

**UNIVERSITY OF SOUTHERN CALIFORNIA
NAVAL ROTC ALUMNI LEAGUE
AMENDED AND RESTATED BYLAWS
INCORPORATING FIRST AMENDMENT**

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UNIVERSITY OF SOUTHERN CALIFORNIA

NAVAL ROTC ALUMNI LEAGUE

AMENDED AND RESTATED BYLAWS INCORPORATING FIRST AMENDMENT

ARTICLE I

NAME AND PURPOSE

Section 1. The name of this organization shall be the USC Naval ROTC Alumni League of the University of Southern California (hereinafter referred to as the "League.")

Section 2. The Purpose of the League is to promote and strengthen the ties between the Alumni of the USC Naval ROTC, NROTC Midshipmen, the U.S. Naval Forces, the University of Southern California (hereinafter referred to as "USC or the "University), other organizations of the same profession and moral heritage, and as further set forth in Article II hereof.

Section 3. The Bylaws and actions of the League shall be consistent with the provisions set forth in the Constitution and Bylaws of the University. The League shall be an integrated part of the University Support Groups, and operate under the School of Policy, Planning, and Development ("SPPD").

Section 4. A Board of Directors (hereinafter referred to as the "Board") shall govern the League. The number of Directors shall be determined by the Board, but shall not exceed thirty-five, unless otherwise approved by fifty-one percent of the members attending a membership meeting,

ARTICLE II

OBJECTIVES

Section 1. Provide support for the NROTC program at the University.

Section 2. Encourage and promote members to take an active position in assisting the USC NROTC Unit Staff, Midshipmen, and the Naval Science Program.

Section 3. Encourage, promote, and establish liaison between all groups with a common interest, as set forth in Article I, Section 2 hereof.

Section 4. Give special recognition to persons or units when appropriate.

Section 5. Encourage activities for the members of the League and promote their continued fellowship.

Section 6. Encourage promotion of social and recreational programs between Midshipmen and NROTC Alumni.

Section 7. Build Naval and Alumni tradition among all Midshipmen in the NROTC.

Section 8. Collect dues and donations, and administer their use for the needs and betterment of the USC NROTC Unit and the League.

Section 9. Support the USC NROTC computer Lab.

Section 10. Support the Scholarship Endowment Program.

Section 11. Plan reunions and other social programs where appropriate.

ARTICLE III

MEMBERSHIP

Section 1. All Alumni of the USC NROTC Unit shall become Members of the League upon their commissioning.

Section 2. Special classes of membership may be established by the Board, including but not limited to the classes of membership set forth in Section 3 of this Article III. Special memberships shall be approved by not less than two-thirds of the Directors at a duly held meeting of the Board.

Section 3. Types of membership and definitions thereof:

- a. Regular Member: A graduate of the USC NROTC Unit who has satisfied the membership requirements of the League.
- b. Associate Member: A person who has not graduated from the USC NROTC Unit, and has met all other requirements established by the Board.
- c. Honorary Member: A membership that may be conferred by the Board. Said membership will have no duties or obligations.
- d. Admiral of the League: The highest honor that may be given by the League is the rank of Admiral of the League. The honor may be given only once each year. This authority of appointment shall be made by a two-thirds majority of the Board. A person receiving this honor must be a Member of the League.

Section 4. Resignation of a member or officer shall be given in writing to the Board with a specified date. No refunds shall be made relative to any funds given to the League by the resigning Member or officer.

Section 5. The following privileges shall apply to regular membership and may include certain other classes of membership as approved by the Board.

- a. Vote with full voting rights
- b. Fly the League Burgee or Banners as appropriate
- c. Receive regular mailings of “*The Log*” and other general material published by the League

ARTICLE IV

DIRECTORS AND OFFICERS

Section 1. The Board shall be composed of members in good standing of the League who shall offer voluntarily to serve as a Director of the League and member of the Board of Directors. A prospective Director shall be reviewed and approved by not less than fifty-one percent of the Executive Committee.

Section 2. The Board shall elect the following officers:

President
Senior Vice President
Vice Presidents as designated
Treasurer
Secretary
Chaplain

Section 3. Persons holding the following offices or positions shall be *Ex-officio* Members of the Board. Ex-officio Members have all privileges of regular membership except for the right to vote.

Professor of Naval Science or his designee
The USC National NROTC Representative
Dean of the SPPD or his designee
Midshipman Battalion Commander

Section 4. All officers of the League shall be elected for a term of two years, which term shall commence after induction at the annual meeting, and shall continue until their successors are elected and assume their duties. A member shall not be eligible to hold more than one office during the same term.

