

NATIONAL MONTFORD POINT MARINE  
ASSOCIATION, INC

**AUXILIARY**



**CONSTITUTION & BYLAWS**

*(Revised 19 August 2022)*

## AMENDMENT REVISIONS LOG

<u>Login Date</u>		<u>Article Number</u>	<u>Section Number</u>	<u>Page Number</u>	<u>Amendment #/ Date Approved</u>
<b>1</b>	8 Sept 2018	Appendix C & D		45 & 46	Resolution 1-2018
<b>2</b>	8 Sept 2018	Eight	8.1	29	Resolution 3-2018
<b>3</b>	8 Sept 2018	Two	2.19 (b)	19	Resolution 4-2018
<b>4</b>	8 Sept 2018	Two	2.8 (a)	11	Resolution 10-2018
<b>5</b>	8 Sept 2018	Six	6.2 (d)	26	Resolution 11-2018
<b>6</b>	8 Sept 2018	Two	2.6	10	Resolution 12-2018
<b>7</b>	8 Sept 2018	Twelve	12.5 (b)	36	Resolution 13-2018
<b>8</b>	8 Sept 2018	Six	6.1 (a)	25	Resolution 17-2018
<b>9</b>	8 Sept 2018	Six	6.2 (a)	25	Resolution 18-2018
<b>10</b>	2 April 2019	Four	4.5	24	Resolution 1-2019
<b>11</b>	2 April 2019	Eight	8.1	30	Resolution 2-2019
<b>12</b>	2 April 2019	Six	6.2 (d)	26	Resolution 3-2019
<b>13</b>	2 April 2019	Twelve	12.1 (a)	35	Resolution 4-2019
<b>14</b>	2 April 2019	Eight	8.2	31	Resolution 5-2019
<b>15</b>	3 March 2020	Six	6.1 (a)	25	Resolution 3 – 2020
<b>16</b>	3 March 2020	Twelve	12.1	35	Resolution 5 – 2020

17	3 March 2020	Nine	9.1 (f)	32	Resolution 6 – 2020 (Deleted)
18	17 July 2021	Six	6.1 (a)	25	Resolution 1 – 2021
19	17 July 2021	Nine	9.1 (f)	32	Resolution 2 – 2021
20	19 August 2022	Six	6.2 (b)	26	Resolution 1-2022 (Deleted)
21	19 August 2022	Eight	8.2 (b)	31	Resolution 2 - 2022

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**PREAMBLE OF THE  
NATIONAL MONTFORD POINT MARINE ASSOCIATION**

In the name of the beneficent God of all, we who have honorably served, or are now honorably serving our country in the United States Armed Forces for the common good of this nation and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Armed Forces, to protect and advance the welfare of wounded and disabled veterans and their dependents, and for the further purposes set forth here-in-after, do solemnly and firmly associate ourselves together in a non-profit corporation known as the “Montford Point Marine Association, Inc.” and establish and ordain these Bylaws”.

**PREAMBLE OF THE NATIONAL AUXILIARY**

We, the members of the National Montford Point Marine Association Inc. Auxiliary, having a keen sense of responsibility, being true Americans, and keeping in mind the Preamble of the Association, band together to aid, assist, and promote all matters pertaining to the welfare, social and patriotic work for the benefit of the Association, members and their families. We associate and declare these principles to be the foundation and the Preamble to the Constitution and Bylaws of the National Montford Point Marine Association Inc. Auxiliary. **(Amended- July 2016)**

**HISTORY OF THE NATIONAL AUXILIARY**

The Montford Point Marine Association was originated as a veteran’s organization in Philadelphia, Pennsylvania in 1965. During the Washington, DC convention of 1970, Marine Gilbert “Hashmark” Johnson addressed the session and stated, “We need a Ladies Auxiliary to add strength and prestige to our organization.” At the conclusion of Hashmark Johnson’s remarks, he received a standing ovation from the floor. A motion was passed and accepted.

At the National Convention of the Montford Point Marine Association in August 1971, held in New Orleans, Mr. Jack Loving of Boston was asked by the associations’ President to organize an Auxiliary. Mrs. Almita Woods of North Carolina was selected to act as moderator.

When the National Convention of the Montford Point Marine Association met in Cleveland, Ohio in August 1973, the National Ladies Auxiliary was formed. Mrs. Willie Mae Hill of the Philadelphia Chapter was elected the first National Auxiliary President of the Ladies Auxiliary. Twenty-eight ladies were present at the convention. This number included representatives of local Chapters from Camp Lejeune, NC; Washington, DC; Philadelphia, PA and Chicago, IL.

At the 51<sup>st</sup> National Convention of the Montford Point Marine Association in July 2016, it was voted by Resolution that the word “Ladies” be removed from Auxiliary. Henceforth, “MPMA Ladies Auxiliary” will be known as the “MPMA Auxiliary.”

See Appendix A. (Chronological History of National Auxiliary – cont’d)

## **GOALS, OBJECTIVES AND THEME**

### **GOALS:**

1. To establish an Auxiliary wherever a Montford Point Marine Association Chapter exists.
2. To develop and implement realistic community action programs in coordination with the Montford Point Marine Association and the Auxiliary.
3. To support in both letter and spirit the goals established by the Montford Point Marine Association and the Auxiliary.
4. To promote unity, companionship and respect among the members of the Montford Point Marine Association and Auxiliary.
5. To donate annually to the United Negro College fund, Sickle Cell Anemia and the Cancer Awareness Association.

### **OBJECTIVES:**

1. To increase Auxiliary membership.
2. To assist veterans, service members, and service their families within the limits of available assets.
3. To work within local communities and support civic organizations whenever possible.

### **THEME:**

FOREVER FORWARD...WORKING TOGETHER WORKS



## ARTICLE ONE: GENERAL

### Section 1.1 - Organization

*The National Montford Point Marine Association (NMPMA). Amended items are approved and ascertained from the NMPMA's Bylaws, revised 29 July 2018. The constituted bodies of the National Auxiliary shall be as follows-*

- a) The national organization shall be the National Montford Point Marine Association Auxiliary.
- b) Subordinate organizations located within the United States, its territories or on foreign soil, shall be identified as local Auxiliaries.
- c) The Association recognizes and adopts the Association's Auxiliary as the official NMPMA Inc. Auxiliary of the Association. **(NMPMA, Amended - July 2016)**

### Section 1.2 - Policy

- a) The governing body of the Auxiliary shall be vested always in its membership functioning through delegates at all National Conventions. Executive and administrative powers only will be delegated to its Executive Council. **(NMPMA, Amended - July 2010)**
- b) Nothing in the preceding section shall prohibit the Auxiliary or any subdivision thereof, from participating in the political issues affecting the welfare of the United States Marine Corps, the national security of our nation, or any veteran's claims for justice arising from service in the Armed Forces of the United States of America. **(NMPMA Amended - July 2010)**

### Section 1.3 - Official Seal and Logo

The NMPMA Auxiliary - The official Logo and seal of the Auxiliary shall be round in size, with word AUXILIARY at the top, containing three stars at three points, with the emblem of the United States Marine Corps and the letters NMPMA included on red, gold and blue background. **(See Appendix E) (NMPMA Amended - July 2016)**

### Section 1.4 - Official Flag

- a) The National Flag of the Auxiliary shall have a white background, gold fringes on three sides, with the words NATIONAL MONTFORD POINT MARINE ASSOC. at the top and the word AUXILIARY at the bottom. The Auxiliary's official seal and logo is in the center of the flag. This official flag will hang at every convention. **(See Appendix F)**
- b) The official seal and logo of the Association and Auxiliary is registered with the United States Marine Corps trademark office. They shall not be used in any manner without

prior written approval of the Association's National Executive Council. **(NMPMA Amended- July 2016)**

## ARTICLE TWO: NATIONAL CONVENTION

### Section 2.1 - Authority

The policy-making body of the NMPMA Auxiliary shall be vested in the National convention composed of properly registered and approved delegates in good standing.

### Section 2.2 – Meeting

The National Convention shall convene once each calendar year during the month of July or August, unless prevented by a national emergency, an unpreventable cause or whatever the National Montford Point Marine Association approves.

