

Naval Cryptologic Reserve Association

(Amended) BYLAWS

Approved 11 September 2009

ARTICLE I: Title and Functions

1. The Association shall be known as the **Naval Cryptologic Reserve Association (NCRA)**, a non-profit fraternal group.
2. The functions of the NCRA shall include:
 - a. Conducting an annual reunion.
 - b. Providing fraternal, social and recreational activities for members and guests.
 - c. Advocating strong U.S. Armed Forces.
 - d. Supporting efforts to preserve and strengthen the cryptologic agencies of the Department of Defense.
 - e. Preserving the history of Naval cryptology.

ARTICLE II: Membership

1. **Regular Membership:** Eligible for regular membership are those:
 - a. Members or former members of the U.S. Armed Forces who perform or performed cryptologic duties in a reserve component of the U.S. Naval Cryptologic Organization, or in direct support of that organization, and whose service is or was under honorable conditions.
 - b. U.S. Navy personnel who are serving or have served with the National Security Agency and whose service is or has been under honorable conditions.
 - c. Life members as described in paragraph 2 below.
2. **Life Membership:**
 - a. Life Membership is granted to those persons who have served as Commander, Naval Security Group Command, and Commander, Naval Security Group Reserve, their predecessor organizations, or such future organizations as may

succeed to their functions. This membership does not have a dues requirement.

- b. Life Membership is granted to those persons who have served as Force Master Chief (currently designated CNO Directed Command Master Chief) of the Naval Security Group Command, Naval Security Group Reserve, or such future organizations as may succeed to the function. This membership does not have a dues requirement.
 - c. Life Membership may also be granted to those persons who, by vote of the Board of Directors, are recognized for outstanding service to the NCRA. Such Life Memberships are limited to two per membership year. This membership does not have a dues requirement.
 - d. Life Membership may also be granted to those individuals qualifying as members. This membership does have a one time dues requirement.
3. **Social Membership:** Eligible for Social Membership are those spouses of current members or deceased personnel who were members or were qualified for membership who desire to maintain close contact with friends and wish to receive NCRA publications. Social members may not vote or hold office.
 4. **Associate Membership:** Persons who have contributed substantially to the functions of the NCRA but who do not qualify for regular membership. These memberships shall be authorized only by the Board of Directors. Associate members pay dues but do not vote or hold office in the NCRA.

ARTICLE III: Dues

1. Except as specified above in Article II.2, dues for membership shall be mandatory. The amount shall be determined by the Board of Directors at the annual Board of Directors meeting or as provided for in Article VI.4. Payment shall be on an annual basis on a date set by the Board of Directors.

ARTICLE IV: Officers

1. The officers of the NCRA shall be a President, Vice President, Secretary, and Treasurer who shall be selected at the annual membership meeting.
 - a. The President shall be the prior year's Vice President. That selection shall be ratified by the members at the annual membership meeting. No further election process is required.

- b. The Vice President shall be the person who volunteers to organize and direct the following year's reunion. That selection shall be ratified by the members at the annual membership meeting. If more than one person volunteers for that function, the position of Vice President shall be filled by a vote of the members present and eligible to vote.
2. The appointive officers shall be Merchandiser, Membership Biographer, Web Master, Historian, and Membership and Information Director. Appointive officers are not members of the Board of Directors. Elected officers and members of the Board of Directors may serve in appointive positions.

ARTICLE V: Duties of Officers

1. The President shall preside over the annual membership meeting and meetings of the Board of Directors. The President shall appoint all committees (except for the Reunion Steering Committee) and carry out functions normally expected of the CEO of an organization. The President serves one term only.
2. In addition to organizing and directing the following year's reunion, as well as appointing and chairing a Reunion Steering Committee if one is established, the Vice President shall also perform the duties of President if the President is absent or unable to perform those duties.
3. The Secretary shall:
 - a. Maintain an accurate, current membership file, prepare and mail dues statements and other correspondence, and carry out the usual duties of the secretary of an organization
 - b. Maintain all files and records of the NCRA on a long-term basis and take the minutes of the meetings of the Board of Directors, Reunion Steering Committee meetings, and the annual membership meeting.
4. The Treasurer shall collect, have charge of, and disburse all funds, sign checks, and report the financial standing of the NCRA at each annual membership meeting or when requested by the President or the Board of Directors. Accounts may be audited annually or as directed by the Board of Directors. With the exception of budgeted items, the Board of Directors must approve in advance any disbursement of funds in excess of two hundred dollars (\$200.00).
5. The Membership Biographer shall solicit and maintain a database of biographies and station listings submitted by the NCRA membership. The Membership Biographer will respond to member requests for station listings and provide the database at NCRA functions as appropriate.

