



By-Laws of the Navy Explosive Ordnance Disposal Association Incorporated (NavyEODA.com)

Preamble

The Navy Explosive Ordnance Disposal Association, Inc. hereafter referred to as “The Association” or as “NavyEODA” is formed for the following purposes.

- To foster fraternal relationships between former, retired, and active duty members of the U.S. Navy and Marine Corps EOD community.
- To provide aide to hospitalized, disabled and needy War Veterans and their dependents.
- To undertake various charitable projects to support the U.S. Navy, the Naval EOD community and the communities in which we live.
- To promote the American spirit, conduct patriotic ceremonies and functions and conduct social activities for our members.
- To honor the memory of deceased veterans and provide comfort to their survivors.

With the above purposes in mind, we unite to form the Navy Explosive Ordnance Disposal Association, Inc.

Article I

Name, Official Logo and National Headquarters

Section 1: **Name.** As stated in the Preamble, the Association shall be known as the Navy Explosive Ordnance Disposal Association or NavyEODA.

Section 2: **Logo.** The official logo of the NavyEODA shall consist of the modified “Junk in the Sun” with the inclusion of a Navy EOD diver, and having a top rocker stating “Navy EOD”, and having a bottom rocker stating “Clearing the Way”, with “Navy EODA” and an adjacent Registration symbol.

Section 3: **Name or Logo Change.** Any changes to the official Logo and name must be approved by a minimum of 51% of those on the active membership list.

Section 4: **Corporate Entity.** NavyEODA is a Virginia Corporation that shall be headquartered in the state of Virginia.

Article II

By-Law Changes and Associated Definitions

Section 1: **By-Law Changes.** Changes to any article of these by-laws **MUST** be approved by the membership of active members.

Section 2: **Approval by the Membership or Membership Approval Defined.** Wherever used throughout these by-laws, “approval by membership” or “membership approval” shall mean that the opportunity to vote has been presented to all active members in good standing by means including but not limited to online, electronic, mailing and in person voting. The total number of



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responding votes received shall constitute a quorum and the highest number of votes received with the same answer for each voted item shall be the winner.

Section 3: **Membership Defined.** For voting purposes the word **Membership** shall be defined as all regular, associate and Lifetime (LTM) members in good standing (current and paid in full dues).

Article III

Type of Organization, Governance, Dissolution, Accountability and Succession

Section 1: **Type of Organization.** The Association will be a non-profit organization, operated exclusively for the purposes outlined in the Preamble and within the guidelines and rules established by the Internal Revenue Code Section titled “Veterans Organizations” and as approved in writing by the Internal Revenue Service (a onetime requirement).

Section 2: **Governance.** NavyEODA shall be governed by a Board of Directors (BoD). **The membership speaks through the BoD as they are elected by the membership and entrusted to develop operational plans and to conduct all Association business.**

Section 3: **Final Dissolution.** In the event of a need for a final dissolution or liquidation (complete shutdown and close out of the Association), and after discharge of all of its liabilities, all of the funds and assets shall be distributed in accordance with a full membership vote consisting of proposals provided by the BoD.

Section 4: **Accountability.** At a minimum of every 5 years the NavyEODA shall contract for a formal financial “Review” to be conducted by a Certified Public Account (CPA) firm. This report shall be reviewed and approved by the BoD prior to release to the full membership.

Section 5: **Succession.** In the event that the President is unable to complete the prescribed term of office the Vice president shall immediately fill the position of President. Should the President and Vice-President, become unable to fulfill their duties at the same time then the Secretary shall assume the duties of the President. The President shall appoint an Association member to fill any Board Director vacancy until the next regular election.

Article IV

Board of Directors

Section 1: **Number of Board Members.** The Board of Directors shall consist of no less than five members and no more than eleven members with at least the following titled positions: President, Vice-President, Chief Financial Officer, Secretary, and Editor in Chief. The number of board directors may be increased up to eleven, or decreased down to five with BoD approval.

Section 2: **Eligibility.** Only Regular and LTMs members in good standing may serve on the BoD.



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Section 3: **Terms and Notices.** Under normal conditions the BoD shall be elected by the membership for a two year term of office and the vote shall be announced to the membership. The incoming BoD shall begin their term of office at the end of the biennial Reunion membership business meeting.

Section 4: **Replacement of a Board Director.** In the event that a board director resigns, is relieved for cause, or is unable to complete the term of office, the President may appoint an Association member to complete that term of office or the President may permit that position to remain vacant until the next election of board members. The exception to the above is that there shall always be a President and Vice-President on the BoDs. When a qualified member CFO is not available the BoDs shall consider hiring a CPA backed accounting firm in order to maintain the Association's accounting system until a trained NavyEODA member can assume that critically important position.