### Section 2.3 - Time and Place

The time and place shall be decided by the delegates present and majority vote at a National Convention two (2) years in advance.” To be decided by the National Montford Point Marine Association. **(NMPMA Amended- July 2014)**

### Section 2.4 – Procedure

Prior to the convening of each National Convention, the National Association President and National Executive Council members shall determine and establish the sequence of events and procedures with which the business of the Convention shall be conducted. **(NMPMA, Amended- July 2014)**

There will be a passing of the torch for all out-going officers for local and national auxiliaries. This will help in accountability of records, help with the transitioning of positions and update incoming officers on Auxiliary prior and current business. The passing of the torch will take place during the convention ceremony of the installation of the newly elected and appointed officers. **(NMPMA Amended – July 2016)**

### Section 2.5 - Robert's Rules of Order

These Bylaws and the more recent edition of Robert's revised Rules of Order shall govern the procedures and conduct of each National Convention, where applicable and where it is not inconsistent with these Bylaws. **(Revised: July 1985)**

### Section 2.6 - Credentials - Delegates, Alternates and Members

- a) Members desiring to attend the business sessions of the National Convention and Spring Council must possess a valid membership card. Delegates and Alternates must be

registered with and approved by the Credentials Committee. (NMPMA, Amended- July 2014)

- b) Delegates and/or Alternates shall be determined based on providing a membership roster of members in “good financial standing” on record according to the National Financial Secretary by June 30th, preceding each National Convention (**Amended- July 2018**)
- c) The allowable representation shall be as following:

- One vote per five members
- Two votes per 8 to 12 members
- Three votes per 13 to 17 members
- Four votes per 18 to 22 members
- Five votes per 23 to 27 members
- Six votes per 28 to 32 members

More than 32 members will have one vote for each ten members thereafter. Example- Auxiliary with 80 members will have 11 votes; 32 members = 6.0 votes/48 divided by 10 =4.8  
+ 4.8 votes  
=11.0 (round up 5 and over/round down under

5)

- d) Should an Auxiliary be in default of payment of funds or dues to the National Auxiliary as of July 1st, prior to a National Convention, such fact shall be reported by the National Financial Secretary to the affected Auxiliary and to the National Auxiliary Convention Credentials Committee.
- e) The credentials of that Auxiliary's delegate or alternate shall not be approved unless settlement is made by the Auxiliary's delegate at the convention site in cash. (**NMPMA, Amended- July 2016**)

## Section 2.7 - Registration

- a) All approved and certified delegates, alternates, members and guest will receive from the Convention Committee a convention program and activities admittance tickets upon payment of the amount indicated on the convention activities ticket.
- b) Should a member's credentials as an Auxiliary delegate or alternate be challenged by the Credentials Committee, the Auxiliary’s President (or duly appointed representative in the absence of the member's Auxiliary President) may authenticate the credentials of the member in question. (**NMPMA, Amended- July 2016**)
- c) Affiliates or members-at-large shall be properly registered and possess the proper credentials to vote, according to Article Two, Section 2.6.

## Section 2.8 - Voting

- a) A majority of those delegates present, and voting will carry any measure or decide any issue, except as otherwise provided in these Bylaws. The names of delegates must be submitted to the National Sergeant-at-Arms by June 1 on voting year. If the Sergeant-of-Arms is unavailable to receive delegate names, a temporary replacement must be appointed by agreement of members in order to complete this task before June 1 of the voting year. The approval will occur at Spring Council by agreement of members in attendance. **(NMPMA Amended July 2018)**
- b) A delegate, or alternate in the absence of a delegate at the time of voting, may on behalf of registered and approved absent delegates, cast the vote of the Chapter **(NMPMA, Amended- July 2016)**
- c) A roll call vote may be required and recorded upon the request of any ten (10) registered and approved delegates. **(NMPMA, Amended- July 2016)**
- d) An Auxiliary President, being a registered and approved delegate (or her registered and approved alternate in the Auxiliary president's absence) may cast the full voting strength of the Auxiliary, subject to the rule of and in the manner specified by the registered and approved delegates present from the Auxiliary.
- e) In the event of a challenge on the stated vote of any Auxiliary by a registered and approved delegate from that Auxiliary, roll call of that Auxiliary shall be made. Each Auxiliary delegate shall rise and be identified as an approved delegate before casting the auxiliary's vote.

## Section 2.9 - Bids for the National Convention

*(Note- This section will work in conjunction with Convention SOP guidelines)*

## Section 2.10 - Election of National Officers

- a) National Officers shall be elected on a two-year interval during the National Convention. Offices up for election are:

### National Elected Positions

President	Treasurer
Vice President	Chaplain
Recording Secretary	Public Relations
Financial Secretary	Sergeant-at-Arms

- b) Special appointees as deemed necessary by the National Auxiliary President (NMPMA Amended- July 2014)

National Auxiliary Presidential Appointees

Ceremonial Director	
Deputy Coordinator Support Officer	Parliamentarian
Historian	Quartermaster
Liaison Officer	Special Projects Officer
Regional Vice Presidents	Veterans Affairs

Section 2.11 - Duties of Officers

- a) National Auxiliary President
- i) The National Auxiliary President (NAP) shall guide the Auxiliaries in establishing its polices, philosophies and objectives while maintaining and strengthening the Auxiliary's professional and financial base of support in coordination with the NMPMA Auxiliary Executive Council and National Business Office.
  - ii) The NAP shall preside at all meetings of the National Auxiliary. She/he shall be chairperson of the Executive Council and an ex-officio member of all committees except the nominating and auditing committees. The NAP shall call meetings, be responsible for all National Auxiliary matters, maintain liaison with the Regional Auxiliaries, be in consultation with Executive Council, allocate appointments of all committee chairpersons and assume all other administrative duties associated with her/his office.
  - iii) The NAP shall annually present a written report at the Spring Council meeting, "State of the Auxiliary," to include proposed NMPMA Auxiliary programs for the forthcoming fiscal year.
- b) National Auxiliary Vice President
- i) The National Auxiliary Vice President (NAVP) shall support and aid the National Auxiliary President in the implementation of NMPMA Auxiliary policies and objectives and direct the growth of the Auxiliaries through the preparation of a National Auxiliary Roster. Other related duties as directed by Auxiliary President.
  - ii) The NAVP shall in the absence of the Auxiliary President, preside over all meetings and shall serve as the Executive Director of the National Regional Vice Presidents.
  - iii) Chairperson of the Ways and Means Committee and the Membership Committee.

- c) Senior Regional Auxiliary Vice-President
  - i) The region having the largest membership registered at the National Headquarters shall be designated as the Senior Regional Vice President. Other related duties as directed by Auxiliary President.
  - ii) Shall be the second in line of succession of the office of the National Auxiliary President.
  - iii) Receive reports from the Regional Vice Presidents and submit the reports to the National Auxiliary President prior to the convening of the National Convention.
- d) National Auxiliary Regional Vice Presidents
  - i) National Auxiliary Regional Vice Presidents (NARVPs) of the National Auxiliary shall support and aid all local Association Auxiliaries in the formulation and implementation of the NMPMA Auxiliary's policies and objectives.
  - ii) NARVPs will review the National Auxiliary President's State of the Auxiliary report for areas that she/he may assist in designing, implementing and/or managing, or for areas that may be redefined and refined for the local Auxiliaries use or implementation.
  - iii) NARVPs should be able to generate ideas, as well as help keep local Auxiliaries alive and strong.
  - iv) NARVPs shall be responsible for organizing Regional Auxiliaries to effectively promote the growth and ensure the success of the Auxiliary. NARVPs shall be assigned additional duties by the Auxiliary President as necessary.
- e) National Auxiliary Treasurer
  - i) Receive all monies received from any source from the National Financial Secretary.
  - ii) Give receipts for money received on behalf of the National Auxiliary.
  - iii) Maintain a bank account in the name of the National Auxiliary.
  - iv) Keep a correct account of all monies in his possession.
  - v) Present at each meeting of the National Auxiliary and Executive Council a correct Treasurer's Report.

- vi) At such times as the Auxiliary President, Executive Council of National Auxiliary directs, present for examination all books, papers, vouchers and other documents or writings that may be necessary to his office.
  - vii) Immediately deliver all books, papers and other property in her/his possession and belonging to the National Auxiliary to her/his successor in office or whosoever the National Auxiliary appoints.
  - viii) Present a final report to the general membership at the termination of his tenure in office.
  - ix) Post bond in the amount to be determined by the Executive Council. The cost of the bond will be paid by the National Auxiliary.
- f) National Auxiliary Financial Secretary
- i) Receive all monies remitted to the National Auxiliary from any and every source. NFS shall be required to maintain complete, accurate and current records of dues paid by each member; prepare and issue membership cards, life membership certificates; and maintain appropriate books of all financial transactions of the Auxiliary in accordance with generally accepted accounting practices. She shall receive, examine and verify all bills, invoices and other evidence of indebtedness and authorize payment of same.
  - ii) The NAFS shall present at each meeting of the Auxiliary and Executive Council a correct financial report.
  - iii) NAFS shall at such time as the President, Executive Council or Auxiliary directs present for examination all books, papers, vouchers and other documents or writings that may be necessary to her office.
  - iv) NAFS shall immediately deliver all books, papers and other property in her possession and belonging to the Auxiliary to her successor in office or whosoever the Auxiliary President appoints. She shall present a final report to the general membership at the termination of her tenure in office.
  - v) The NAFS shall be bonded in an amount to be determined by the Executive Council, with the cost of such bond to be paid by the Auxiliary.
  - vi) The NAFS shall preside over all National Finance Committee meetings. It shall be the responsibility of the Finance Committee to prepare an annual budget and present such budget to the National Executive Council at their annual meeting.
- g) National Auxiliary Recording Secretary