Section 5. Only Regular Members shall be eligible for election to office.

Section 6. A vacancy in any office shall be filled for the unexpired term by appointment by the President with the approval of not less than fifty-one percent the Board.

Section 7. The duties of the officers shall be those that are usual for such office.

Section 8. The Board shall have the authority to appoint Honorary Members to the Board, other officers of the League as they deem necessary, and specialty officers as required.

Section 9. The Board shall fix the duties and authorities of the officers and may authorize the appointment from its Directors as representatives of the League to act in such capacity as may appear to the Board necessary or desirable for the promotion of the objectives of the League.

ARTICLE V

NOMINATION, ELECTION, AND RECALL OF OFFICERS

Section 1. The Executive Committee shall select one or more Regular Member as nominee for each League office listed in ARTICLE IV, Section 2 of these Bylaws. The Committee shall secure each nominee's prior consent to serve if elected. The committee shall report to the President the names of members so nominated.

Section 2. At the next Board meeting, the President shall announce the names of the nominees to the Directors. Additional nominations for each office to be filled may be made by a petition signed by not less than ten Regular Members of the League. If no further nominations are received under this procedure, and not more than one nominee is presented for each office to be filled, the persons nominated shall be deemed elected to each office by the Board unanimously.

Section 3. If more than one nominee is presented for any office to be filled, the President shall announce the names of each nominee for that office, and thereafter conduct an election by the Board. Any candidate who receives a majority of the votes cast for that office, on the first ballot, shall be deemed elected. If no candidate receives a majority of votes cast for an office on the first ballot, the President shall conduct a second election with only the names of the two candidates receiving the highest number of votes for each unfilled office. Upon completion of the election of officers, the Secretary shall certify the results to the Board, the Professor of Naval Science, and the Dean of the SPPD.

Section 4. The Board may remove any officer for cause by two-thirds majority vote. The Board will formulate and adopt a formal procedure for the removal of any officer from office.

ARTICLE VI

DUES AND FINANCES

Section 1. League objectives shall be financed by any combination of League annual dues, income producing activities, and donations accepted and approved by the Board and the Professor of Naval Science.

Section 2. There shall be no entrance fee.

Section 3. League dues shall be voluntary. The Board shall determine the amount of dues each Member should donate each year to remain in good standing. Dues will be collected annually and shall be paid on a calendar year basis.

Section 4. The fiscal year of the League shall coincide with the fiscal year of the SPPD.

Section 5. The Board shall approve all expenditures and commitments of League funds. Budgeted expenditures under fifteen hundred dollars (\$1500.00) may be approved by a majority of the Executive Committee.

Section 6. The Treasurer shall receive and deposit dues, donations and meeting and annual luncheon monies, report to the Board the status of dues and donations received by the League, and coordinate his activities with the Vice President of Finance.

Section 7. Interest income earned from the League Scholarship Endowment account (98-2330-4296) shall be paid to the League Scholarship Endowment Spendable Account (28-2330-4296) in accordance with the policy and procedures of the University of Southern California.

Section 8. The Vice President of Finance shall report the financial condition of the League to the Board, exercise guidance in financial matters, and coordinate reports with the SPPD.

Section 9. The Board may appoint a Finance Committee to work with the Vice President of Finance relative to League financial affairs. The Vice President of Finance shall be the Chairman of the Committee. The Finance Committee shall prepare the annual budget for submittal to the Board for approval.

Section 10. All donations, special funds and gifts from members, unless designated by the donor for the Scholarship Gift Account or the Scholarship Endowment Account (98-2330-4296), shall be deposited in the League Dues and Donations Account (22-2330-5506) for use in accordance with the annual budget.

Section 11. Requests for an expenditure of funds from the League shall be submitted in writing not less than ten days prior to a Board meeting and upon approval by the Board, shall be submitted in writing to the SPPD via the Professor of Naval Science.

Section 12. Approval of expenditures from the League Dues and Donations account (22-2330-5506) shall expire automatically as of the immediately following Board meeting, unless otherwise approved or extended by the Board.

ARTICLE VII

MANAGEMENT

Section 1. The direction and management of the League shall be vested in the Board subject to the authority and approval of the SPPD.

Section 2. The Board may appoint one or more special committees it deems necessary in the management of the League.

Section 3. Subject to the approval of the Board, the President may appoint a Judge Advocate who shall be the legal advisor to the League.

