



---

**Navy Counselors Association, Inc.**

**National Headquarters**

---

**P.O. Box 15233, Norfolk, VA 23511-0233**

**BYLAWS OF THE NAVY COUNSELORS  
ASSOCIATION, INC (NCA)**

**As amended June 2010**

**“Counselors working with Counselors  
to Enhance the Careers of Sailors”**

# Table of Contents

<b>MISSION, VISION, AND GUIDING PRINCIPLES .....</b>	<b>1</b>
<b>ARTICLES OF ASSOCIATION .....</b>	<b>1</b>
<b>ARTICLE I – TITLE .....</b>	<b>1</b>
<b>ARTICLE II – AFFILIATES .....</b>	<b>2</b>
<b>ARTICLE III – MEMBERSHIP AND VOTING RIGHTS.....</b>	<b>2</b>
<b>ARTICLE IV – MEMBERSHIP FEES AND DUES.....</b>	<b>3</b>
<b>LIFETIME MEMBERSHIP FEE SCALE .....</b>	<b>3</b>
<b>ARTICLE V – LIABILITY .....</b>	<b>4</b>
<b>ARTICLE VI – BOARD OF DIRECTORS.....</b>	<b>4</b>
<b>ARTICLE VII – DUTIES OF THE BOARD OF DIRECTORS.....</b>	<b>4</b>
<b>ARTICLE VIII – NATIONAL OFFICERS.....</b>	<b>5</b>
<b>ARTICLE IX – DUTIES OF NATIONAL AND LOCAL OFFICERS .....</b>	<b>6</b>
<b>ARTICLE X – STANDING COMMITTEES .....</b>	<b>8</b>
<b>ARTICLE XI – ELECTIONS .....</b>	<b>12</b>
<b>ARTICLE XII – MEETINGS.....</b>	<b>13</b>
<b>ARTICLE XIII – LOCAL CHAPTERS.....</b>	<b>14</b>
<b>ARTICLE XIV – ORDER OF BUSINESS.....</b>	<b>15</b>
<b>ARTICLE XV – “PARLIMENTARY LAW; AMENDMENTS” .....</b>	<b>15</b>
<b>ARTICLE XVI – INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES .....</b>	<b>15</b>
<b>RECORD OF AMENDMENTS .....</b>	<b>16</b>
<b>APPENDIX A.....</b>	<b>A-1</b>
<b>NAVY COUNSELORS ASSOCIATION, INC (NCA) EDUCATIONAL SCHOLARSHIP APPLICATION .....</b>	<b>A-1</b>
<b>APPENDIX B.....</b>	<b>B-1</b>
<b>CAREER COUNSELORS OF THE YEAR NOMINATION FORMAT.....</b>	<b>B-1</b>
<b>APPENDIX C.....</b>	<b>C-1</b>
<b>APPLICATION FOR NATIONAL NAVY COUNSELORS ASSOCIATION TREASURER .....</b>	<b>C-1</b>

## **MISSION, VISION, AND GUIDING PRINCIPLES**

The Navy Counselors Association Inc., (NCA). is dedicated to the continued support of education and professional development of Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the professional development of Sailors past and present. The NCA will promote personal and professional integrity of Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the career development of Sailors by providing a network of assets and experience, facilitating the best possible career information flow to the Navy.

We unite to form the NAVY COUNSELORS ASSOCIATION, INC. (NCA) dedicated to:

-Support, develop, encourage, foster and promote Career Counselors in their efforts to obtain, train, and retain quality Sailors.

-Assist Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the professional development of Sailors, past and present, and their family members and survivors, in every proper and legitimate matter.

-Represent the best interest and rights of Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the career development of Sailors to the proper authority when appropriate.

## **ARTICLES OF ASSOCIATION**

The Association shall be known as the Navy Counselors Association, Inc. (NCA); to aid past and present Command Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the career development of Sailors of the United States Navy from which our members are drawn, and their family members and survivors.

The National Headquarters of the NCA shall be in Norfolk, Virginia. The NCA will be a non-profit organization, operated exclusively for the purposes beneficial to the interest of the nation, the Association membership, their family members and survivors.

### **ARTICLE I – Title**

**Section I.** The Association shall be known as the NAVY COUNSELORS ASSOCIATION, INC. (NCA).

**Section II.** The National Headquarters of the NCA shall be maintained in Norfolk, Virginia.

**Section III.** The NCA will be a non-profit organization, operated exclusively for the purposes beneficial to the interests of the nation, the association membership, their family members and survivors.

**Section IV.** In the event of the final dissolution and liquidation of the NCA, and after all liabilities of the organization have been paid, satisfied and discharged, or adequate provision has been made therefore, and after the transfer of other assets as may be required by law, the remaining assets of the NCA, including all specifically designated funds, shall be spent for the purposes of NCA, or given to the Armed Forces Retirement Home, an exempt organization as defined by Section 501 ( c ) (3) of the United States Internal Revenue Code as the Board of Directors shall determine. If the Armed Forces Retirement Home is then no longer in existence or is no longer tax-exempt under that section of the Code, such remaining assets may instead be given to another such organization having, as near as possible, the same purposes, as the Board of Directors shall determine.