- i) The National Auxiliary Recording Secretary (NARS) shall be responsible for recording minutes of the meeting of the Auxiliary and the Executive Council; maintaining an up-to-date mailing list of all members of the local Auxiliaries; maintaining all correspondence subject to the approval of the National Auxiliary President and presenting all communications to the Auxiliary President. NARS must first record such communications in the Minutes Book when directed to do so. NARS shall have custody of the Bylaws and all other records and documents of the Auxiliary.
  - ii) Record complete and accurate Minutes of all meetings of the National Auxiliary and Executive Council. Minutes shall include the date, time and place of the meeting; roll call and decisions made, or actions taken.
  - iii) For all expedient and practical purposes, ensure the Minutes of each National Executive Meeting be made available to all members of that meeting NLT 30 days after meeting completion.
  - iv) Manage all correspondence, subject to the approval of the National Auxiliary President.
  - v) Present all communications to the National Auxiliary, first recording such communications to the Minutes Book when directed to do so.
  - vi) Maintain a current and accurate mailing list and contact information of all members of the National Auxiliary.
  - vii) Have custody of the National Auxiliary's Articles of Incorporation, National Bylaws and all other records and documents of the National Auxiliary.
  - viii) At the expiration of term of office, submit to her/his successor the Minutes Book, all papers, documents, records and all property of the National Auxiliary in her/his care. (NMPMA, Amended- August 2015)
- h) National Auxiliary Sergeant-at-Arms
- i) The Sergeant-at-Arms (NSA) shall ensure order at Auxiliary meetings and during conventions by enforcing the orders of the Auxiliary President and National Council, collecting fines for disruptive behavior. Additionally, the NSA shall be responsible for flags, paperwork, meeting room setup/cleanup and ceremonial equipment of the Auxiliary; as well, will act as the Auxiliary's official greeter at all meetings.
- i) National Auxiliary Public Relations Officer
- i) The Position of National Auxiliary Public Relation Officer (NAPRO) is one that requires some formal or informal background or experience in either Public Relations/Affairs or Media Relations. It is desired that the individual elected should



have a working knowledge of media operations, publication design and distribution and Web design and maintenance.

- ii) The Auxiliary NPRO will promote and organize an effective public relations campaign to enhance the public image of the Auxiliary.
- iii) The Auxiliary NPRO will create public awareness of the Auxiliary's goals, vision, mission, and purpose.
- iv) The Auxiliary NPRO will stimulate communications and develop a good public image with the general-public, national media, the membership, other veteran organizations, the Marine Corps, governmental bodies and committees.
- v) The Auxiliary NPRO will supervise and direct the production and distribution, (on a quarterly basis) of the Auxiliary's national newsletter, The Montford Pointer. The newsletter will include, as available, editorials from Executive Council members, Marine Corps, other Department of Defense leaderships, and interested authors with information that may be significant to the Association, as well as information on upcoming events, benefits or other information relevant to the Association's membership. **(NMPMA, Amended- July 2010)**
- vi) The Auxiliary NPRO will supervise and direct the update and maintenance of the Auxiliary's Website so that all information remains as current as possible and the Auxiliary's image, vision and purpose are accurately and professionally reflected. The Auxiliary NPRO will also be responsible for content of the site and will make liaison with individuals and sites associated with the National Website. **(NMPMA, Amended- July 2004)**

j) National Auxiliary Historian

- i) The National Auxiliary Historian shall maintain the history and accomplishments of the National Auxiliary and its members through the compilation of photographs, news clippings, the recording of pertinent minutes and the updating of the Auxiliary's historical library.

k) National Auxiliary Chaplain

- i) The National Auxiliary Chaplain shall promote a moral and just climate within the Auxiliary by guiding and conducting spiritual activities of the Auxiliary. The Chaplain shall lead opening and closing prayer/benedictions. She/he shall be responsible for memorial plaques. The Chaplain shall supervise, advise and prepare, spiritual guidelines for the local Auxiliary chaplains.

l) National Auxiliary Ceremonial Director

- i) The Auxiliary Ceremonial Director shall maintain the correct appearance and standardization of ceremonial rites among all NMPMA Auxiliaries.
- ii) The Auxiliary Ceremonial Director shall ensure standardization of both the appearance and ceremonial rituals of the Auxiliary by establishing and authorizing guidelines (dress codes, ceremonials, etc.). Other related duties as directed by Auxiliary President.

Official National Auxiliary Uniform

<u>FEMALE</u>	<u>MALE</u>
Navy Blue Suit (Pants or Skirt)	Navy Blue Suit
Flesh Colored Hose	Black Socks
White Gloves	White Gloves
White Pearl One-Strand Necklace (12-13 mm)	Black Shoes
Navy Blue or Black Shoes	White Shirt with Collar
White Blouse with Collar	Navy Tie
White Pearl Stud Earrings	Official Uniform Cover (Logo shall be worn appropriately)
Official Uniform Cover (Logo shall be worn appropriately)	

m) National Auxiliary Quartermaster

- i) The National Auxiliary Quartermaster (NAQ) shall maintain National Auxiliary's inventory and control of all National Auxiliary items for sale.
- ii) The NAQ shall present at each meeting of the National Auxiliary and Executive Council a correct financial inventory report.
- iii) The NAQ shall present for examination all books, papers, vouchers and other documents that may be necessary to the office as the Auxiliary or Executive Council of the Auxiliary directs.
- iv) The NAQ shall immediately upon the end of tenure, deliver books, papers and other property in her possession and belonging to the Auxiliary to the successor in office or whosoever the Auxiliary President shall appoint.
- v) The NAQ shall present a final report to the general membership at the termination of her tenure in office.

n) National Auxiliary Parliamentarian

- i) Duties see latest edition of Robert's Rules of Order Newly Revised

### Section 2.12 - Vacancy

- a) A vacancy shall occur when an elected officer fails to attend two (2) consecutive meetings- the National Executive Council, the National Committee and/or the National Convention. **(NMPMA Amended July 18, 1992)**
- b) Any vacancy in office shall be filled by a Presidential appointment, with the approval of the Executive Council.
- c) In the event the National Auxiliary President is incapacitated or otherwise unable to perform their duties, the direct line of succession to the office of Auxiliary President shall be as follows:
- d) National Auxiliary Vice President temporarily until the Executive Council convenes and appoints a successor for the remainder of the president's term of office
- e) Auxiliary Senior Regional Vice President, temporarily, until the Executive Council convenes and appoints a successor for the remainder of the president's term of office.

### Section 2.13 - National Convention Elections

- a) Nominations for an elective National Office may be made from the floor the day upon which elections are held.
- b) All nominees must be present and be a member in good standing of the NMPMA Auxiliary. No more than two members from an Auxiliary may be nominated.

### Section 2.14 - Election of National Officers

- a) The election of National Officers shall be the last order of business of the National Convention.
- b) The election shall be by ballot vote properly recorded.
- c) Once the chair has called for elections of officers and selected the election committee, no matter unrelated to the election, shall be permitted to interfere without the permission of the chair.
- d) No delegate shall be permitted to leave the convention hall until the election is concluded without the permission of the chair. Voting will be in accordance with Article Two, Section 2.8.

### Section 2.15 - Installation

The installation of new National Officers shall be conducted with a formal ceremony at the banquet closing the National Convention. See Appendix I, Oath of Office

### Section 2.16 - Term of Office

- a) Members elected to National offices shall serve no more than a two (2) year term or four (4) consecutive years in the same office. They, however, shall be eligible for all other offices.
- b) All National Officers shall be elected for two (2) years but may succeed themselves in office if re-elected by the members. **(NMPMA, Amended- July 2002)**

### Section 2.17 – Quorum

The minimum number of five officers are required to transact the regular and legal business of a National Convention and shall be made up of registered and approved delegates from a majority of all Auxiliaries in good standing.

### Section 2.18 - Right to Speak

All registered and approved members shall have the right to speak on the National Convention floor on any matter or question brought before the convention. The presiding Auxiliary President, depending on the subject or topic, shall set time limit.

### Section 2.19 - Election to Office

- a) To hold a National office, you must have attended two National conventions and have held an elected position at the local level for a minimum of one year.
- b) No more than two members in good standing from the same local Auxiliary may hold an elective office or appointed office at the national level at the same time. Add: Except when there is no member to accept the elected for appointed position at the National Convention. **(NMPMA Amended July 2018)**
- c) Members will not be eligible to run for a nationally elected office unless in attendance at the Convention at the time of the election.

### Section 2.20 Liaison Officer

A male or female member of the National Association will be appointed by the National Association President to work with the National Auxiliary.

## ARTICLE THREE: NATIONAL AUXILIARY STANDING COMMITTEES

### Section 3.1 - Credentials Committee

The Credentials Committee shall-

- a) Examine the credentials of each delegate and alternate delegate.
- b) Determine that each member desiring to register possesses a current membership card.

- c) Compile a list of all approved delegates and alternates as well as the approved delegates voting strength of each Auxiliary in good standing. These lists shall be presented as part of the committee's final report to the National Convention.
- d) Disapprove the credentials of delegates, alternates or members of Auxiliaries not in good standing at the time of the National Convention.