6. The Merchandiser shall procure and offer for resale various NCRA merchandise. The Merchandiser shall operate from an approved budget and maintain an inventory of merchandise on hand. Monies collected shall be forwarded to the NCRA Treasurer for deposit.
7. The Web Master shall be responsible for the effective use of the World Wide Web and the Internet for collecting and distributing information in support of NCRA functions.
8. The Historian shall record significant NCRA events and gather materials about the Naval Security Group Reserve for inclusion at the Naval Security Group Command display managed by the Naval Cryptologic Veterans Association (NCVA). The historian shall also maintain oral histories of the NCRA membership and coordinate projects recommended or generated by the membership.
9. The Membership and Information Director shall be responsible for promoting NCRA membership to the Naval cryptologic reserve community as a whole and for conveying information of interest to the NCRA membership.

ARTICLE VI: Board of Directors

1. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, the immediate Past President and three (3) directors elected at the annual membership meeting.
2. Each elected director shall serve three (3) years, with the terms of office arranged such that one of the three (3) terms expires each year.
3. Regular meetings of the Board of Directors shall be held at the place of and during each annual membership meeting.
4. Between annual membership meetings, the President may obtain Board of Directors' action by mail, e-mail, conference call, or other means of communication.

ARTICLE VII: Duties of the Board of Directors

1. Transact the business of the NCRA.
2. Establish policies governing the affairs of the NCRA.
3. Provide for maintenance of records and files, proper care of materials, funds and equipment, and payment of legitimate expenses of the NCRA.
4. Select the appointive officers of the NCRA.
5. Fill any vacancies on the Board of Directors and the elected offices.

6. Approve the selection of annual membership meeting and reunion sites.
7. Determine whether financial audits shall be conducted and approve certain expenditures over \$200, as set forth in Article V.4 above.
8. Provide for and retain final authority for the approval of applications for membership.

ARTICLE VIII: Senior Advisors to the Board of Directors

1. The Senior Advisors to the Board of Directors shall consist of two (2) individuals, appointed by the Board of Directors, who will bring to the NCRA their experience in the Cryptologic community and extraordinary insight to ensure the continued success and well being of the NCRA.
2. Each Senior Advisor shall serve for a period of time as determined by the Board of Directors but for not less than two (2) years with the two terms arranged such that one position expires each year.

ARTICLE IX: Nominations

1. The Board of Directors shall function as the nominating committee for all elections. Members may submit their nominations in writing to the President at any time before the election. All nominations must have the concurring statement of the nominee, signifying willingness to serve.

ARTICLE X: Elections

1. The process for the selection of the President and Vice President is set forth in Article IV. They may not succeed themselves in those offices.
2. A Secretary and Treasurer shall be elected to two (2)-year terms. The terms of these officers shall be staggered such that at least one of these officers' terms expires each year. They may succeed themselves.
3. The Board of Directors shall serve three (3)-year terms. They may not succeed themselves. The terms of these Directors shall be staggered such that at least one of the Directors' terms expires each year.
4. Voting for the positions of Secretary, Treasurer, and Member of the Board of Directors, and of the Vice President if two or more persons volunteer for that position, shall be by written ballot at the annual membership meeting and shall be decided by a majority of the members present and eligible to vote. Ties may be resolved by lottery.

ARTICLE XI: Quorum

1. Five members of the Board of Directors shall constitute a quorum for transaction of business at any meeting of the Board of Directors.
2. The members attending the annual membership meeting at any reunion of the NCRA shall constitute a quorum for elections.

ARTICLE XII: Order of Business

1. The following format shall be used to conduct the normal order of business at all membership meetings of the NCRA:
 - a. Pledge of Allegiance
 - b. Roll call/introductions
 - c. Minutes of the previous meeting
 - d. Reports of officers
 - e. Reports of committees
 - f. Elections
 - g. Unfinished business
 - h. New/special business
 - i. Summary of current meeting minutes
 - j. Adjournment

ARTICLE XIII: Fiscal and Membership Year

1. The fiscal and membership year of the NCRA shall be the twelve-month period ending at midnight on 30 June.
2. For purposes of transition from the prior version of the NCRA bylaws, the immediate upcoming period, to begin on 1 October 2009 and to end as prescribed in (1) above in 2010, shall be construed as a "year" as the word applies to terms of office and to the NCRA operating cycle.

ARTICLE XIV: Parliamentary Authority

1. The parliamentary procedures contained in Robert's Rules of Order shall govern meetings of the NCRA in all cases to which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XV: Amendments

1. These bylaws may be amended by two-thirds of the members attending the annual membership meeting at any reunion.