Section 5: **Compensation.** Except for the reimbursement of expenses and all types of special recognition awards, all Officers and Directors of The Association shall serve without compensation from The Association.

Section 6: **NavyEODA Board Officers.** Board Officers are defined as members appointed by the President or the BoD to serve in an official capacity. They have no board voting authority and no term limit. Generally speaking, board officers are utilized to assist the President or the BoD in developing, organizing and or implementing a special project that may become a permanent part of The Association or it may be a time limited task. Examples include a Family Day or Reunion Host or those individuals that assist in a donation or promotional program.

Section 7: **Personal Profit.** All Officers and Directors of The Association are strictly prohibited from receiving or generating a personal profit or compensation from any Association business except as outlined in Section 5 above.

Section 8: **Board Director Removal.** The BoD's may vote to remove a fellow board member or ask for a statement of resignation for failure to fulfill the assigned duties to the detriment of The Association. **Repeated** failure to complete tasks in a timely manner and or failure to participate in required association business including board meetings and reunions are sufficient reason for removal.

Section 9: **Signature Authority.** The president shall sign all official correspondence unless "Signature Authority" is assigned or granted by the President or the VP in his absence.

Section 10: **President.** NavyEODA shall be run as a Virginia Corporation. Accordingly, the President shall preside over all BoD's and annual business meetings. All board members report directly to the President during their term of office and the President shall be the guiding force



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concerning the goals to be achieved, the direction to take, assignment of required tasks and close monitoring of all Association business with particular attention to accountability. Additional duties include preparing all Association “Updates by the President”, reviewing and approving other informational updates, signing of all tax returns and using the President’s address to ensure a check and balance of accountability. The President shall also perform all duties associated with the LTM program including ordering and shipping membership cards, preparation of the LTM certificates and the mailings thereof. A maximum of \$5,000 PER YEAR, not to exceed \$1,000 per occurrence may be directed to be spent by the President without BoD approval.

Section 11: Vice-President (VP). The VP supports the President in all endeavors and fulfills those duties when the President is unable to do so. The VP shall be the Director of the NavyEODA Logo Store and be responsible for all operations therein. The VP shall also be the point of contact for all Virginia Corporation reporting requirements. Specific duties include the timely submission of the Annual Corporation Registration form along with the associated fee and the immediate submission of any changes to a board members required information. To accomplish the aforementioned the VP shall develop a professional working relationship with the NavyEODA’s Registered Agent.

Section 12: Secretary. The Secretary shall serve as the Administrative Officer and the duties will include maintaining a file of all official correspondence, maintaining the Crossing of the Bar including updating it as necessary on the NavyEODA.com web site with the Webmasters assistance, preparation of BoD and membership business meeting minutes, **verification** and preparation of Crossing the Bar entries, preparation of Crossing the Bar updates for the President’s review and follow up posting with the Webmaster’s assistance and other duties as assigned. The Secretary shall also be responsible for the recurring renewal notifications sent to the NavyEODA members. This shall be done at least twice per member before they are to be notified of an impending removal from the active membership roll. These notifications should be made with any effective type of communication that most likely will produce a positive result. After 45 days if a member has not renewed, the member’s name and associated NavyEODA number will be reported to the Membership Directory for placement in inactive status. The Secretary shall release all Updates when the Webmaster is unavailable.

Section 13: Chief Financial Officer (CFO). **The CFO MAY NOT BE ASSIGNED OR UNDERTAKE ANY FORMAL RESPONSIBILITIES EXCEPT AS OUTLINED BELOW.** The duties shall include managing ALL of The Association’s fiscal programs which include the Reunion Fund (RF), the Building Fund (BF), the Contingency Fund (CF), the checking and credit card accounts and the PayPal (or similar) account. The CFO shall, in accordance with current IRS rules and regulations concerning the accountability of assets and liabilities, pay approved bills in a timely manner, document all money received and the source, document all expenditures to include the purpose and amount, as directed send money to charities, record all logo sales, at least twice per year verify logo inventory with the VP, and at least every eight months have The Association’s accounting firm review our financial books for errors or omissions. The CFO shall also employ the standard accounting numbering system for