Section 4. To obtain Board approval of any emergency item of business, the President shall make personal contact with not less than twelve Directors, who are Regular Members, and obtain approval of a majority of the Directors contacted. The President shall submit a written report to all Directors before the next Board meeting.

Section 5. A system of record keeping and a directory of all graduating USC NROTC Alumni shall be maintained. If possible, the directory should be made part of the University's records. The records shall be updated regularly during the year with the support of the University Alumni Development Office computer records. All information in the records and lists is confidential and may not be used for any commercial purpose.

Section 6. The League shall be non-partisan.

Section 7. The NROTC Unit Burgee or other flags shall be of proper design and colors as approved by the Board.

Section 8. The Board shall be responsible for printing and publishing a proper newsletter.

Section 9. The League may maintain membership in other organizations as approved by the Board.

ARTICLE VIII

MEETINGS

Section 1. Upon the call of the President, or in his absence, the Senior Vice President, there shall be a Board of Directors meeting at least once a year. A quorum shall consist of five Directors present at a Board meeting. In addition to the annual meeting, other Board meetings may be held each year upon the call of the President.

Section 2. The Executive Committee shall hold meetings as deemed necessary by the President. The President shall act as Chairman.

Section 3. The Secretary shall give thirty days written notice of Board meetings to all Directors, the Professor of Naval Science and the SPPD. The Secretary shall give thirty days written notice of scheduled Executive Committee meetings. All notices shall state the date, time, place, and purpose of the meeting.

Section 4. The President shall prepare an agenda for all meetings. Directors and Members must submit agenda items at least five days before any meeting.

Section 5. The Secretary shall send a copy of the minutes of all meetings to all Directors, the Professor of Naval Science and the SPPD within 30 days after each meeting.

Section 6. All meetings of the League shall be conducted in accordance with "Robert's Rules of Order," except as in matters expressly provided in these Bylaws, or University policy.

ARTICLE IX

COMMITTEES

Section 1. The President shall appoint standing committees as deemed necessary for the effective administration of the League. These may include, but are not limited to: Program, Membership, Awards, Finance, Nominating, Public Information, Luncheon, Special Events, Special Projects, History, Heritage, National NROTC Development, Newsletter, Scholarship Endowment, and Special Funding.

Section 2. There shall be an Executive Committee that shall consist of the President, Senior Vice President, Secretary, Vice President of Finance and such other officers as the President may appoint. A quorum shall consist of three officers.

Section 3. The Nominating Committee shall consist of at least three Members, including the three most recent Past Presidents of the League, who are willing to serve.

Section 4. The President shall appoint such other ad-hoc committee as are from time to time deemed necessary by the Board.

ARTICLE X

DECADE ORGANIZATION

Section 1. To provide for the perpetuation of the League, Decade groups shall be established within the League.

Section 2. Decade Groups shall comply with the objectives of these Bylaws.

Section 3. Decade Groups shall include all commissioned NROTC officers who were commissioned at the University of Southern California based on the following years:

40's Decade	1940 through 1949
50's Decade	1950 through 1959
60's Decade	1960 through 1969
70's Decade	1970 through 1979
80's Decade	1980 through 1989
90's Decade	1990 through 1999
00's Decade	2000 through 2009
10's Decade	2010 through 2019
etc.	

Section 4. Each Regular Member of the League shall be a member of a Decade Group as determined by the date of their commissioning.

Section 5. Each Decade Group shall provide support for the active USC NROTC program and will promote social and recreational activities for its members. Each Decade Group shall have a Decade Chairman and Vice Chairman. Each Decade Chairman shall appoint a Liaison Officer for each class of his Decade Group.

Section 6. Responsibilities of the Decade Chairman:

- a. Serve as a Director on the Board
- b. Provide a common contact for the Liaison Officers and members of his Decade Group
- c. Organize his Decade Group and develop common interests
- d. Be responsible for liaison with the Executive Committee concerning his Decade Group
- e. Maintain a list of decade members
- f. Establish committees for support of the NROTC active unit and relevant activities
- g. Find "lost" members
- h. Organize Decade Group luncheons and events.

Section 7. To assist the Decade Chairman in the performance of their responsibilities, the Board will provide the following:

- a. Provide the latest University mailing lists and mailing labels available upon request. Mailing lists are confidential and shall be maintained in privacy and safekeeping by all members.
- b. Prepare, organize, print and mail “*The Log*” newsletter and provide space for each Decade Chairman to submit articles of interest, notices and information.