## **ARTICLE II – Affiliates**

**Section I.** The NCA Board of Directors may develop affiliations with other organizations for the purpose of cooperation in the furtherance of the objectives stated in the mission, vision and guiding principles herein. Such affiliation does not authorize either organization to participate in the organizational or managerial concerns of the other. Any such affiliation may be canceled by unilateral, action of either of the organizations involved.

**Section II.** An organization affiliated with the NCA may send a designated representative to attend a meeting of the NCA Board of Directors. Such representation may, on behalf of such affiliate, submit recommendations to the NCA President for consideration by the Board of Directors.

## **ARTICLE III – Membership and Voting Rights**

**Section I.** Subject to the provisions herein, membership shall be composed of:

(a) Individuals who are currently serving or have previously served as active or reserve Command Career Counselors, Command Master Chiefs, Career Development Team Members, Recruiters, Detailers and Recruit Division Commanders; and all military and civilian personnel involved in the career development of Sailors.

(b) Surviving spouses of deceased members of any individual, who would, if living, be eligible for membership.

**Section II.** The two classes of membership shall be, and are defined as:

(a) Members – Membership shall be open to active, reserve or retired Command Career Counselors, Command Master Chiefs, Career Development Team Members, Recruiters, Detailers and Recruit Division Commanders; and all military and civilian personnel involved in the professional development of Sailors. Membership will also be open to surviving spouses of any deceased individuals who would, if living, be eligible for membership.

(b) Life Members – Life Members/Life Associate Members shall be composed of Those individuals who commit themselves to the NCA as Life Member/Life Associate Member, as provided in Article IV, Section V and VI.

**Section III.** Corporate Sponsors shall be those established companies and corporations with interest and desire to participate with the NCA towards achievement of its objectives. Corporate Sponsors shall have no voting status.

**Section IV.** Application for membership or renewal of membership outside of the annual training event registration shall be addressed to the NCA National Treasurer in writing. Each application will be reviewed by the National Treasure, who will ensure acknowledgement (membership card) is made and mailed to the member or local Chapter President (if a local chapter is available); who will ensure acknowledgement (membership card) is made to the member.

**Section V.** Any application for membership may be rejected by a two-thirds majority vote of the Board of Directors.

**Section VI.** Any member may be dropped for cause by a two-thirds majority vote of the Board of Directors after being given an opportunity to be heard.

**ARTICLE IV – Membership Fees and Dues**

**Section I.** Members and will pay an annual membership fee of \$30.00. Membership will be offered to all graduates of the Command Career Counselor School (CCC), Enlisted Navy Recruiter Orientation (ENRO), and Senior Enlisted Academy (SEA) regardless of rate or rank at graduation.

**Section II.** All “annual” memberships shall expire on the first day of the annual training event.

**Section III.** Any member whose annual dues have been delinquent for a period of one year shall be dropped from the active membership rolls.

**Section IV.** Membership dues may be raised as deemed necessary by a majority vote of the NCA membership present at any annual training event.

**Section V.** Upon joining the NCA, a Member in good standings for a period of not less than 5 concurrent years may elect lifetime membership by paying a lifetime membership fee in an amount based upon age on the date of application.

**LIFETIME MEMBERSHIP FEE SCALE**

AGE	AMOUNT
61 and above.....	Free
56 to 60 (inclusive).....	\$ 85.00
51 to 55(inclusive).....	\$100.00
46 to 50(inclusive).....	\$110.00
45 and below.....	\$120.00

Personnel, who have served as past NCA National Officers, and the current NCA National Officers, will automatically become Lifetime members upon successful completion of the full term. The

Lifetime membership fee will be waived and any previously paid membership fees will not be refunded. This will encourage corporate knowledge to continue in the NCA.

NCA Career Counselor of the Year (Sea/Shore/Reserve) will receive a one-year membership upon selection. If membership fee is paid for the current year, this one year membership fee will be waived for one year following initial expiration of current membership. If CCOY is a lifetime member, previously paid membership fees will not be refunded. The one-year membership fee will be waived, until the next annual training event.

A Lifetime Member shall not be required to pay further dues unless volunteering to do so.

**Section VI.** Corporate Sponsorship fees shall be determined by the Board of Directors upon written application by the establishment to participate in any NCA event, and will be based upon the degree of sponsorship received or anticipated. Corporate sponsorship fees may be waived by a majority vote of the Board of Directors.

#### **ARTICLE V – Liability**

**Section I.** No member shall become liable to the NCA for any amount other than initial and annual membership fees, or for debts incurred by the NCA and not capable of being discharged by the Board of Directors in the name of the NCA.

#### **ARTICLE VI – Board of Directors**

**Section I.** There shall be a Board of Directors of the NCA. The Board shall consist of the National President, National Vice-President, National Secretary, National Treasurer, the immediate past National President and each Chapter President. The membership of the Board of Directors shall be drawn from the active Members of the NCA only.