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documentation purposes and ensure that The Association's financial plans are within the scope and intent of the NavyEODA by-laws and within the guidelines of IRC 501(c) (19). No later than the 10th of every month the CFO will provide the BoD with agreed upon financial status to include at a minimum, all checks written to whom and the amount, the credit card monthly statement, all money received and the source, a Balance Sheet and additional financial reports per the request of the BoD. **TO AVOID EVEN THE SLIGHTEST APPEARANCE OF COLLUSION OR IMPROPRIETY THE CFO MAY NOT PARTICIPATE IN ESTABLISHMENT OF CONTRACTS OR PAYING BILLS OR SPENDING ABOVE \$500 IN ANY GIVEN MONTH**

WITHOUT THE PRIOR APPROVAL OF THE PRESIDENT OR THE VP. ANY EXPENSE OR SUSPECTED FINANCIAL IRREGULARITY THAT THE CFO FINDS TO BE SUSPICIOUS OR INAPPROPRIATE MUST IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ENTIRE BOARD OF DIRECTORS.

Section 14: Editor in Chief. The BoD's shall make every effort to have this position filled by a retired Navy EOD Captain, for which it is designed. This position encompasses all aspects of publishing and distributing our Association magazine, the Disposaleer©. The position requires the Editor in Chief to be the formal editorial communication link between The Association and the EOD School, the EOD Technical Center, both Navy EOD Groups, and those senior Navy EOD officers managing resources, requirements and programs in the Washington, DC area. Tasks include being familiar with copyright laws, monitoring Navy EOD and other relevant news sources, routine communications with Navy EOD commands, the acquisition of relevant articles and photographs, formatting the Disposaleer© obtaining a BoD review and the President's approval prior to publishing, generating an electronic version for the Association's web site, and acquiring printing and distribution services.

Due to the time required to successfully accomplish and manage the aforementioned responsibilities, the Editor in Chief will not normally be assigned any additional duties.

Section 15: Webmaster/Graphics Director. When the NavyEODA.com Webmaster is a regular member of the Association, the Webmaster/Graphic Director shall be a member of the BoD's. The Webmaster reports directly to the President for web site content and approval. The Webmaster shall release all Association Updates. When unavailable the Secretary shall release all of the Updates. Additional duties include working with potential sponsors concerning their recognition format, forwarding approved formats and logo store photographs to the Editor in Chief for inclusion in the Disposaleer©, posting all items and articles NavyEODA.com. and monitoring our site 'hits' (number of times a visitor looks at our site or any web page).

Section 16: Membership Director. When seated, the Membership Director shall be the sole coordinator for all membership data bases, make all membership data change entries, keep the DropBox membership data base up to date, maintain and update the NavyEODA.com "Directory." Tasks include continuous monitoring of NavyEODA.com received "Contact" e-mails, PayPal notifications and general Association communications wherein changes to a



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member's personal information has been posted, notification of a new member and notification of a change in membership status. Whenever a change is made to a membership data base an e-mail shall be sent to the board only stating " (last name) changed" which will mean that some bit(s) of information changed under that named individual.

The Membership Director, when qualified, shall also be responsible for the Association's information technology (IT) review and management. Programs and systems that are required, currently used, possibly obsolete and those that overlap with other Director's area of responsibilities will be reviewed at least every 36 months with a report of recommendations provided to the President for review prior to being tabled for a BoD discussion and further action.

Section 17: Director of Special Projects. When seated, the duties include being the primary point of contact between our logo gear vendors, manufacturers and the Association, negotiating prices, enforcing quality control, designing logo gear and submitting it for approval to the President for a cost analysis prior to submission to the BoD, ordering logo gear as requested by the VP, working with special events to promote the American spirit, patriotism and to honor our military and other duties as assigned.

Section 18: Board Director Emeritus/Trustee. When seated this position shall have responsibilities assigned by the President which will not normally involve day to day operations. The duties will be to provide institutional knowledge to the BoD, offer guiding advice, perform research on the feasibility of a specific project, and seek out short term/one time talent in support of a specific requirement and promotion of the Association's accomplishments.

Section 19: Director of Sponsorship and Donations. When seated the duties shall include the continuous development and implementation of an Association sponsorship and donations program. A program outline with costs and prices shall be submitted to the President annually for review and approval prior to submission to the BoD's. The position requires detailed coordination with the Webmaster and the CFO to ensure that all payment formats are acceptable

Section 20: (Reserved for Future Board Titles).

Article V **Memberships, Voting, Removal**

Section 1: Membership General. The Association offers four types of memberships; Regular, Lifetime, Associate and Honorary. Applicants for each membership type must be submitted by means of NavyEODA.com or by completing an application and mailing it to the Secretary.