### Section 3.2 - Bylaws & Resolutions Committee

- a) The NMPMA Auxiliary Bylaws and Resolutions Committee (ABRC) shall study problems inherent in the National Auxiliary Bylaws, interpret Bylaw questions, draft proposed amendments, review formatting issues and where necessary bring Auxiliary Bylaws and documents into conformity with those of the Association.
- b) The ABRC, for precise clarity, shall review and edit proposed amendments submitted by local and national Auxiliary members and forward the final draft to the ABRC Chairperson to be voted on at the National Convention.
- c) The ABRC shall receive and consider all properly submitted resolutions (except Bylaws proposals) complying with the requirements of these Bylaws.
- d) By a majority vote, the ABRC shall either approve or disapprove all properly registered resolutions considered by the committee and offer resolutions on behalf of the National Auxiliary Convention Committee deemed to be advisable and necessary.
- e) The ABRC chairperson will report the decisions upon such resolutions to the National Convention for its consideration and action. **(NMPMA, Amended- July 2010)**

### Section 3.3 - National Auxiliary Convention Planning Committee

- a) The National Auxiliary Convention Planning Committee (NACPC) shall consist of three (3) members. The NACPC shall evaluate information from previous conventions and recommend standard procedures to be followed by the hosting MPMA Auxiliary to ensure continued improvements in the National Convention from year to year.
- b) The NACPC shall be responsible to the National Auxiliary President and the National Auxiliary Executive Council for all planning, arrangements and administrative control of the Auxiliary at all National Conventions. It shall also be responsible for creating, producing, printing, publishing and distributing all printed materials for the host Auxiliary at each National Convention. The committee shall also be responsible to the National Auxiliary Financial Secretary and National Auxiliary Treasurer for all monies received and all necessary and proper disbursements made in connection with its production.

### Section 3.4 - National Ways and Means Committee

The Ways and Means Committee shall consist of the National Vice President and no less than three (3) other members. The duties of the Ways and Means Committee are to seek out new sources of funding and provide general direction to all Auxiliaries within the Association.

### Section 3.5 - National Budget and Finance Committee

The National Budget and Finance Committee (NBFC) shall include the Financial Secretary, Treasure and three other members appointed by the National Auxiliary President from the National Executive Council. The National Financial Secretary shall serve as the chairperson. The NBFC or its designee must approve all NMPMA Auxiliary expenditures.

### Section 3.6 - National Election Committee

- a) The National Election Committee shall consist of a chairperson and one representative from each Region.
- b) This committee will seek the most qualified candidates from the National Executive Council for the position(s) to be vacated.
- c) All candidates must have demonstrated knowledge of the position, through past experiences and/or formal training, for which she/he is a candidate. See the section of these Bylaws on "Duties of Officers" and "Election to Office".
- d) The National Auxiliary President shall appoint the Chairperson and the Regional Vice Presidents will appoint a representative from their Region to serve on this committee.
- e) The Committee will conduct its business via telephone and written communication.
- f) The Committee will choose and recommend candidate(s)
- g) The Chairman will submit in writing their recommendations and a copy of the candidates resume to the Spring Executive Council Meeting prior to the National Convention of the election.
- h) National election procedures will be in accordance with these Bylaws, Article Two.

### Section 3.7 - National Awards and Citations Committee

The National Awards and Citations Committee shall have the duty of recommending to the National Executive Committee the awards and citations for use by the National Auxiliary. All recommendations for National Awards (unless specified in another manner) will be referred to the said committee who will certify that the recipient is worthy of said award. This committee shall have a chairperson and at least three (3) other members. The awards are as follows:

- a) Auxiliary Member of the Year Award - This award is bestowed on a member of any local Auxiliary that is doing the most outstanding job for their Auxiliary and the national organization to advance the goals and projects of the Auxiliary.

- b) National Auxiliary President's Award - This award is given to the individual member whose work is outstanding, dependable, faithful and loyal to the Auxiliary and has recruited the most members. Recipient of this award is selected by the National Auxiliary President. (NMPMA Amended July 12, 1996)
- c) Almita S. R. Woods Award - This award is designed to stimulate growth, promote leadership within the Association and to encourage individuals who by precept and example continue to preserve and carry out the purpose of the National Association.
- d) Auxiliary President Cup Award - This award is given to a local Auxiliary that achieves the greatest growth in membership and contributions to the Auxiliary in public relations or fundraising programs. This includes service to the organization on local, state or national levels and adherence to these Bylaws. (This cup remains the property of any Auxiliary that wins it three (3) consecutive times.)
- e) Certificate of Meritorious Service - To the member nominated by the local Auxiliary who has earned the honor of recognition for outstanding work within their Auxiliary and local community but may not qualify for other awards.

## ARTICLE FOUR: NATIONAL EXECUTIVE COUNCIL

### Section 4.1 - National Executive Council

The National Executive Council shall meet annually during the National Spring Council at the location prior to the next National Convention to receive committee reports, render or submit recommendations, and plan future Association programs. The National Auxiliary Executive Council shall be composed of the below elected and appointed National Auxiliary Officers. (NMPMA, Amended- July 2010) The Council shall be composed of the following:

- a) National Auxiliary President
- b) National Auxiliary Vice-President
- c) Past National Auxiliary Presidents
- d) National Auxiliary Recording Secretary
- e) National Auxiliary Treasurer
- f) National Auxiliary Financial Secretary
- g) National Auxiliary Public Relations Officer
- h) National Auxiliary Veterans Affairs Officer
- i) National Auxiliary Special Projects Officer
- j) National Sergeant-at-Arms
- k) National Auxiliary Chaplain
- l) Regional Auxiliary Vice-Presidents
- m) National Auxiliary Committee Chairman
- n) Auxiliary Scholarship Director

**(NMPMA, Amended- August 2015)**

**Section 4.2 – Duties - National Executive Council (NEC)**

- a) In addition to the specific duties of the National Auxiliary Executive Council (NEC), as previously stated, it shall be the duty of each member of the Council to acquire a working knowledge of the Bylaws of the Montford Point Marine Association. In addition to the National Auxiliary President's duties as previously stated she/he shall also be responsible for the following.
- b) She/he shall preside at all sessions of the National Convention and at all meetings of the NEC. The National Auxiliary President shall, with the NEC, have direction and control of the executive and administrative affairs of the Auxiliary between National Conventions. In addition, the National Auxiliary President shall: **(NMPMA, Amended- July 2010)**
  - i) Observe and enforce the observance of the National Bylaws of the Association. **(NMPMA, Amended- July 2010)**
  - ii) Direct all officers and members in orders that are not in conflict with these Bylaws and are necessary for the proper conduct of business.
  - iii) Call such meetings of the NEC as are required by these Bylaws and are necessary.
  - iv) Seek the advice of the NEC.
  - v) Appoint the following National Auxiliary Staff Officers with the advice and consent of the NEC.
    - (1) National Auxiliary Auditor
    - (2) National Auxiliary Chaplain
    - (3) National Auxiliary Historian
    - (4) National Auxiliary Liaison Officers (as required)
    - (5) Other National Auxiliary Officers, as directed by National Auxiliary President
  - vi) Appoint such Standing Committees as deemed necessary, with the advice and consent of the NEC.
  - vii) Represent the Association at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this organization. **(NMPMA, Amended- July 2010)**
  - viii) Perform other duties as directed by National Auxiliary President.



### Section 4.3 - National Executive Committee

- a) The National Executive Committee (NEC) shall confer annually (October) via telephone (Conference call) for the purpose of concluding all Auxiliary business for the previous year. **(NMPMA, Amended- July 2010)**
- b) All reports to be submitted shall first be submitted in writing to the Recording Secretary via registered mail, with copies to each member of the NEC.
- c) The National Auxiliary Executive Committee shall be composed of the following elected and appointed officers of the National Auxiliary:
  - i) National Auxiliary President
  - ii) National Auxiliary Vice President
  - iii) National Auxiliary Recording Secretary
  - iv) National Auxiliary Treasurer
  - v) National Auxiliary Financial Secretary
  - vi) National Auxiliary Special Projects Officer
- d) Other members of the National Executive Council may attend, but it is not mandatory.

### Section 4.4 – Powers

Complying with the provisions of the National Auxiliary Bylaws and the directives and mandates of the National Convention, the powers and authority of the Executive Council between conventions shall be-

- a) To issue, suspend or revoke for cause a charter granted to an Auxiliary in accordance with the Directive of the National Convention,
- b) To promulgate a ritual for the proper conduct of official meetings and ceremonies, and such other information as deemed advisable to establish uniform procedures throughout the organization,
- c) To suspend or remove from office for cause a National, Chapter or Auxiliary officer and to suspend or expel any member for cause in accordance with Article Nine of these Bylaws.
- d) To exercise such other powers and to do such things that are compatible with these Bylaws in the best interest of the MPMA Auxiliaries.

#### Section 4.5 – Quorum

The presence of a majority of seven (7) members of the Executive Council shall constitute a quorum for the transaction of business. **(NMPMA, Amended August 2019)**

#### Section 4.6 – Voting

Each Executive Council Member shall have one (1) vote. There shall be no proxy voting.

#### Section 4.7 - Conduct of Business

The Executive Council may conduct business between National Conventions, in the April Spring Council Meeting, or by mail, electronically, or telephone to ensure that we can use zoom and other electronic media.

### ARTICLE FIVE: ADVISORY COUNCILS AND DUTIES

#### Section 5.1 - Past National Auxiliary Presidents Council

The Past National Auxiliary Presidents Council, an integral part of the National Auxiliary Staff, composed of all Past National Auxiliary Presidents, and chaired by the Junior Past National Auxiliary President, as a collective advisory body is charged with the responsibility of providing assistance to the National Executive Council. It shall be the general duty of this council to:

- a) Continuous surveillance and study of the National Business Office operations and administration, policies, precedence and procedures of the Montford Point Marine Association aimed toward ferreting out potential problem areas,
- b) As called upon, execute in-depth study tasks as assigned by the National Auxiliary President or the National Auxiliary Executive Council through the council Chairperson, pursuant to accomplishing the above duties, develop and finalize proposed plans, policies, procedures, and/or systems for recommendation to the National Auxiliary Executive Council,
- c) Meet annually prior to the National Executive Council meeting preceding the National Convention, at which time council reports will be rendered to the National Executive Council (conduct of interim business between council conference shall be accomplished via mail and/or telephonic means).