Section 8. Considerations:

- a. Members' degree dates may not coincide with commissioned dates. A members' commissioning date shall establish his membership in the applicable Decade Group.
- b. Decade Chairmen shall coordinate their mailing lists with the Vice President of Membership.
- c. All Decade Chairmen and Vice Chairmen shall be listed in the League newsletter with the appropriate decade indicated.
- d. The Board may appoint an affiliate member as a member of a Decade Group.

ARTICLE XI

SCHOLARSHIP ENDOWMENT PROGRAM

Section 1. The purpose of the Scholarship Endowment Program is to provide scholarships for Midshipmen currently admitted and/or enrolled in the USC NROTC Program.

Section 2. As a representative of the Board, the Scholarship Endowment Committee (“SEC”) shall be created to establish a plan of administration for the operation of the Scholarship Endowment Program. The SEC shall also form any committees or support groups if deems necessary for the promotion and awarding of funds.

- a. The SEC shall consist of three regular Members serving as Directors. The President shall appoint the members of the SEC and designate one of them as Chairman. The members shall serve for a term of three years, with one member being appointed annually to provide continuity. A member may serve for more than one term. A quorum shall consist of a majority of the committee. The SEC shall meet semiannually.
- b. Revisions to the plan of administration shall be initiated only by members of the SEC, subject to final approval of the Executive Committee.

Section 3. All funds given to the University for League scholarship endowment shall be placed in the League Scholarship Endowment Account (98-2330-4296) established as a separate account within the USC endowment pool. Distributive income from the USC endowment pool shall be placed in the League Scholarship Spendable Account (28-2330-4296) from which scholarship awards are to be funded.

Section 4. The funds in the League Scholarship Spendable Account (28-2330-4296) shall be under the control of the Professor of Naval Science, subject to the direction of the Scholarship Operating Committee (“SOC”) comprised of the following: three regular Members serving as Directors, appointed by the President, and one representative from the SPPD. The four members of the SOC will have full voting powers. The three regular Members of the SOC shall serve for a term of three years, with one member being appointed annually to provide continuity. A simple majority vote (3 out of 4) of the committee members shall be required for approval of all scholarship and expense funding. The Professor of Naval Science shall recommend scholarship candidates in an advisory role to the committee but shall have no voting authority.

- a. The authority of the SOC includes, but is not limited to, selection of scholarship recipients, determination of the amount of scholarship awards, determination of any conditions placed on scholarship awards, determination of what expenses may be funded, and any other matter related to the use and operation of the account, and administration of any USC NROTC scholarship funds that may arise in the future.
- b. The SOC shall elect a chairman annually who is one of the three regular Members serving as Directors. If the SOC cannot reach a majority decision, the matter will be referred to the Executive Committee for a selection by a majority vote.
- c. The SOC will meet, at the request of the Professor of Naval Science, a minimum of twice annually in order to timely select candidates for the Spring and Fall semesters; provided, however, that funds are available and candidates have been nominated and submitted in sufficient time for the SOC to make an evaluation.
- d. The awarding of scholarships shall be based on the following criteria:
 - (1) Recommendation of the Professor of Naval Science
 - (2) Academically accepted by the University
 - (3) Sworn into the United States Navy
 - (4) Maintain acceptable academic standing
 - (5) Maintain membership in the USC NROTC Program
 - (6) Preference given based on financial need
 - (7) Awards granted on a semester to semester basis

The SOC may terminate a scholarship if the above criteria are not maintained at all times.

- e. Funds from the League Scholarship Spendable Account (28-2330-4296) may be used to pay for the following expenses: Tuition, books, fees, room/board allowance and other items the SOC may approve from time to time.
- f. The SOC will host a luncheon as soon as reasonable after selection of candidates for scholarship awards. The SOC will host as guests the scholarship recipients, donors to the fund, and other appropriate involved parties. The funding of the award ceremony guests will be considered an allowable expense payable from the League Scholarship Spendable Account (28-2330-4296). League members will be very welcome but at their own expense for lunch. Publication of the event will be through the Log and also the Calendar of Events of the Board.

Section 5. The University will provide and maintain transaction operations, overall investment management, and financial reporting for the League Scholarship Endowment Account (98-2330-4296) through the USC endowment pool. The distribution of income into the League Scholarship Spendable Account (28-2330-4296) will be at the University's annual payout rate for endowments. The University will provide six copies of an annual report and/or periodic reports that may be requested from time to time, to the President.