Section 2: Regular membership. This membership type is limited to active, retired or former U.S. Navy and U.S. Marine Corps EOD qualified personnel that have graduated from the U.S. Mine Disposal Course, the U.S. Bomb Disposal Course, or the U.S. Navy EOD School. This also includes the spouse or surviving spouse of the EOD member. A regular member shall have



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voting privileges on all matters presented to The Association for “Membership Approval.” Only one vote per family is permitted.

Section 3: Lifetime membership (LTM). A LTM may only be offered to Regular members in good standing (including dues paid in full). A lapsed or expired membership does NOT qualify as “In Good Standing.” The cost of LTMs shall be determined by age brackets, assigned and approved by the BoD’s, and posted on NavyEODA.com and in the Disposaleer©. To process an LTM the applicant must submit their date of birth (DOB). LTMs have the same rights as Regular members but pay no dues. Each LTM shall receive a LTM membership card, a spouse LTM membership card and a framed certificate documenting the LTM

Section 4: Associate Member. Reserved for active, retired or former EOD personnel of other services, specific individuals or selected groups. “Other Services” shall include qualified military EOD personnel from Canada, Australia, New Zealand, and the United Kingdom. “Select Groups” includes UDT, SEALs, and U.S. Divers that have worked closely with the U.S. Navy EOD community or an EOD individual from a friendly foreign nation (includes former South Vietnamese EOD warriors). Associate members must be recommended by at least two Regular members and may not hold office

Section 5: Honorary Member. Honorary membership shall be reserved for those individuals or entities that have displayed extraordinary service to The Association or to the U.S. Navy EOD community. An Honorary Member must be recommended by at least two Regular members, provide supporting verifiable documentation regarding the extraordinary service, and be approved by the BoD’s. Honorary members may not hold office or vote.

Section 6: Removal from NavyEODA Membership Roll. Any member may be removed from The Association’s Roll of members for having brought discredit to the U.S. Navy, the Navy EOD community or The Association. Discredit shall be defined as causing continuous harassment to disrupt operations of The Association or causing irreparable discredit or bringing permanent shame to The Association or the U.S. Navy. Members may also be removed for cause after an opportunity is afforded for a hearing and subject to membership approval.

Section 7: Removal from the BoD’s. As a result of failing to repeatedly complete assigned tasks in a timely manner, participating in required events including BoD meetings, an elected or appointed official can be removed for cause by a majority vote of the seated BoD wherein every board director but the board director in question MUST vote.

Section 8: Resignation Concerning Sections 6 and 7. At least two official offers shall be extended for members to resign in writing prior to the BoD permanently resolving the issue.

Section 9: Membership Numbers. Membership numbers are assigned by first come, first served. A member’s number will forever remain as assigned for historical purposes, for the simplicity of research and to avoid future confusion between names and numbers



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Article VI

Dues

Section 1: **Initial and continuous fee.** The membership fee for Regular and an Associate member is \$40.00 per year payable in advance and ONLY in two year or more year increments.

Section 2: **Dues Increase.** The price of the Regular and Associate membership may be increased with membership approval. There shall be no difference in the price between these two membership types.

Section 3: **No Dues Members.** Surviving spouses, LTMs and Honorary members shall not be required to pay dues.

Section 4: **Failure to Pay Dues.** Members that are required to pay dues and have not done within 45 days of their dues expiration date SHALL BE CONSIDERED INACTIVE MEMBERS. After the 45 days the Member's name shall be removed NavyEODA.com's web site Directory and their name placed on the inactive data base list. Their name and information will not be published in the biennial printed Directory and they shall not receive e-mail Updates nor the Disposaleer. Providing e-mail Updates or the web version of the Disposaleer to a nonmember or an inactive member is reason to be expelled from The Association.

Article VII

Income, Funding and Reporting

Section 1: **Income.** NavyEODA accrues income from dues, donations, events, auctions, logo gear sales and other legal means. This income shall be used to support selected charities, sponsor or co-sponsor events, contribute money to the Building Fund, the Reunion Fund, the Contingency Fund, and pay for the Association operating expenses.

Section 2: **Limits.** As elected representatives of NavyEODA except as noted, the BoD shall control all spending including donation amounts. Every effort shall be made not to jeopardize the CF.

Section 3: **Donations.** Donations that are received for a specific purpose shall be forwarded to that entity or fund within five working days. The types of events, causes and projects shall be in accordance with our Preamble.