### ARTICLE SIX: MEMBERSHIPS

## Section 6.1- Eligibility

- a) Membership in the Auxiliary shall be limited to relatives of members of the Armed Forces. **(NMPMA Amended July 17, 2021)**
- b) Any service member that meets the above requirements is eligible for membership in the NMPMA Chapter or the NMPMA Auxiliary, but not both. **(NMPMA, Amended- July 2016)**
- c) The National Montford Point Marine Association, Inc. Ladies Auxiliary shall be known as the National Montford Point Marine Association, Inc. Auxiliary and membership shall be open to anyone who has a family member who has honorably served in any branch of the United States Armed Forces, regardless of race, gender, creed, or national origin.
- d) A sponsor does not have to be a member of a local MPMA or Auxiliary but must meet the criteria for membership.

## Section 6.2 - Membership Applications

Any person eligible for membership in the Auxiliary may initiate application for membership by completing the standard application form and returning the completed application to the member sponsoring the applicant, accompanied by all required dues and fees and proof of military affiliation. **(NMPMA, Amended- July 2010)**

- a) Full Member- your sponsor does not have to be an active member of the organization. **(NMPMA Amended July 2018)**
- b) Affiliate Member - formerly known as a member-at-large are those members who do not have an Auxiliary where they reside. Affiliate members will be members of the closest Auxiliary geographically to them and will be afforded all services as a regular member of that Auxiliary. They will vote with that Auxiliary for national and local elections. Affiliate members are also required to pay dues with that Auxiliary.
- c) Life Member – Any Auxiliary member in good standing for at least three years can apply for life membership upon proper payment of the fee as indicated below. **(NMPMA, Amended- August 2019)**
  - i) Life Membership fees shall be One Hundred Fifty (\$150.00) dollars payable in a lump sum or on an incremental basis within one year after application.
- d) Honorary Member - Honorary membership will be conferred only on a person who has distinguished themselves by meritorious community service.

### Section 6.3 - Member's Death

- a) Upon notification of the death of a member, the Auxiliary Chaplain or Auxiliary President shall:
  - i) Immediately, contact the family of the deceased member for the purpose of offering assistance and presenting expressions of condolence.
  - ii) Without delay, report the death of the member (citing the deceased member's full name, next of kin and known funeral arrangements) to the National Auxiliary President.
- b) It shall be the duty of all members of the Montford Point Marine Association Auxiliary, who are not prevented by distance or unavoidable circumstances, to attend funeral services of a deceased member.
- c) The family of a deceased active member will receive \$25.00 at member's death.

### Section 6.4 - Wake and Funeral Procedures

- a) Members are required to wear their official cover, navy blue and white uniform with white gloves. See a more detailed listing of uniform description in Article Two, Section 2.11, paragraph (1).
- b) Members are required to assemble at least one-half hour prior to the beginning of the Funeral. Members are also required to be present at the Wake at least one-half hour prior to the beginning of the Wake ceremony and at least one-half hour prior to Auxiliary's time to perform The Ritual.
- c) The Ritual Ceremony shall be performed at a time designated by the funeral director, family or both, during the wake. Participating members should assemble in back of the church or chapel. Each member should position the rose in front of them with elbows bent at waist and rose held at top of stem. Members will march down the aisle, in single file, carrying a rose and assemble in front of the deceased member for a silent prayer. As each member reaches the front, each will face the assembly with hands folded in front with rose held at stem. When Auxiliary Chaplain says "let us pray" all will simultaneously turn clockwise and face the deceased with back to the audience. At the end of the prayer, each rose is to be placed in a vase and left to be carried out with other flowers. Members shall return to the assembly area before taking their seats.
- d) Members shall assist family in carrying out all flowers as needed or when asked by the funeral director or family.

## ARTICLE SEVEN: AUXILIARY CHARTERS

### Section 7.1 – Charter

An Auxiliary will be organized in the following manner:

- a) A standard application form shall be signed by no less than ten (10) persons who are eligible for membership in the Montford Point Marine Association Auxiliary. It shall be accompanied by the National per capita dues and shall be signed by the organizing officer. **(NMPMA, Amended- July 2010)**
- b) Under special consideration an Auxiliary Charter may be issued to less than ten (10) applicants if so, recommended by the National Auxiliary Vice President and approved by the National Auxiliary President. **(NMPMA, Amended- July 2002)**
- c) The application, when accurately completed, shall be mailed to the National Auxiliary President and the National Auxiliary Recording Secretary
- d) A temporary Auxiliary President, Vice President and Treasurer are selected by the members of the Auxiliary, to act in their respective offices, before the date set for the adoption of the Charter application at which time the permanent staff of the Auxiliary will be elected.
- e) The National Auxiliary President may approve an application and grant a Charter upon consultation with the Regional Auxiliary Vice-President of the affected region
- f) The Charter shall be signed by the National Auxiliary President and countersigned by the National Auxiliary Vice President.
- g) There also shall be affixed to each Charter the official seal of the Association. **(NMPMA, Amended- July 2010)**
- h) The Charter should be presented at a ceremony at an open public meeting.
- i) Each new Charter, before framing, shall be signed by everyone signing the Charter application as a Charter Member of the Auxiliary.

### Section 7.2 - Auxiliary Authority

Each Auxiliary shall be governed by its elected officers subordinate to the National Convention and the Constitution and Bylaws of those bodies.

### Section 7.3 - Auxiliary Bylaws

Each Auxiliary shall adopt Bylaws consistent with the National Bylaws.

### Section 7.4 - Auxiliary Officers

Officers, both elected and appointed, may be selected by Auxiliary members as they desire. Each Auxiliary must elect a President, Vice President, Secretary, Treasurer, Financial Secretary, Sergeant-at-Arms and such other officers as necessary. (NMPMA, Amended- July 2002)

### Section 7.5 - Auxiliary Quorum

the Auxiliary Bylaws. Each Auxiliary may fix the minimum number of members required to be present for the transaction of business, provided that number is clearly stated in

### Section 7.6 - Auxiliary Dues

Each Auxiliary shall fix the amount of its membership dues.

### Section 7.7 - Auxiliary Election

Each Auxiliary shall elect its officers on a date of their choice.

### Section 7.8 - Auxiliary Members

Each Auxiliary shall be the sole judge of its membership.

### Section 7.9 - Default of Payment

Monies due National- Should an Auxiliary be in default of payment of funds from any source due National as of July 1, prior to a National Convention, such fact shall be reported by the Financial Secretary to the National Convention Credentials Committee and the credentials of that Auxiliary delegates and alternates shall not be approved.

### Section 7.10 – Reinstatement

When annual dues are not paid by October 30th of the membership year, a reinstatement fee of one dollar (\$1.00) shall become due and payable

### Section 7.11 - Duties of Auxiliary Officers

A temporary President, Vice President, and Treasurer are selected by the members of this Auxiliary, to act in their respective offices, before the date set for the adoption of the Auxiliary application at which time the permanent staff of the Auxiliary will be elected.

- a) Auxiliary President - The Auxiliary President directs Montford Pont Marine Association Auxiliary activities in her community, preside at all Auxiliary meetings, serves as advisor to all committees of her Auxiliary. She administers the oath of membership to all new members of this Auxiliary after she has been officially sworn into

office by the National Vice President or any officer deputized for this purpose by the National Executive Committee.

- b) Auxiliary Vice President - The Auxiliary Vice President usually serves as Chairperson of the Auxiliary's Membership Committee, serves at all meetings as presiding officer when the Auxiliary President is not present and performs such duties as outlined in the Montford Point Marine Association Auxiliary Bylaws.
- c) Auxiliary Chaplain - The Auxiliary Chaplain performs such duties at meetings as prescribed in the Montford Point Marine Association/Ladies Auxiliary Bylaws, takes an active part in all memorial and funeral services in which her Auxiliary takes part, visits the sick and performs such other duties as recommended by the Auxiliary Bylaws.
- d) Auxiliary Recording Secretary - The Auxiliary Secretary keeps a true record of all meetings, typewritten or neatly handwritten in ink, and a ledger or log book; keeps records of all members; forwards notices of meetings, events, etc., of the Auxiliary to the membership, and works closely with the Treasurer to maintain an up-to-date membership file of the Auxiliary's active (paid-up) and inactive (arrears in dues) members. The Auxiliary Secretary also handles and keeps a record as outlined by the Auxiliary Bylaws.
- e) Auxiliary Treasurer - The Auxiliary Treasurer keeps a true record of all monies received and expended by the Auxiliary; works in close cooperation with the Secretary to prepare and update record of dues paid by the membership; forwards notices to members when their dues have lapsed; also performs other duties as outlined in the Auxiliary Bylaws.