**Section II.** Regular meetings of the Board of Directors shall immediately precede and immediately following each annual training event of the NCA at the place where such annual training event shall be held. Meetings of the Board of Directors may be held at other times as determined necessary by the Board of Directors, at locations mutually agreeable by the current Board membership, in the proper conduct of the NCA business. These meetings may also be held at any time during the year, via email or other forms of communication, if immediate concerns develop.

#### **ARTICLE VII – Duties of the Board of Directors**

**Section I.** The Board of Directors shall:

- (a) Transact the general business of the NCA in the interim between annual training events.
- (b) Establish major administrative policies governing the affairs of the NCA and devised measures for the growth and development of the NCA.

(c) Maintain a National Headquarters in Norfolk, Virginia and make the headquarters the center of activities for the NCA.

(d) Act upon applications for memberships in the NCA.

(e) Appoint all committees not otherwise provided for.

(f) Have the power to fill any vacancies on the Board of Directors, except vacancies occurring in the office of National President or Vice-President. Vacancies will be filled upon a majority vote of the Board of Directors during a special meeting called for that purpose.

(g) Will implement and maintain NCA Policies and Procedures under the direction of the National President.

**Section II.** All checks, drafts or other payment of money, quotes, or other evidences of indebtedness, issued in the name of or payable to the Navy Counselors Association, Inc. shall be signed and endorsed by such person or persons in such manner as shall be determined by resolution of the Board of Directors. Persons authorized to sign documents disbursing funds shall be limited to the National President and National Treasurer.

**Section III.** The Board of Directors, except as provided for in the Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of or on behalf of the NCA, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the NCA by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount. The authorized officer or officers, agent or agents, may not execute a contract requiring disbursement of funds without approval of the current National President, Vice President and Treasurer.

## **ARTICLE VIII – National Officers**

**Section I.** The National Officers of the NCA shall be a President, Vice-President, Secretary and Treasurer. The National Officers shall be collectively known as the Executive Board. Election of National Officers will take place annually at the symposium for President and Vice President and every 2 years for Secretary and Treasurer.

All nominated and/or elected officers must have a minimum of 2 years remaining on active duty at the time of nomination and/or election. All forwarding of reports must go via the National President and Vice President.

**Section II.** Subordinate Officers: The National Officers may appoint such other officers as the business of the NCA may require, each of whom shall hold office for such a period, have such authority and perform such duties as are provided for in the Bylaws and as determined by the National Officers.

**Section III.** The National Officers shall perform the duties usually performed by such officers, together with such duties as shall be prescribed by the Bylaws as assigned by the Board of Directors.

**Section IV.** The term of all National Officers elected at the annual training event shall commence at the adjournment of the annual training event. Newly elected officers may refrain from assuming the duties and responsibilities of the office until such time the newly elected officer is satisfied that all matters pertaining to the outgoing administration are in order. In this case, the Board of directors will establish an appropriate date. In no case shall this date exceed 30 days from adjournment of the annual training event. A duly elected officer may resign at any time by giving written notice to the Board of Directors.

**Section V.** The National President and Vice-President may not be elected to more than two successful terms in the same office.

**Section VI.** National Officers may be removed or their term of office suspended for cause of non-performance of duties when determined in the best interest of the NCA by a majority vote of the Board of Directors.

**Section VII.** Vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled at any time thereafter in the manner prescribed in the Bylaws for regular election to such office, for the remainder of the vacated term.

**Section VIII.** No person (elected or appointed) shall serve in or hold any position as a National Officer inclusive of all positions for more than 3 years.

#### **ARTICLE IX – Duties of National and Local Officers**

**Section I.** The National President shall be the Chief Executive Officer of the NCA and shall be responsible to the Board of Directors, have general supervision, direction and control of the NCA. The National President shall have knowledge of all standing committees and have general powers and duties of management usually vested in the office of president of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or the bylaws. The National President shall liaison with all Fleet and Force Counselors throughout the Navy to encourage and foster promotion of membership in the National NCA, the NCA Career Counselor of the Year (Sea/Shore/Reserve) and Scholarship Programs. The National President shall ensure all National Officers are performing the duties as prescribed in the bylaws. All correspondence will be routed via the National President and Vice President for final approval.

**Section II.** The National Vice-President, in the absence of the National President, shall assume the duties of the President and such other duties as are assigned by the Board of Directors. The National Vice President shall be the principle liaison between the National Officers and the Local Chapter Presidents and will maintain open lines of communication with each Chapter President and will maintain open lines of communications with each Chapter. In the event of a vacancy in the office of National President, the Vice-President shall serve as President until the adjournment of the next annual training event or until a successor is elected in the manner prescribed in the bylaws. The National Vice-President will ensure wide dissemination of the membership of the National NCA, NCA Scholarship and Career Counselor of the Year (Sea/Shore/Reserve) Programs.

**Section III.** The Local Chapter Presidents are duly elected officers of the NCA and are directly responsible to the National Vice-President in the execution of their duties. The Local Chapter Presidents are the liaison between the membership and the NCA in matters of organization, administration and functions within chapters. The local Chapter Presidents will ensure wide dissemination of the Career Counselor of the Year (Sea/Shore/Reserve) and Scholarship Programs. They will also maintain an active and aggressive recruitment program and shall encourage camaraderie and promote social interaction in their regions. Local Chapter Presidents will serve on the Board of Directors as prescribed by the Bylaws.

