	Plq
Nuclear Weapons Supply Annex, NCS, Norfolk, VA, C.E. Berger	Plq
Radiation Area	Plq
13 plaque stands	
Target Hiroshima, Book, donated by CDR R.L. Rhine, Oct 98	Doc
Denver Post News, 2 special articles dated 1995, from an 8 part series	Doc
USS Franklin D. Roosevelt cruise book, Mediterranean 1962-1963	Doc
Security at Home, AFSWP 5000, Feb 58, signed David Cobb	Doc
Handbook of Radiation Detection, FCDASA, 11 Sep 68, Don Micco	Doc
Basic Nuclear & Radiation Physics, FCDASA, 29 Dec 61, Don Micco	Doc
Basic Nuclear & Radiation Physics, FCDASA, 1 Jul 67	Doc
A Supplemental to the Charts on Nuclear Physics, Westinghouse, 1948, 50, Don Micco	Doc
I'm Your AFSWP Badge, Army, Sandia Base, undated	Doc
Atomic Fundamentals, FCDASA, 1 Feb 65, C.E. Berger	Doc
Atomic Fundamentals, FCDASA, 1 Jul 58	Doc
Glossary of Terms, FCDASA, 15 May 67, C. E. Berger	Doc
Principles of Radiation & Contamination Control, Vol 2, NAVSHIPS 250-341-3, C.E. Berger	Doc
Exploded view Fat Man MK 3, Data Sheet, one page	Doc
Plastic Award Folder w/ photo, front gate Strategic Weapons Facility Atlantic, signed by L.L. Mayes, Capt, USN	Photo
Navy SWOP 40-54, General Maintenance Instructions, 20 Aug 62 w/ change 15 of 21 Apr 71	Doc
Navy SWOP 40-54, General Maintenance Instructions, 20 Aug 62 w/ change 16 of 6 Feb 73, Don Micco	Doc
Navy SWOP 35-52, Standard Specifications & Procedures Applicable to Nuclear Weapons, 23 Nov 70 w/ change 2 dated 8 Oct 71, Don Micco	Doc
Navy SWOP 35-51, General Instructions for Preservation & Packaging and Identification Marking, 26 Nov 68 w/ change 6 dtd 7 June 72, Don Micco	Doc
Adventures in Partnership: The Story of Polaris w/ memo by RADM I.J. Galantin USN, undated, donated by Ralph Sanders, 1998	Doc
Newspaper, Albuquerque Journal 25 July 65, The Forgotten Atomic City	Doc
Photo Album, NSWUA Vol 1	Photo
Photo Wallet, San Diego, 1987	Photo
Newspaper, Louisiana Post Dispatch, "Hiroshima Mission On Target" 6 Aug 95	Doc
Newspaper, Hydrogen Bomb Hits New Mexico 29 Years Ago, Albuquerque, 1986? Two articles	Doc
Envelope, NNWA member personal profiles	PRP