

PATRON FOUR FIVE ASSOCIATION

2024 Bylaws

1992 Bylaws As Amended by 1994, 1998, 2002, 2004, 2008, 2010, 2012, 2014, 2024 Business Meetings (Amended during the 2024 Reunion Business meeting and 2005, 2015, 2016, 2019 Newsletters

Article I

Name

The name of the organization shall be Patron Four Five Association.

Article II

Objective

The objective of the Association shall be to provide a database of shipmates and interested persons who have as a common bond squadron membership or interest in VP-45 (VP-45(PBY), VPB-45(PBY), VP-205, VPB-205, VP-MS-5), hold reunions of the membership, publish a periodic newsletter, maintain an historical archive, and such other functions as defined by the officers in quorum. A quorum shall be a simple majority of elected officers.

Article III

Membership

Section 1.

The membership of the Association shall be open to all who have served in the squadron, collectively known as VP-45, on active duty. They shall be called Members. Active duty squadron personnel are Members of the Association for as long as they are in the squadron. They shall not be included in the Roster listing of Members. Associate membership is open to all others who are interested in the objectives of the Association and/or who desire to be on the Association mail list. Only Roster listed Members may vote.

Section 2.

The annual dues for Members and Associate Members shall be \$10.00, payable annually by 31 January of each year (five-year dues \$40.00, and Life membership will be \$200.00). The Secretary shall notify Members and Associate Members in December if their dues have not been paid for the upcoming current year. Those whose dues are not paid by 1 January shall be notified that they will be removed from the active Member list effective 1 February. Reinstatement is automatic upon remittance of one year's past dues in addition to their current year's dues. Members and Associate Members 80 years of age or older and/or the surviving spouses of all Members shall be exempt from payment of dues, and

will be considered Lifetime Members. Should a Member join the Association after 1 July their Membership shall expire the following year vice at the end of the year they joined.

Article III Section 1 – This Article Section 1 was amended via the 2019 Newsletter.

Article III Section 2 – This Article Section 2 was amended at the 2002, 2008, and 2012 Business Meetings and via 2005 and 2019 Newsletters.

Article IV

Officers

Section 1.

The Officers of the Association shall be a President, Vice President, Secretary, Treasurer, , Webmaster and Newsletter Editor . These Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association. Each shall be a Lifetime Member of the Association.

Article IV Section 1 – This Article Section 1 was amended at the 2010 Business Meeting to add Webmaster Association Officer and again at the 2022 Business Meeting to add Newsletter Editor Officer.

Section 2.

The Officers shall be elected by ballot of the Members to serve until successors are elected, and their term of office shall begin when elected. The President may appoint an Officer for a temporary vacancy, which vacancy shall be filled by ballot of the membership at the next reunion Business Meeting.

Section 3.

Officers shall serve terms at the pleasure of a quorum of the elected Officers, or from each reunion to the next, whichever is the shorter term.

Section 4.

No Officer shall hold more than one office at a time but may be elected to serve more than one consecutive term in the same or different office.

Section 5.

Duties of the Officers.

Section 5A. The President.

1. Serve as the ex officio member of all committees except the Nominating Committee. The President is not obligated to attend meetings of the committee or is counted in determining if a quorum is present. The President is authorized to sign checks drawn on the Association checking account. Austerity and necessity are the principles by which expenditures shall be incurred and paid and may not make personal payments but will submit personal expenditures to the Treasurer for reimbursement.

2. Keep the Association immediately apprised of the Association's activities, past and proposed, for the foreseeable future via a special column in each newsletter, or by special means as approved by a quorum of the Officers.
3. Responsible for initiating arrangements and schedules for each Association reunion.

Section 5B. The Vice President.

1. Serve as the President in all instances where the President is unable to do so for whatever reason.
2. Responsible for planning the reunions.

Article IV Section 5B – This Article Section 5B 2 was added at the 1998 Business Meeting and amended in 2016 to reflect service as a member of the Patron 45 Association Board of Directors.

Section 5C. The Treasurer.

1. Responsible for keeping the financial records of the Association and for efficient management of the funds entrusted to his/her care. The Treasurer is authorized to issue funds for legitimate and normal expenses incurred in such duties without prior approval but shall include an accounting at least semiannually to the President, with a copy to each Officer.
2. Reimburse expenses within thirty days incurred by Officers of the Association in their duties and submitted directly in writing or submitted in writing by committee chairmen via the President for approval. The Treasurer may legitimately question expenses submitted and refer questionable items to the Officers for approval by quorum. Austerity and necessity are the principles by which expenditures shall be incurred and reimbursed.
3. Submit an account of expenditures to the President in similar fashion for approval before reimbursement.
4. Shall serve without bond.