**Section IV.** The National Secretary shall maintain a record of the minutes of all meetings of the NCA and provide copies of all minutes of the NCA or the Board of Directors upon request of a member. The National Secretary shall deliver to the successor secretary all NCA property, papers and files upon turning over the position. The National Secretary shall ensure that membership, scholarship programs, and Career Counselor of the Year (Sea/Shore/Reserve) information is forwarded to all members of the NCA. The Newsletter Editor is an additional position held by the National Secretary. The National secretary shall solicit and accept articles for publication in the NCA newsletter. The National President prior to distribution must approve the contents and opinions expressed in the NCA newsletter. The National Secretary will collect all newsletter inputs, draft, verify and will forward to the newsletter editor for a final professional product. The Secretary shall maintain a history file to comprise of all old business including but not limited to reports, documents and photographs. The Postmaster is an additional position held by the National Secretary. The Postmaster shall compile a comprehensive directory of all members of the NCA and Navy Counselors. The directory shall list the individuals' rate, name, command and email addresses and indicate membership term (e.g. lifetime or annual). This directory shall be made available to the Board of Directors and Webmaster within 60 days following the annual NCA training event and updated quarterly.

**Section V.** The National Treasurer shall be the financial voice of the Navy Counselors Association Inc. The treasurer will collect, expend, and have charge of all funds of the NCA: shall deposit such funds in a bank designated by the Board of Directors. The Treasurer is responsible for keeping and maintaining a complete set of financial and accounting records, providing semi-annual financial statements, and filing the appropriate tax returns with the Internal Revenue Service.

1. The National Treasurer is to be nominated by the NCA Finance Committee and confirmed by the Board of Directors. The position will be filled by an individual with bookkeeping/ auditing education and practical experience.

2. Applications (**See attached appendix C**) to be considered for the National Treasurer shall be sent to the current NCA P. O. Box and reviewed by the NCA President and Treasurer at least 30 days prior to the first day of the annual training event of the year of election. The Finance Committee will review applications for the National Treasurer during the annual training event and provide nomination to the Board of Directors. NCA Treasurer shall be elected by 2/3 vote of Board of Directors. The appointment will be for a term of no more than two years.

3. The office of the National Treasurer will be turned over 45 days following the close of the annual training event at which time all event fees and bills will be settled and paid. The turnover will be conducted in the location of the NCA bank of record. During the turnover the off-going and

oncoming treasurer will transfer custody of all vouchers, monies, and books for the association. A formal audit will be conducted by a member of the Finance Committee during the turnover at a location that is conducive for fiscal responsibility. Copies of all audits will be maintained by the treasurer and forwarded to the NCA President and to Secretary for filing.

4. Any discrepancy will be reported to the National President and the Board of Directors. At that time, the turnover of the NCA Treasurer may be postponed depending on the severity of the discrepancy and the ability to correct the discrepancy in a timely manner as directed by the Finance Committee auditor. The incoming treasurer will ensure that all NCA accounts are updated with his/her information and that the incoming treasurer will have custody of the accounts. The previous treasurer will be retained on the accounts in case the incoming treasurer is unable to fill his/her term for any reason.

5. An audit will be conducted 45 days following the close of the annual training event during years when the office of the National Treasurer does not turnover. The audit will occur at a location convenient to the auditor and the National Treasurer.

6. The National Treasurer will utilize a Certified Public Accountant firm specializing in non-profit organizations. The NCA relationship with the accounting organization will be reviewed by the NCA President and the Finance Committee during alternating years from the appointment of a new National Treasurer. The National Treasurer will be bonded for a minimum amount \$250,000.00. The Bond amount shall be reviewed bi-annually for adjustment by the NCA President and the Finance Committee. The cost of procuring the bond will be funded by the NCA.

**Section VI.** The National Sponsor Coordinator shall as a duly appointed officer of the NCA, and are directly responsible to the National Vice-President in the execution of their duties. The National Sponsor Coordinator is a liaison between the local Chapter Sponsor Coordinators, Annual Training Event Sponsors and the NCA in matters of organization, administration and functions of their annual sponsorship and donations to the NCA. The National Sponsor Coordinator will submit monthly reports to the National Vice-President regarding functions of their annual sponsorship and sponsors. The National Sponsor Coordinator will ensure widest dissemination of Scholarship Programs. They will also maintain an active and aggressive sponsor recruitment program and shall encourage camaraderie and promote special interaction with sponsors and the Board of Directors.

**Section VII.** All National Officers, except the Secretary and Treasurer, shall within 30 days following expiration of their term, surrender all property belonging to their respective offices to the newly elected President.

## **ARTICLE X – Standing Committees**

**Section I.** Standing committees may be comprised of both Members and shall assume such duties as are specified in these Bylaws and as assigned by the Board of Directors.