Section 4: **Officer or Board Member Prohibited Profit or Income.** No current NavyEODA board member or officer may earn or receive a profit directly or indirectly from any Association business. To do so is cause for immediate removal.

Section 5: The Association CFO shall provide the BoD monthly and quarterly reports that will include all income received from all sources, all expenditures and checks written and all funds



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remaining in every account. This is not to be confused with the Annual Fiscal Report but rather a current picture of The Association's continuously changing financials.

Section 6: **Annual Reports.** The Annual Reports shall consist of a January inventory (following the end of the previous year) and Balance Sheet/Profit and Loss reports highlighting the changes between January 1 and December 31.

Article VIII **Voting and Elections**

Section 1: **Voting General.** All membership voting is to be presented to the full membership (as previously defined). This may be accomplished online, electronically, mailing and in person. Voting that occurs solely at an Association business meeting does not constitute "Membership Approval."

Section 2: **Quorum.** The total number of ballots returned within a prescribed time frame by any means described in Section 1 shall constitute a quorum. The majority of ballots received within the same vote will constitute the winning decision.

Section 3: **Ballot Availability Time.** The time required to vote by mail must be considered on all surveys and votes. Sufficient time is to be allotted for the regular mail to travel the farthest distance plus five working days in order to allow time for discussion or questions. Ballots may be e-mailed, mailed, posted on NavyEODA.com transmitted telephonically or posted in the Disposaleer©.

Section 4: **Full Membership Votes.** Issues that must be presented to the full membership for a vote include but are not limited to: election of the BoD, changing the By-Laws, the location and Sponsor of the Biennial Reunion.

Article IX **BoD's Business Meetings and Annual Membership Meetings**

Section 1: **Board Meetings.** The BoD's shall hold a minimum of two formal business meetings per year with the time and place decided by the President with input by the BoD. Board members are expected to attend board meetings and the biennial reunion. Board member voting shall occur as required and not necessarily wait until a formal business meeting. A board member that is unable to attend a formal board meeting may assign their voting authority to another board member by proxy. This proxy MUST be sent to all board members to be official. The number of board members present at a formal board meeting shall constitute a quorum. The results of board meeting VOTES ARE BY-LAW BINDING AND MUST BE ADHERED TO UNTIL CANCELLED. FAILURE TO IMPLEMENT OR COMPLY WITH THE ISSUES DECIDED IS REASON TO BE RELIEVED FOR CAUSE. Board meeting time is to be used to organize, plan and direct the current and future operations of the Association. The Secretary or Secretary Delegate will prepare a succinct summary of formal board meetings for approval of the President followed by the release to the membership.



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Section 2: Annual Membership Meeting. An Annual Membership meeting shall be conducted at every Biennial Reunion and at the “Round Up” or other designated site on off years. During membership meetings members should be informed of the overall annual Association progress to include the financial status, current issues and future goals. Ample time for responses or questions shall be afforded to attending members. A BoD formal business meeting may occur during an Annual Membership Meeting. Annual business meeting locations, dates and times should be announced a minimum of 30 days in advance by the same means as for voting.

Article X **Reunions**

Section 1: Reunions General. Since the Association will be contributing money, collecting and documenting funds and promoting this event the BoDs shall be involved from the beginning to clean up. NavyEODA reunions are conducted on even years and they shall alternate between the geographic East and the West Coast. The dividing line between the coasts shall be the Mississippi River. The location

shall be decided by a full membership vote. The President will send out an Update requesting that volunteer sponsors send in to the board a basic reunion plan that includes dates, location and what will be offered of interest. After a minimum of 30 days the offers that the BoD’s find credible will be presented for a full membership vote.

Section 2: Purpose. The primary focus of a Reunion is to promote camaraderie, patriotism; remembrance of those Navy and Marine EOD Warriors that sacrifice their lives performing official duties and those that otherwise “Crossed the Bar”. Accordingly, every Reunion brochure shall list in the

time and events section a Pledge of Allegiance, an opening and closing prayer, a “Table Set for One”, and a reading of the “Annual Crossing the Bar” followed by a “We Remember.”

Section 3: Sponsor/Host Qualification and Responsibilities. A Reunion Sponsor (host) must be an Association member and during the planning and execution of those duties the sponsor will be an officer of the board. All financial decisions shall be monitored and reviewed by the Association CFO and if necessary approved by the BoD. Many of those attending the reunion are senior members and some will certainly have mild to severe physical limitations. Accordingly, all ADA requirements must be considered in order for everyone to feel comfortable and to partake in all ceremonies. A central “Gathering Room” shall be made available during the entire reunion and it shall be used for informal gatherings, logo sales, the auction, the Annual Business Meeting, and the location where board members and hosts may be contacted. It MUST be able to legally hold all of those attending the reunion.