Section 5D. The Secretary.

1. Serve as the recording Officer of the Association and custodian of its records, except those specifically assigned to others, such as financial records.
2. Maintain a database of Members and Associate Members which shall be called the Association Roster consisting of, but not be limited to, Active Members' names and addresses, and a mailing list of those Active Members.
3. Maintain an informal Running Log in writing or computer files of all pertinent correspondence and Association activities that are reported.
4. Keep a record of all the proceedings of the Association minutes and make them available to members on request.

Article IV Section 5D – This Article Section 5D Paragraph 3 amended by September 2005 newsletter.

Section 5E. The Webmaster.

1. Maintain an online website for the Association in a manner prescribed/approved by the Association.
2. Post Newsletters, Notices, Reunion Information, Photo Archives, Member Registration Form and other member information approved by a quorum of Association Officers for publication.
3. Make minor changes or modifications to visual and operational aspects of the website without the pre-approval of the Association Officers.
4. Employ software applications, both personal and provided by the Association, to ensure the web page maintains a professional and polished format.

Article IV Section 5E – This Article Section 5E was added at the 2010 Business Meeting.

Section 5F. The Newsletter Editor

1. Responsible for all aspects of The Pelican Post Newsletter.
2. Gather information, in coordination with other Association Officers, and organize inputs for each issue of the Newsletter.
3. Employ software applications, both personal and provided by the Association, to ensure the Newsletter maintains a professional and polished format.
4. Responsible for the timely publication of the Newsletter on a schedule that is typically every six months.
5. Maintain a digital copy of every Association Newsletter published, and work with the Webmaster to ensure Newsletter Archives on the website are current and complete.

Article V

Meetings

Section 1.

Association Officer virtual meetings held quarterly via Zoom.

Section 2.

Association Business Meetings will be held at each reunion, or whenever and wherever that may be agreed upon by a quorum of the Officers or called by a majority of the Members. Association Members are invited to the Reunion Business Meeting via Zoom.

Section 3.

Special meetings of the Officers may be called by a quorum of the Officers at any time. Such meetings may be by Zoom, telephone, or in an assembled group.

Section 4.

Reunions will be held every even year in October as the preferred month. The officers of the Association will coordinate with Squadron leadership for participation and every effort made to hold the second or third reunion in Jacksonville provided the Squadron schedule permits. Potential reunion locations will be nominated by Association Members during the Reunion Business Meeting with digital voting available to all Association Members at least one year prior to the follow-on reunion.

Article VI

Committees

Section 1.

There are no standing committees.

Section 2.

The President may appoint a special ad hoc committee from time to time as deemed necessary to carry on the work of the Association. The President shall be an ex officio member of all committees except the Nominating Committee.

Article VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article VIII

Amendments

Section 1.

These bylaws can be amended at any reunion meeting of the Association by a majority vote of the Members, or by submission to the Members via newsletter (see Section 3 below).

Section 2.

Proposed amendments shall be submitted to the officers in writing as required.

Section 3.

Proposed amendments submitted to the Members by newsletter shall be considered approved if less than ten percent of the Members object in writing or voice to the President within thirty days of the publication in the newsletter.

Section 4.

An amendment is effective immediately upon adoption unless another time is specified in its wording.

Article IX
Newsletter

Section 1.

1. The Association will publish a Newsletter and provide a digital copy (via email) to each member, current in dues, and on the roster. For those members who do not have an email address or do not use email for this purpose, a black and white printed version of the Newsletter will be mailed along with a current roster with postage costs covered by the Association.

Article X
Association Funds

Section 1.

1. Association funds are derived from new and renewing memberships, profits from selling Association items during reunions, and donations.
2. The Association is a non-profit 501(c)(3) organization and is tax exempt
3. Association funds are maintained in a money market and checking account with expenditures approved by the President and Association Officers.
4. The primary use of Association funds is for reunions (formal and informal) that includes the purchase of Association items to be sold for profit, and items that benefit the membership. This would include, but is not limited to food (Hors d'oeuvres), alcoholic and non-alcoholic beverages, hotel services, support equipment, shipping of items, and anything else that directly supports the Association. Profits made from selling Association items go directly back to the Association funds for Association activities and donations/contributions as applicable. Association funds are also used for the hard copy production and postage of the Pelican Post newsletter to Members that do not have an email account or prefer a paper copy.
5. The use of Association funds external to Association activities (scholarships, donations/contributions) must be approved by the Membership during the Reunion Business Meeting and expended by the Officers within the parameters established at the Business Meeting.

Attested: President:



// Date: 22 Dec 24

Secretary:



// Date: 22 Dec 24