**Section II.** The following standing committees shall be appointed at each symposium and serve until the next annual training event, or until their respective successors have been appointed:

- (a) Advisory                      (d) Annual Training Event                      (g) Career Counselors of the Year

(b) Bylaws  
(c) Membership

(e) Finance  
(f) Scholarship

(h) Training  
(i) Sponsorship

**Section III.** Each committee shall consist of members of the Association, volunteering or chosen to represent various geographic locations. Each committee chairman will be presented with a copy of the bylaws prior to commencing business of the committee. The chairman of each committee shall report to and receive guidance from the Board of Directors. Each chairman shall submit written minutes at the termination of their respective board to the President for inclusion in history files.

**Section IV.** Members of the Sponsorship Board shall be appointed by the National Vice President. The primary function of this board is to provide guidance and assistance to the National Vice President and Local Chapter Vice Presidents on information pertaining to obtaining sponsorship.

**Section V.** Members of the Training Committee shall be appointed by the President. The primary function of this board is to provide guidance to the National President on training requirements and requests from CCC throughout the Fleet.

**Section VI.** Members of the Advisory Board shall be appointed by the National President. The primary function of this advisory board will be to provide counsel and administrative support to the National President. Membership and responsibilities of the advisory board shall include but not be limited to:

(a) Protocol Officer. The Protocol Officer shall be a member of the local chapter and shall provide guidance to the National Board of Directors as well as the NCA at large on matters of protocol at the Symposium location. This is an annual appointment and will be made within 90 days of office by the newly elected National President and Vice-President.

(b) The Newsletter Editor shall proof and review Newsletter for the National President. The National President will review the newsletter for final approval. The contents and opinions expressed in the NCA newsletter must be approved by the National President prior to distribution. The National Secretary will collect all newsletter inputs, draft, verify and will forward to the newsletter editor for a final professional product.

(c) Photographer. The National Photographer shall be appointed by the National Vice President. All local chapters shall have a chapter Photographer. Each Photographer shall record NCA events as well as events and activities pertinent to the NCA for inclusion in the NCA newsletter and history files. The Photographer will maintain open lines of communication with the National Officers and each chapter President and Photographer for submission of events from their respective areas. This is an annual appointment and will be made within 90 days of office.

(d) Master-At-Arms. The Master-At-Arms shall be appointed by the National President. The Master-At-Arms shall build a team of assistants to ensure good order and discipline during meetings of the NCA. The Master-At-Arms will maintain open lines of communication with the Board of Directors. Additionally, the Master-At-Arms will provide secure tabulations of ballots for the election of officers. This is an annual appointment and will be made within 90 days of office.

(e) Public Affairs Officer. The PAO shall develop the association internal information program; prepare and submit news releases; explore avenues for community involvement; respond to all external inquiries under the advisement of the National Officers. Additionally, the PAO shall be responsible for review of the newsletter prior to release. The PAO shall assist the Protocol Officer by providing guidance to the Board of Directors as well as the NCA at large on matters of protocol at the annual training event location. This appointed position will be held for 1 year and will be made within 90 days by the National President.

(f) Webmaster. The webmaster shall maintain the official NCA website under direction of the National Officers. The Webmaster will keep open lines of communication with the PAO and Photographer for quarterly website updates. Additionally, the Webmaster will maintain the NCA online directory.

**Section VII.** The Bylaws Committee shall review the articles of the NCA's Policies, Procedures and Bylaws and recommend alterations, amendments, changes or new bylaws to the Board of Directors. The Committee Chairman shall review the updates during the year for inclusion at the annual NCA Annual Training Event board. This is an annual appointment and will be made within 60 days by the National President.

**Section VIII.** The Membership Committee Chairman shall be appointed by the National Vice President. The Committee shall devise ways and means of securing new members and methods organization for making such membership effective. This appointed position will be held for 1 year and will be made within 60 days of office.

**Section IX.** All Annual Training event chairpersons' shall conduct surveys, collect critiques, solicit and gather suggestions in order to prepare a Lessons Learned report to aid the planning of future annual training events. This Lessons Learned report will be made a permanent part of the history file and a copy forwarded to the Secretary.

**Section X.** The Finance Committee shall prepare an annual budget, advise on expenditures of funds and assist the Sponsorship Officer with soliciting corporate sponsorship for the association. The National Treasurer shall serve as chairman of this committee. There shall be at least three members of this committee, none of whom are on the Board of Directors or handle NCA funds. Committee members shall be appointed by the National President to audit the accounts of the NCA at the annual training event and make a full report to the outgoing and incoming National Officers no later than 15 days after the conclusion of the annual training event. This is an annual appointment and will be made no later than the second day of the annual training event by the National President.