#### Section 7.12 - Montford Point Marine Association, Inc. Auxiliary

The Montford Point Marine Association, Inc. recognizes and adopts the Montford Point Marine Association, Inc. Auxiliary as the official Auxiliary of the Montford Point Marine Association, Inc. and declares that the Montford Point Marine Association, Inc. Auxiliary shall be under the supervision of the Montford Point Marine Association, Inc.

## ARTICLE EIGHT: NATIONAL AUXILIARY FEES AND DUES

### Section 8.1 – Dues

The Auxiliary's year for the purpose of dues shall be from October 1 to September 30 of the following year. Annual dues shall be increased from twenty dollars (\$20.00) to twenty-five dollars (\$25.00) payable when application is filed with the National Financial Secretary and every year thereafter. All membership cards will be issued to each member immediately upon payment of all dues. **(NMPMA, Amended April 2019)**

**Rational:** All local auxiliaries who choose to prorate annual dues should do so on their local level, but National dues are \$25.00 annually.

## Section 8.2 - Assessment

- a) When annual dues are not paid by October 30th of the membership year, an assessment fee of one dollar (\$1.00) shall become due and payable. **(NMPMA Amended July 2017)**
- b) The annual Auxiliary assessment is two hundred dollars (\$250.00) per year. **(NMPMA Amended August 2022)**

**Rational:** To increase National Auxiliary funding without increasing annual membership dues **(NMPMA, Amended August 2019)**

- c) The members also adopted the United Youth Connection (UYC) program. This program is for the purpose of providing scholarships and/or financial assistance annually to deserving youth ages seven (7) to eighteen (18) who would not otherwise qualify for a scholarship from NMPMA. Upon completion of UYC qualification application and approval, each region may qualify for one or more award(s), depending upon the budget. The National Auxiliary will be the main contributor and fundraiser of the NMPMA. **(NMPMA Amended July 12, 1996)**

## Section 8.3 – Exemption

Only Honorary Members shall be exempt from paying Auxiliary fees and dues.

# ARTICLE NINE: DISCIPLINE

## Section 9.1 - Grievances and Appeals

- a) For the purpose of resolving differences which might arise, the Senior Officer of the local Auxiliary or National Auxiliary shall appoint a Grievance Committee of no less than (3) and no more than five (5) to hear and resolve as quickly and quietly as possible any grievance referred to it.
- b) The Grievance Committee, consisting of Montford Point Marine Association Auxiliary members, shall hear the grievance, call others concerned if necessary, for investigative purposes, consider the problem as impartially as possible, and render their decision. It is the member's right to carry his or her appeal to the next higher level within 30 days after a decision is made. They must follow the procedures outlined herein, with the final appeal resting with the Executive Committee, except in more serious cases involving National Officers. National Officers' appeals will be from three through five below. The order of appeal(s) shall be as follows-



- i) Local Auxiliary Grievances Committee
  - ii) Local Auxiliary Elected Officers
  - iii) National Auxiliary Grievances Committee
  - iv) National Auxiliary Executive Council
  - v) National Auxiliary Convention
- c) All Grievances, which are implemented on the National level towards a local Auxiliary or member, shall begin with the National Auxiliary Grievance Committee. The order of appeal shall be as follows:
- i) National Auxiliary Executive Council
  - ii) National Auxiliary Spring Council
  - iii) National Auxiliary Convention
- d) The Association does not acknowledge grievances filed by local Auxiliaries.
- e) All actions at any level shall be final unless appealed to the next higher authority. **(NMPMA Amended- July 2014)**
- f) Any member that willingly and knowingly writes or spread false information regarding another member shall be required to prove the allegations at a hearing before an appointed committee to investigate the case. If the charges are not in favor of the grievant the member shall be subject to suspension up to two (2) years upon the committee's findings. **(NMPMA Amended July 17, 2021)**

## ARTICLE TEN: NATIONAL AUXILIARY BUSINESS OFFICE

### Section 10.1 - Purpose

- a) The National Auxiliary Business Office (NABO) shall be a physical address provided by the National Auxiliary President in the conduct of business as well as a physical address as to where the Association is registered under the Charter and 501 (c) 3 with the IRS. The purpose of the NABO shall be- **(NMPMA, Amended- July 2014)**
- b) To facilitate communication within the organization and between MPMA Auxiliaries, other veterans organizations and auxiliaries.
- c) To provide a cohesive, consistent and successful fundraising plan.
- d) To centralize ordering and distribution of equipment and supplies.

- e) To foster a better and more visible national image.
- f) To promote more centralized and effective planning and organization.

### Section 10.2 – Staff

The staff of the Auxiliary Business Office (NBO) shall consist of an Executive Director and an Administrative Assistant/Executive Secretary. Both are essential personnel needed to smoothly carry out the objectives of the business office. The start-up office shall be a modest beginning, staffed by volunteers. Its operational budget shall be outlined in the budget proposal for each year as presented by the Finance Committee. (NMPMA, Amended- July 2010).

### Section 10.3 – Staff Duties

The specific duties of the NABO staff and the function of the NABO are further described under the guidelines for the establishment of the NBO. These guidelines shall be improved each year to be consistent with future requirements.

## ARTICLE ELEVEN: NATIONAL AUXILIARY FUNDING

*Note- The task of funding is the responsibility of all members of the national and local NMPMA Auxiliaries. The following are the major sources of funding.*

### Section 11.1 – Dues

Membership dues are a key element in the funding of both the National Auxiliary and the NABO. Therefore, each member must actively seek new members, both to strengthen the National Auxiliary and to facilitate fundraising.

### Section 11.2 - Contacts

- a) Each Auxiliary should encourage its members to seek new members and to seek out donations (monies, acceptable office equipment, furniture, office supplies, etc.) from community business-persons, other NMPMA Auxiliary members, corporations, etc.
- b) Ideally, members who make contacts and get pledges; will follow up on them, to ensure that the pledge turns into a reality.
- c) In the event that a member is unable to follow through and ascertain the pledge, the National Financial Secretary shall follow through.

- d) All members are to report their contacts, follow-ups and success to the National Financial Secretary. The National Finance Committee shall recommend action.

### **Section 11.3 - National Queen Contest**

Every Auxiliary shall work to make the Queen Contest successful. This means setting high goals for the amount of raffle books sold and meeting them. The Public Relations Officer, in conjunction with the Special Projects Officer, shall maximize exposure and media coverage of the Queen Contest.

### **Section 11.4 - National Journal**

The National MPMA Journal shall also be a major source of funding. In order to maximize its potential, we must make it more attractive to members, and hence to advertisers. This means seeking advertising revenue from large and small corporations.

### **Section 11.5 - Individual Pledges**

- a) Although each member of the Auxiliary supports the NBO by their duties and activities, the importance of supporting a National Business Office is such that members must, whenever possible, pledge as much as they are able to the national fund. This can be done over a period of time (pledge \$50.00/year for five years, \$10.00/year for five years, etc.) based on the individual's financial situation.
- b) Each Auxiliary shall set realistic goals, based on number and financial status of members, and meet them.

### **Section 11.6 - Corporate Donations**

- a) Donations from large (and smaller) corporations shall be actively pursued. This is an area which has not been tapped, and it is a potential source of substantial funding.
- b) The National Auxiliary Finance Committee shall work in conjunction with individual Auxiliaries in soliciting funds and setting up a monthly beneficial relationship between corporations and the Association.

### **Section 11.7 - Other National Funding**

There are other potential sources of funding which must not be overlooked. It is the responsibility of the Ways and Means Committee to seek out new sources of funding.

### **Section 11.8 - Sale of National Auxiliary Items**

- a) The sale of all official National items will be under the control of the National Auxiliary Quartermaster.
- b) Funds accrued from sales will be placed into the National Auxiliary Treasurer.
- c) Items to be sold by an Auxiliary at the National Convention must first seek permission from the convention director with approval from both the Convention Director and National Auxiliary Quartermaster. An assessment of seventy-five dollars (\$75.00) will be given to National Auxiliary treasurer.

## ARTICLE TWELVE: OFFICIAL BUSINESS EXPENSE

### Section 12.1 - Travel Expenses

- a) All National Auxiliary elected officers as well as appointed officers and appointed officers to an open elected position shall receive no more than two hundred dollars (\$200.00) toward National Spring Council travel and National Convention travel supported by receipts. Any officer within a fifty-mile radius will not receive the two-hundred-dollar (\$200.00) travel expense. Travel expense is to be paid if financially feasible. **(Amended 29 August 2020)**
- b) All National Auxiliary elected officers as well as appointed officers and appointed officers to an open elected position shall receive their room and board paid for Spring Council for no more than three days stay as well as National Convention room and board to be paid for no more than four days. National Treasurer will pay hotel rooms for National Spring Council and National Convention for all elected and appointed officers. **(Amended 29 August 2020)**

**Rationale: The National Officer needs financial support for Spring Council as well as Convention so that business can be conducted.**

## Section 12.2 - Communication Expenses

Communication by telephone, electronically via zoom, teams, etc. for National Auxiliary business will be limited to a set amount to be approved by the National Auxiliary President and National Auxiliary President and shall be billed to the National telephone upon approval.