Section 6. In the event the USC Naval ROTC unit is disbanded, the funds in the League Scholarship Endowment Account (28-2330-4296) shall revert to Reserve Officer Training Corps programs currently active on the USC campus, military research and/or other activities determined by the Board, if the League is in existence at that time.

ARTICLE XII

AWARDS

Section 1. The following awards may be made annually, subject to the availability of funds:

- a. USC Naval ROTC Alumni League award of one officer's sword to a deserving midshipman nominated by the Professor of Naval Science and approved by the Board.
- b. USC Naval ROTC Alumni League award of one officer's sword to the Drill Team Commander.
- c. The Captain William McGonagle Scholarship award to a deserving Midshipman nominated by the Professor of Naval Science and paid out of the League Scholarship Spendable account (28-2330-4296).
- d. League Endowed Scholarship awards to deserving Midshipmen nominated by the Professor of Naval Science and approved by the LEAGUE Scholarship Operating Committee (awarded on a semester by semester basis).

ARTICLE XIII

LIAISON

Section 1. Close liaison shall be maintained with the Professor of Naval Science and the SPPD.

Section 2. When practical, liaison shall be established and maintained with all senior officers of the Navy Department, including, but not limited to:

- a. Secretary of the Navy (SECNAV)
- b. Assistant Secretary of the Navy for manpower and reserves.
- c. Chief of Naval Operations (CNO)
- d. Commandant of the Marine Corps
- e. Chief of Naval Education and Training (CNET)

ARTICLE XIV

UNIVERSITY FINANCIAL SUPPORT

Section 1. The Board shall set a fair and equitable policy and plan to support the USC Naval ROTC. Said policy and plan shall be based on overall University policy and the ability of the League to support the plan.

Section 2. Major fund raising other than by members of the league and associated groups are subject to the approval of the Dean of SPPD. The Dean shall be informed of all plans for fund raising prior to any activities to raise funds.

ARTICLE XV

MISCELLANEOUS PROVISIONS

Section 1. No part of the net earnings of the League shall inure to the benefit of any Member of the League. No part of the activities of the League shall be for purposes of propaganda, and the League shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign of any candidate for public office.

Section 2. Upon dissolution of the League, the assets remaining after payment of all debts of the League shall be deposited in the League Scholarship Endowment account (98-2330-4296).

Section 3. All mailings and/or publications of the League are for the sole purposes of the USC Naval ROTC. No commercial use shall be allowed.

ARTICLE XVI

AMENDMENT

Section 1. These Bylaws may be amended by a two-thirds majority of the Board at any duly held meeting of the Directors.

Section 2. A copy of any changes in these Bylaws shall be sent to the Dean of SPPD and the Professor of Naval Science.

ARTICLE XVII

APPROVAL

Section 1. These Bylaws and any amendments thereto must be approved by a two-thirds majority of the Board at any duly held meeting of the Directors and shall become effective only upon approval of USC SPPD.

Adopted, this date, 18 May 2004, by the USC Naval ROTC Alumni League

President

Secretary

Approved, this date _____, by the USC SPPD.

Dean

UNIVERSITY OF SOUTHERN CALIFORNIA
NAVAL ROTC ALUMNI LEAGUE

FIRST AMENDMENT TO THE
AMENDED AND RESTATED BYLAWS

1. Section 10 of Article IV, Directors and Officers, is hereby deleted.
2. Section 5 of Article VI, Dues and Finances, is hereby amended by deleting the second sentence thereof.
3. Section 1 of Article VIII, Meetings, is hereby amended by deleting the word, “twelve” at the beginning of line three and substituting the word “five” in lieu thereof.
4. Section 1 of Article IX, Committees, is hereby amended as follows:
 - a. Renumber Section 2 as Section 3
 - b. Renumber Section 3 as Section 4
 - c. Add as the new Section 2 the following:

“Section 2. There shall be an Executive Committee that shall consist of the President, Senior Vice President, Secretary, Vice President of Finance and such other officers as the President may appoint. A quorum shall consist of three officers.”

Adopted this date, 3 April 2008, by the USC Naval ROTC Alumni League.

CAPT Paul Alwine, SC, USN (Ret)
President

CAPT Ronald Bartholomew, USN (Ret)
Secretary

Approved, this date _____, by the University of Southern California
School of Policy, Planning and Development.

Col Alvah Ingersoll III USMC
Professor of Naval Science

Jack H. Knott
Dean of SPPD