**Section XI.** The Scholarship Committee shall review the criteria for the NCA Scholarship Program, making recommendations to the Board of Directors for management of the program. Requirements for the scholarship and package preparations shall be submitted using enclosure (1) as prescribed by the Board of Directors. The committee shall be called to order the first day of each annual training event to review nomination packages for the scholarships using enclosure (2) and report committee finding and recommendations to the Board of Directors, prior to the close of business, fourth day of the annual training event. Each scholarship check will be made payable to the school as indicated by the student. There is a two scholarships limit per person. The scholarship nominations must be for

immediate family members (spouse, children, and stepchildren) of a NCA member in good standings. At no time shall a sponsor of an applicant be a sitting committee member of a NCA scholarship board. Minutes of the Scholarship board will be provided to the National President for review and approval by the close of business the third day. The Secretary (Historian) shall maintain minutes of all Scholarship Boards. Scholarship nominations will be provided in the format prescribed in APPENDIX A. This is an annual appointment and shall be made on the first day of the Annual Training Event by the National President.

**Section XII.** The Committee for the Career Counselor of the Year (Sea/Shore/Reserve) shall establish and review eligibility and selection criteria for the Career Counselor of the Year program placing special emphasis on specific accomplishments and contributions to the Career Counselor community. The committee shall be called to order the first day of each annual training event to review nominations for the Career Counselor of the Year (Sea/Shore/Reserve) and make selection recommendations in writing to the National President. The incumbent Career Counselor of the Year (Sea/Shore/Reserve) will be a member of this board and the National President will appoint a Master Chief to chair this board no later than the first day of the annual training event. No board member will be a part of the nominee's chain-of-command. Nominations will be provided in the format prescribed in APPENDIX B. Nominations MUST be submitted by convening of the CCOY quorum. Incomplete nomination packages will be returned to the respective TYCOM.

**Shore CCOY candidates are defined as:**

**The candidates will include both Navy Active Duty personnel Branch code 11 and Full Time Support Personnel Branch code 32 anyone filling a Command Career Counselor Position.**

**a. Shore ( Type Duty Code "1"):** Duty performed in United States (U.S.) (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year, or long-term schooling of 18 or more months. **For example: Navy Operational Support Centers NOSC's, Naval Air Stations and Navy Bases.**

**b. Overseas Remote Land-based Sea Duty (Type Duty Code "3"):** Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.

**c. Overseas Shore Duty (Type Duty Code "6"):** Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

**Sea CCOY candidates are defined as:**

**The candidates will include both Navy Active Duty personnel Branch code 11 and Full Time Support Personnel Branch code 32 anyone filling a Command Career Counselor Position.**

**a. Sea Duty (Type Duty Code "2"):** Duty performed in **commissioned vessels** and **deployable squadrons** homeported in the U.S. (including Hawaii and Alaska); U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year. .

**b. Overseas Sea Duty (Type Duty Code "4"):** Duty performed in commissioned vessels and deployable squadrons homeported overseas; overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

**Reserve CCOY candidates are defined as:**

**a. Reserve (SELRES)** candidates will be any E-6 or below Sailor who serves as a Divisional, Departmental or Unit career counselor who is in the U. S. Navy Reserve (USNR) who are serving as Unit Career Counselors or Command Career Counselors or completion of the two week Reserve Career Counselor Course (this may not always be the case due to funding). The Reserve CCOY can be a candidate that is functioning as a Career Counselor for a reserve Unit, Squadron or a Staff Command (or as an assistant to the Full Time Support CCC). The Reserve community consists of mature Sailors who have either Prior-Service, Non-Prior Service, work ethics of an Executive level or higher in the civilian sectors who serve as Unit CC's.

Screening requirements for CCOY (Sea/Shore/Reserve) selection:

- CCOY (Sea/Shore/Reserve) board members shall not be composed of any member from an applicant's chain of command, to include ISIC and TYCOM, to ensure integrity of the board.
- ISIC counselor will forward most recent Career Information Program Review Assessment as an enclosure to this package. Packages received without a program assessments will be a disqualifier.
- The observed period for CCOY (Sea/Shore/Reserve) shall be in accordance with Appendix B.

The following benefits and recognition will be afforded to the newly elected CCOY (Sea/Shore/Reserve):

- A plaque recognizing their achievement.
- The Association will pay for the cost of the dinner banquet ticket, and upgrade the hotel accommodations for the next annual training event.
- One-year membership to the Navy Counselor Association (to expire at the commencement of the next annual training event)

**ARTICLE XI – Elections**

**All nominees must be present at the annual training event to be considered for election.**

**Section I.** The National President and National Vice-President shall be elected annually by a majority vote of the membership present at the annual training event, to serve until the conclusion of the next annual training event.

**Section II.** The National Treasurer and National Secretary shall be elected bi-annually by a majority vote of the membership present at the annual training event, to serve 2 consecutive years until the conclusion of the annual training event of the second year. The terms of office shall begin and end on alternating years. This will provide continuity of corporate knowledge between these closely working offices.

**Section III.** The election term for Local Chapter Presidents will be for one year.

**Section IV.** The National President shall, on the first day of each annual training event, appoint tellers from the membership at large who shall serve as inspectors of elections.

**Section V.** Polls shall be open for such a period of time as specified in advance of voting by the Board of Directors. Voting shall be accomplished by the ballot process. If a nominee is running unopposed, a voice vote of the annual training event quorum will be utilized.