- a) Officers and members are encouraged to communicate. However, communication expenses shall be restricted to Auxiliary business. **(NMPMA, Amended- July 2010)**
- b) Before telephoning, members will exercise other telecommunication or telecommuting technological resources available to conduct the office business of the NMPMA Auxiliary. **(NMPMA, Amended July 2017)**
- c) Receipts and an Auxiliary voucher for these expenses shall be submitted to the National Auxiliary Financial Secretary for reimbursement. **(NMPMA, Amended- July 2010)**
- d) Emergency telephone calls are authorized (i.e., death, sickness, etc.) for these reimbursements, members shall submit a copy of their telephone bill and Auxiliary voucher to the National Auxiliary Financial Secretary. **(NMPMA, Amended- July 2010)**
- e) The Auxiliary shall use the most economical telephone service available (i.e. SPRINT, MCI, etc.). **(NMPMA, Amended- July 2010)**
- f) National officers, appointed officers, and chapter presidents will be given access to the account number of the selected service.
- g) Calls made through this service will be kept to a minimum after 5:00 pm local time, whenever possible.

## Section 12.3 - Other Expenses

- a) Expenses incurred for other official Auxiliary business must have the advance approval of the National Auxiliary Finance Committee and the National Auxiliary President.
- b) All appropriate vouchers shall be submitted to the National Auxiliary Financial Secretary for payment.
- c) The National Auxiliary President is authorized to reimburse committee/appointed person(s) up to a maximum of \$100.00 for out-of-pocket expenses incurred during the calendar year. The reimbursement would be made if they attended Spring Council and/or National Convention, provided the budget allowed. **(Amended July 18, 1992)**
- d) Approved National Convention expenses by Auxiliary NEC members and/or other approved individuals whose travel and hotel expenses are to be paid from the Auxiliary's General Fund Account either in whole or in part must be approved in advance by

signature of the National Auxiliary President no later than seven (7) days prior to the National Convention. All approved disbursements shall appear with the total amount next to the recipient's name and shall be included in the National Conventions financial report. **(NMPMA, Amended- July 2010)**

**Section 12.4 - Reserve Fund**

One Thousand dollars (\$1,000.00) to be set aside for a reserve fund (in a different account) for unforeseen circumstances.

**Section 12.5 - Official Cover**

- a) In July of 1989 at the National Convention in Norfolk, VA, a National hat was voted on and passed by two-thirds of the members present. The National hat was to be worn at all National meetings. The hat would be navy blue made in a faille like material.
- b) The hat (official cover) lettering will be gold "Block" type, left side will have organization name, right side will contain full name of city, state will be abbreviated. Cover is to be worn at all National meetings. A fine of \$1.00 will be assessed for not wearing an official cover during an Official National Meeting. **(Amended July 2018)**

**Section 12.6 – Tardiness**

Members will be assessed \$1.00 if tardy for any Official Meeting.

**Section 12.7 - - Official National Auxiliary Attire**

July 1996 National Convention motion approved for official attire of navy suit, hose and shoes with white blouse and gloves to be worn for national affairs. **(Amended, August 15, 2015)**

Official National Auxiliary Winter and Summer Uniform

<u>FEMALE</u>	<u>MALE</u>
Navy Blue Suit (Pants or Skirt)	Navy Blue Suit
Navy Blue or Black Shoes	Black Socks
Flesh Color Hose	White Gloves
White Blouse with Collar	Black Shoes
White Gloves	Navy Blue Tie
White Pearl Stud Earrings (12-13 mm)	White Shirt with Collar
White Pearl One-Strand Necklace (12-13 mm)	Official Uniform Cover
Official Uniform Cover	

Official National Auxiliary Casual Winter and Summer Uniform

Black Bottoms (Pants or Skirt)	Black Pants
--------------------------------	-------------

Flesh Color Hose	Black Socks
Black Shoes	Black Shoes
White Blouse or Polo Shirt with Collar	Black Belt
White Pearl Stud Earrings	White Sleeve Shirt or
White Pearls One-Strand Necklace (12-13 mm)	Polo Shirt with Collar
Official Auxiliary Uniform Cover	Official Auxiliary Uniform Cover

## ARTICLE THIRTEEN: TRANSFER FROM AUXILIARY TO AUXILIARY

### Section 13.1 - Change of Residence

A member who changes residence from one city or state to another may transfer to the Auxiliary in the City to which she has moved, if so desired. If there is no Auxiliary, she should apply to National as an affiliate or member-at-large for the Auxiliary that she will vote with and be a member based on geographic proximity.

### Section 13.2 - Other Transfers

Other members requesting a transfer must have met all financial requirements for active membership in the National and local Auxiliary from which they are transferring. Member will also require a vote of acceptance by the new Auxiliary. The transfer form should be sent immediately upon request with payment of all financial obligations. A member desiring to transfer within a city where two or more Auxiliaries exist shall follow the procedure above. However, consent of the new Auxiliary is necessary.

### Section 13.3 - Transfer Form

**Section 13.4 - Eligibility for Office** A member requesting transfer must have the Auxiliary President of the old Auxiliary forward to the President of the new Auxiliary, the designated form or transfer form (see Appendix D) for verification of Auxiliary membership status. The Auxiliary President of the old Auxiliary will retain the original copy and forward the other copies to the new Auxiliary President, the National Vice President and the Regional Vice President for listing in the membership roster. Following acceptance or denial, the new Auxiliary President will forward a copy to the member.

A member who transfers to a new Auxiliary is ineligible to hold an office in that Auxiliary for one year from the date of transfer.

## ARTICLE FOURTEEN: NATIONAL AUXILIARY REGIONS

### Section 14.1 - Powers

The function of Regions is administrative only. No Region will adopt Bylaws or assess dues. Only expenses authorized in advance by the National MPMA Auxiliary for a Region will be paid.

### Section 14.2 - Regional Alignment

The Regions of the Association shall be:

- a) Northern Region – District of Columbia, Virginia, West Virginia, Maine, Massachusetts, New Hampshire, Vermont, Connecticut, Rhode Island, Delaware, New Jersey, New York, Pennsylvania, Maryland
- b) Southern Region - North Carolina, Virgin Islands, Puerto Rico, Alabama, Florida, Georgia, South Carolina
- c) Central Region – Louisiana, Mississippi, Missouri, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky, Tennessee, Oklahoma, Arkansas, Texas
- d) Western Region - Arizona, California, Nevada, Hawaii, Colorado, Utah, New Mexico, Wyoming, Alaska, Idaho, Montana, Oregon, Washington, Japan (NMPMA Amended: July 2018)

### Section 14.3 - Unassigned Regions

Constituent units, other than the above, being constituents outside of the continental United States, shall be under the jurisdiction of the National Executive Council until such time assignment is accomplished.



## APPENDIXES

## APPENDIX A: CHRONOLOGICAL HISTORY OF THE NATIONAL AUXILIARY

<u>YEAR</u>	<u>EVENTS</u>
1970	Convention in Washington D.C. "Hashmark" Johnson addressed the session and stated that "We need an Auxiliary to add strength and prestige to our organization". At the conclusion of Marine Johnson's remarks, a standing ovation from the floor was received. Motion was passed and accepted.
1971	The National Convention of the MPMA was held August 1971 in New Orleans. Mr. Jack Loving of Boston was asked to start formation of the Auxiliary. Mrs. Almita Woods of North Carolina was elected to act as the moderator.
1972	August 1972 found the Association holding their Convention in Nassau Bahamas. The Auxiliary did not function at the death of the Sgt. Major Johnson (Ret), who had proposed an Auxiliary, casted a shadow on the Convention activities.
1973	The National Convention was held in Cleveland, Ohio in August 1973. The National Ladies was formed. Mrs. Willie Mae Hill of the Philadelphia Chapter was elected the first National Auxiliary President. Twenty-eight ladies were present at the Convention. This number included representatives of local Chapters from Camp Lejeune, NC; Washington, DC; Philadelphia, PA; and Chicago, Ill.
1974	The Auxiliary met in Los Angeles California at the Marriott Hotel. The Southern California Chapter joined the Auxiliary.
1975	The Auxiliary met in Philadelphia, PA. At the Marriott Hotel for the National Convention for the observance of the 200 <sup>th</sup> birthday of the United States Marine Corp. National Chapter's Constitution was presented by Mrs. Almita Woods and adopted by the Auxiliary.
1976	The National Convention was held in Chicago, Illinois at the Sheraton Hotel.
1977	The National Convention was held in San Francisco, California at the Holiday Inn. Mrs. Mabel Green of the Los Angeles Auxiliary was elected our second National Auxiliary President.
1978	The National Convention was held in Detroit Michigan at the Renaissance Center.
1979	The National Convention was held in Washington Dc at the Sheraton Hotel in Arlington, VA.