Section 4: Gathering Room information. Therein the DETAILED Reunion time and location of events will be clearly posted as well as emergency/necessary contact information to include the cell phone numbers of the host party, BoD and those assisting in events or problem solving (room issues, transportation, dress code, etc.). In addition, the cost required to attend all events



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will be posted in the Gathering Room and the host shall collect money from those that the CFO states have not paid. Paying guests of members are to be encouraged.

Section 5: **Ceremony Room.** Space and ADA requirements are the same as those required for the Gathering Room.

Section 6: **Photographer.** Every reunion shall employ a professional photographer that has the equipment to take individual, couples (standing and or seated) and group pictures. In order to alleviate many hours of future work, individual or couples photographs shall be documented with the name of those in the photograph.

Article XI **NavyEODA Chapters**

Section 1: **Chapter defined.** An Association Chapter is defined as a group of ten or more active, retired or former Navy and Marine corps EOD qualified personnel that voluntarily come together on a routine basis for the purposes outlined in our Preamble. They are a loosely controlled sub organization within the purview of The Association By-laws. Each approved Chapter will be formally chartered.

Section 2: **Chapter Titles.** To avoid redundancy and confusion, NavyEODA Chapters will have a hierarchy titled Chapter Director and Assistant Chapter Director and other titles as deemed necessary for the management of the chapter.

Section 3: **NavyEODA support.** As previously stated Chapters are not to be watched over and controlled but instead fully supported by The Association BoD in all endeavors that involve events encouraged by The Association Preamble. When requested this support will include money, materials and manpower as available. These chapter requests will take priority over individual member requests for any type of support. Money provided to a chapter in support of an event need not be paid back unless an there is an agreement stating otherwise

Section 4: **Accountability.** Chapters MUST document spending money by retaining receipts and forwarding donations to The Association CFO for inclusion in our mandatory IRS reporting and then forwarding the money to the designated charity or fund.

Article XII **NavyEODA Family Days**

Section 1: **Family Days General.** Family Days (also called The Round Up) are official active duty events for a gathering of Navy and Marine EOD warriors and their families and special friends. It is sponsored or co-sponsored by The Association and foremost stood up for the benefit of EOD families coming together to show respect and support for the spouses, EOD Warrior children, remembrance of the deceased and each other. Nothing less can be acceptable. The locations and dates shall be decided by input from the active duty EOD warriors as the Association will maintain a support profile.



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Attendance can easily surpass several hundred folks per event and this number may increase with time. Accordingly, the BoD will attempt to closely follow the needs and desires of the senior supporting active duty Navy EOD warrior to include preplanning, promotion and what is required for security, food, drink and games.

Section 2: **Funding.** NavyEODA will strive to provide the majority of funding for Family Days to demonstrate the historical link between the active duty EOD warriors and those retired or former Navy EOD warriors and ALL OF THEIR FAMILIES. The funding shall be acquired through Association business and if necessary charging an entrance. The Association will also strive to keep Family Days free to NavyEODA members. Membership applications shall be available at all Family Days and every effort should be made to ensure that a NavyEODA board member is on site for the entire day.

Article XII

Standard Operating Procedures (SOPs)

Section 1: **Board Members.** All Association Board Members should maintain files outlining the processes and procedures required to execute their assigned responsibilities. It is recommended that The Association's Internet "Cloud" (currently Dropbox) be utilized

Section 2: **Training.** Due to the ever increasing sophistication of the management of the NavyEODA Corporation, outside professional training is to be considered and scheduled for the maximum benefit of the majority of available board members. Attendance is a requirement when a board member agrees to be present for the training.

Section 3: **Newly Appointed or Elected Board Members.** Board members that have never served on The Association BoD's or those that are entering an unfamiliar area of responsibility will be afforded training prior to assuming those duties. All incurred expenses will be paid for by the Association except food and drink.

Section 4: **By-Laws.** It is a mandatory that every board member read and has a complete working knowledge of the current By-Laws

Article XIII

Previous By-Laws and Changes Therein

Section 1: Once ratified by a full membership vote, all previous By-laws and their amendments will be void. When singular changes are ratified the remaining By-Laws retain their authority.

Section 2: The effective date of new By-Laws or changes shall be the date of the announcement of the voting results.