**Section VI.** In the event of removal of a National Officer for cause or non-performance of duty, or vacancy for any reason, election of an interim replacement may be made by the Board of Directors during a special session called specifically for that purpose. A majority vote of all existing directors is required and may be obtained telephonically for directors unable to attend. This interim appointment shall be for the duration of the regular term of the vacant office.

## **ARTICLE XII – Meetings**

**Section I.** Unless otherwise ordered by the Board of Directors, the NCA shall meet in an annual training event once every year at the place and time to be nominated by the Annual Training Event Committee and approved by the Board of Directors. The purpose of the meeting shall be the election of National Officers and transaction of such business as may properly be brought before the next annual training event.

**Section II.** Special annual training events of the NCA may be called by the Board of Directors or upon written request of twenty percent of the membership entitled to vote.

**Section III.** Notice of all annual training events of the NCA shall be emailed to the membership from National Headquarters at least three months prior to the meeting.

**Section IV.** The membership in attendance at any annual training event must, in person or by proxy, constitute a quorum capable of transacting all business properly brought before the annual training event.

**Section V.** The membership failing to attend, either in person or by proxy authorized in writing, shall be considered to have waived the right to be present and thereby signify consent to and ratification of such action as the majority of those present may determine by their vote.

**Section VI.** Except as provided in Article XV, a majority vote of the membership present, in person or by proxy, at any annual training event of the Association shall govern in all matters properly brought before the annual training event begins, except that should any obligation on the part of the NCA be

authorized or created, the provisions against personal liability provided for in Article V, Section I of the Bylaws shall be directed to be included therein.

**Section VII.** Proxies for annual training event of the NCA must be submitted in writing to the National Headquarters address no later than two weeks prior to the convening date of such Annual Training Event. Any hand carried consideration shall be delivered to the National President on the first day of the Annual Training Event. The National President shall determine the validity of such proxies, subject to the right of appeal to the Board of Directors.

**Section VIII.** Absentee desiring consideration of matters at an annual training event of the NCA shall submit those matters in writing to the National Headquarters to be received at least two weeks prior to the convening date of such annual training event. Any hand carried consideration shall be delivered to the National President on the first day of the Annual Training Event. The National President shall determine the validity of such submission, subject to the right of appeal of the Board of Directors.

### **ARTICLE XIII – Local Chapters**

**Section I.** The purpose of local chapters is to support and publicize the NCA, facilitate the exchange of current retention and recruiting information, promote camaraderie among the various Career Counselor communities. Additionally, local chapters are charged with promoting membership in the National NCA.

**Section II.** To petition for recognition as a local chapter of the NCA, the following requirements must be met:

(a) Membership of the proposed local chapter must include five National Members in good standing as a minimum.

(b) The proposed local chapter must have held a minimum of one meeting at which a chapter President, Vice-President and Secretary must have been elected.

(c) Members of the proposed local chapter must agree to abide by the National bylaws of the NCA.

**Section III.** Petitions for chapter recognition must include a cover letter detailing how and when the above requirements were met; a complete list of all national members and local members attached to the proposed local chapter, including addresses, phone numbers and email addresses for each.

**Section IV.** Chapters may collect dues from the local members for the chapter functions and support. Chapters may also submit membership applications with applicable dues to the National NCA via the National Headquarters address.

**Section V.** Chapters may adopt local bylaws provided they are not in conflict with the letter and spirit of the National bylaws.

**Section VI.** Chapters are tasked with providing the National Headquarters a listing of Chapter Officers and local chapter membership, including addresses, phone numbers and email addresses. This requirement must be met on 01 January and 01 July of each year.

#### **ARTICLE XIV – Order of Business**

**Section I.** The following shall be the order of business of meetings:

- (a) Address of the President
- (b) Reading of the minutes of the previous meeting and events conducted during the period post the last annual training event.
- (c) Treasurers Report
- (d) Report of Special Subjects (announcement of ISIC/TYCOM meetings)
- (e) Election of Officers (only during the annual meeting at the Annual Training Event)
- (f) Report of Special Subjects (if necessary)
- (g) Unfinished Business
- (h) New Business
- (i) Adjournment
- (j) Officer turnover
- (k) Review of Treasurer’s report

#### **ARTICLE XV – “Parliamentary Law; Amendments”**

**Section I.** The rules contained in the current edition of Roberts Rules of Order shall govern the NCA in all cases to as applicable and in which they are not inconsistent with these Bylaws and any special rules of order the NCA may adopt.

**Section II.** These bylaws may be revised, amended or changed or new Bylaws may be adopted by two-thirds majority vote of the Board of Directors whenever, in their judgment, they may consider such changes beneficial to the operation of the NCA. The Board of Directors may not revise, amend or change these Bylaws with regard to matters related to tenure in office of directors, except by unanimous vote. Any action taken by the Board of Directors under this article is thereby effective immediately. Any action taken by the Board of Directors under this article is thereby effective immediately. Bylaw revisions are effective immediately and updated no later than 1 May of each year. Revised bylaws must be posted on the official NCA website and distributed to the NCA members electronically, no later than 31 May of each year. Items needing to be added, deleted or amended in current bylaws to ensure the continued compliance with all federal laws and Virginia state laws will be made without a vote by Board of Directors. The Board of Directors will be made aware of any such changes. Documentation of the legal requirement to make such changes will be provided upon request.