- 1980 The National Convention was held in Atlanta, Georgia at the Atlanta-Sheraton Hotel.
- 1981 The National Convention was held in San Diego, California at the Sheraton-On-The Bay. Mrs. Sylvia Saxton of the Maryland Chapter was elected as the third National Auxiliary President.
- 1982 The Spring Council Meeting was held at Camp Lejeune, North Carolina at the Holiday Inn in April. The highlight of the Council Meeting was a ceremony honoring Sgt. Major "Hashmark" Johnson and Edgar Huff. The National Convention was held at Great Gorge, New Jersey at the American Hotel, hosted by the New York Chapter.
- 1983 The National Convention was held in Houston, Texas at the Shamrock-Hilton. Mrs. Sylvia Saxton was re-elected as National Auxiliary President.
- 1984 The National Convention was held in New Orleans, Louisiana at the Hyatt Regency.
- 1985 The National Convention was held in Indianapolis, Indiana at the Sheraton Meridian. Mrs. Mabel H. Boykin of Washington D.C. Chapter was elected the fourth National Auxiliary President.
- 1986 The National Convention was held in St. Louis, Missouri at the Sheraton St. Louis Hotel.
- 1987 MPMA Cruise
- 1988 The National Convention was held in Los Angeles, California at the Hilton Airport Hotel and Tower, Mrs. Clustie Ford of Maryland Chapter #17 was elected the fifth National Auxiliary President.
- 1989 The National Convention was held in Norfolk, Virginia at the OMB International Hotel.
- 1990 The National Convention was held in Philadelphia, Pennsylvania at the Adams Mark Hotel.

APPENDIX B: CHRONOLOGICAL ORDER OF NATIONAL AUXILIARY PRESIDENTS

<u>AUXILIARY PRESIDENT</u>	<u>YEAR OF PRESIDENCY</u>
1 <sup>st</sup> Willie Mae Hill	August 1973 - July 1977
2 <sup>nd</sup> Mabel Green	July 1977 - July 1981
3 <sup>rd</sup> Sylvia Saxton	July 1981 - July 1985
4 <sup>th</sup> Mabel H. Boykin	July 1985 - July 1988
5 <sup>th</sup> Clustie Ford	July 1988 - July 1991
6 <sup>th</sup> Lou Taylor	July 1991 - July 1995
7 <sup>th</sup> Sylvia Saxton	July 1995 - July 2003
8 <sup>th</sup> Shirley Planter	July 2003 - July 2005
9 <sup>th</sup> Melcine Henderson	July 2005 - July 2009
10 <sup>th</sup> Judy James	July 2009 - August 2013
11 <sup>th</sup> Valerie Neal	August 2013 - July 2015
12 <sup>th</sup> JoAnn Hayward	August 2015 – July 2017
13 <sup>th</sup> Judy James	August 2017 – 2021
14 <sup>th</sup> Latasha Alexander	July 2021 - Current

**APPENDIX C: OFFICIAL MEMBERSHIP APPLICATION**

**NATIONAL MONTFORD POINT MARINE ASSOC., INC.**

**AUXILIARY**



**Date of Birth-** \_\_\_\_\_  
Month Day  
**Applicant's Name-** \_\_\_\_\_  
(Please Print) Last First MI

**Address-** \_\_\_\_\_  
Street City State Zip Code

**Email Address-** \_\_\_\_\_ **Mobile Phone-** \_\_\_\_\_

**Home Phone#-** \_\_\_\_\_ **Work Phone#-** \_\_\_\_\_

**Membership Eligibility-**  Relative

**Name of Military Spouse/Sponsor/NOK-** \_\_\_\_\_  
 Active Duty  Retired  Deceased  Veteran

**Branch of Service-** \_\_\_\_\_

**DD214 or Active Military ID Card Provided-**  Yes  No **Date Provided-** \_\_\_\_\_  
(Military Discharge Papers)

**MPMA Sponsor verifying documents(s)-** \_\_\_\_\_  
Sign and Print Full Name

\_\_\_\_\_  
Applicant's Signature Date and Phone Number

**OFFICIAL USE ONLY**

**Date of Application Review-**  Accepted  Denied (Reason) \_\_\_\_\_

**Date Membership Paid-** \_\_\_\_\_

Member -at- Large (\$25)  Life Membership (\$150)

**Life Membership-**  Paid in Full  Paid in Installments of \$ \_\_\_\_\_ Until Paid in Full

**MPMA Auxiliary Verifying Official- (Print)** \_\_\_\_\_ **Official Title-** \_\_\_\_\_

APPENDIX D: TRANSFER FORM



**NATIONAL MONTFORD POINT MARINE ASSOC., INC.  
AUXILIARY**



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Numbers: \_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Mobile) (Home)

Next of Kin Name: \_\_\_\_\_

NOK Mailing Address: \_\_\_\_\_

NOK Email / Phone Number: \_\_\_\_\_

Transferring Auxiliary: \_\_\_\_\_

Receiving Auxiliary: \_\_\_\_\_

Circle one-                      Transfer Accepted                      Transfer Denied

If denied, reason: \_\_\_\_\_

---

Have all financial obligations been met with Transferring Auxiliary? YES NO

Dues ( )                      Sunshine Club ( )                      National ( )  
If no, which: \_\_\_\_\_

Has all Auxiliary property been returned (ledgers, documents, keys, etc.)? YES NO  
If no, what: \_\_\_\_\_

Approving Signatures:

Transferring Auxiliary President \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature) (Date)

Receiving Auxiliary President \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature) (Date)

APPENDIX E: OFFICIAL NATIONAL AUXILIARY SEAL/LOGO



APPENDIX F: OFFICIAL NATIONAL AUXILIARY FLAG

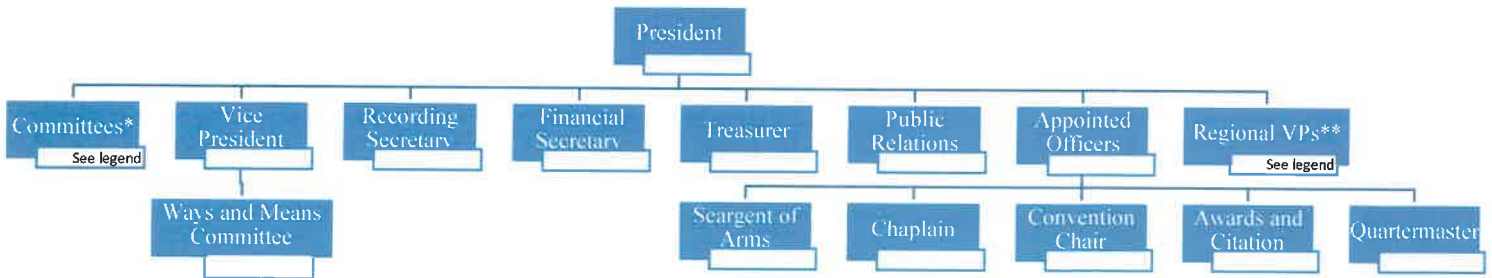




**APPENDIX G: ORGANIZATIONAL CHART**



**NATIONAL MONTFORD POINT MARINE ASSOC., INC.  
AUXILIARY  
Organizational Chart  
Officers and Committees**



<b>REGIONAL VICE PRESIDENT POSITIONS</b>	<b>APPOINTED POSITIONS</b>
Southern Region	Ceremonial Director
Central Region	Deputy Coordinator Support Officer
Northern Region	Historian
Western Region	Liaison Officer
	Regional Vice Presidents
	Senior Regional Vice President
	Parliamentarian
	Quartermaster
	Special Projects Officer
	Veterans Affairs
<b>NATIONAL STANDING COMMITTEES</b>	
Auxiliary Convention Planning Committee	National Auxiliary President Appoints Chairperson 3-Members
Awards and Citations Committee	Chairperson and 3 Members
Budget and Finance Committee	Chairperson, Financial Secretary, Treasurer, 3-Members
Bylaws & Resolutions Committee National	Selected by National Auxiliary President
Credentials Committee	National Auxiliary President Appoints Chairperson 3-Members
Election Committee	National Auxiliary President Appoints Chairperson and Regional Vice Presidents
Ways and Means Committee	National Vice President and 3 Members

APPENDIX H: OATH OF OFFICE

I, state your [name], \_\_\_\_\_ do solemnly swear,  
(or affirm,) that I will support and abide by the Bylaws and regulations of the National Montford  
Point Marine Association, Inc. Auxiliary and the orders of the National Auxiliary Officers  
appointed above me.

That I will bear true faith and allegiance to the same; that I take this obligation freely,  
without any mental reservation or purpose of evasion; and that I will well and faithfully  
discharge the duties of the office in which I am about to enter. **(So, help me God.)**

BY-LAWS APPROVAL

The attached Bylaws were presented to the 57<sup>th</sup> Virtual National Convention of the Montford Point Marine Association, Inc. on August 19, 2022.

On August 19, 2022, the National body of the Auxiliary approved and adopted the attached revised National Auxiliary Bylaws which became effective at the close of the 57<sup>th</sup> Virtual National Convention of the Montford Point Marine Association, Inc. Auxiliary.

By-Laws Committee

Bernita Banks  
Latasha Alexander  
Chere Shorter  
Pamela Gaines  
Judy James

Atlanta, GA. #5  
Camp Lejeune, N.C. #10  
Philadelphia, #1  
Camp Lejeune, N.C. #10  
Camp Lejeune, N.C. #10

CERTIFICATION

I, Latasha Alexander, National Auxiliary President of the Montford Point Marine Association, Inc. Auxiliary, do hereby certify that the foregoing Bylaws were approved by a two-thirds majority of the delegates present and voting at the 57<sup>th</sup> Virtual National Convention of the Montford Point Marine Association, Inc. Auxiliary on August 19, 2022.

  
Signature

Attest-

  
James Averhart 19 August 2022

National President, Montford Point Marine Association, Inc.