#### **ARTICLE XVI – Indemnification of Directors, Officers and Employees**

**Section I.** Every director, officer or employee of the NCA shall be indemnified by the NCA against all expenses and liabilities, including counsel fees, reasonably incurred or imposed in connection with any proceeding to which made a party, or in which involved, by reason of being or having been a director,

officer or employee at he time such expenses are incurred, except in such cases wherein the director, officer or employee is adjudged guilty of willful misfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such director, officer or employee may be entitled.

## RECORD OF AMENDMENTS

ITEM	PLACE/DATE	ACTION
Motion carried to modify Article III, Section II to eliminate individual class of membership	Symposium 1996	Implemented
Motion carried to modify Article III, Section II, to read "...only these active members shall have the privileges that include the right to hold elected office".	Symposium 1996	Implemented
Motion carried to modify Article X, Section IX, to; require Career Counselor of the Year (CCOY) Committee to place special emphasis on candidate's contributions to the career counselor community; require Career Counselor of the Year (CCOY) candidates to be to be active members serving in paygrades E-6 and below; that all nominations must be forwarded via the member's chain of command.	Symposium 1996	Implemented
Motion carried to modify Article of Association; The Association shall be known as the Navy Counselors Association, Inc. (NCA) to aid past and present Command Career Counselors, Command Master Chiefs, Navy Recruiters, Recruit Division Commanders, and all other personnel who aid in the professional development of Sailors of the United States Navy from which out members are drawn, and their family members and survivors.	Symposium 1999	Implemented
Motion carried to modify Article III, Section I (a); Individuals who are currently serving or have served as active or reserve Command Career Counselors, Command Master Chiefs, Retention Team Members, Recruiters, Detailers, and Recruit Division Commanders; and all military and civilian personnel involved in the professional development of Sailors.	Symposium 1999	Implemented
Motion carried to modify Article III, Section I (b), Delete	Symposium 1999	Implemented
Motion carried to modify Article III, Section I (d), Delete	Symposium 1999	Implemented
Motion carried to modify Article II, Section I (a); Members – members shall be composed of active or reserve Command Career Counselors, Command Master Chiefs, Retention Team Members, Recruiters, Detailers and Recruit Division Commanders; and all military and civilian personnel involved in the professional development of Sailors. This includes widows, or widowers of any deceased individuals who would, if living, be eligible for membership	Symposium 1999	Implemented
Motion carried to modify Article XI; Addition of section to modify Tenure of Office of the National Treasurer and National Secretary. The National Treasurer and National Secretary shall be elected bi-annually by a majority vote to serve two (2) consecutive years until the conclusion of the	Symposium 2001	Implemented

symposium of the second year.  
Sections III – VI renumbered.

Motion carried to modify Article VII, Section VII. Addition of section to add; remainder of the vacated year. Motion carried to modify Article X, Section IV. Addition of section to add; Public Affairs Officer and Webmaster. Motion Carried to modify election of Treasurer and Secretary Bi-Annually to serve two (2) consecutive terms beginning and ending on alternative years. Motion to modify Article XV, Section II. Addition of section to add; Any action taken by the Board of Directors under this article is thereby immediately and subject to confirmation by a majority vote at the next symposium of the NCA or by electronic, or whatever means necessary of the NCA	Symposium 2002	Implemented
Motion carried to modify the Mission, Vision and Guiding Principles. Change the word “dependents” in subparagraph (2) to read “family members”.	Symposium 2004	Implemented
Motion carried to modify Article of Association Paragraph (2) from “Navy Home” to read “Armed Forces Retirement Home”	Symposium 2004	Implemented
Motion carried to modify Article III, change Section II, subparagraph (a) from “Retention Team Members” to “Career Development Team Members”	Symposium 2004	Implemented
Motion carried to modify Article X; change Section VI from “following years” to read “following two years” and change Appendix D to read Appendix E. Change section VII from “as prescribed by the Board of Directors” to “as prescribed in Appendix C”.	Symposium 2004	Implemented
Motion carried to modify Article XI; add motion carried from 2001 symposium. Addition to modify Tenure of Office	Symposium 2004	Implemented
Motion carried to modify cover page from “BYLAWS OF THE NAVY COUNSELOR ASSOCIATION, INC as amended October 2004 (Rev. 5-2005) to read BYLAWS OF THE NAVY COUNSELOR ASSOCIATION, INC (NCA) as amended October 2004 (Rev. 5-2005)	Symposium 2005	Implemented following Symposium 2006
Motion carried to modify Page 3, ARTICLE OF ASSOCIATION to read ARTICLES OF ASSOCIATION	Symposium 2005	Implemented following Symposium 2006
Motion carried to modify ARTICLES OF ASSOCIATION to remove “In the event of final dissolution or liquidation of the NCA, and after discharge of all liabilities, the remaining assets including all specifically designated funds, shall be given to the Armed Forces Retirement Home, an exempt organization as defined in the Internal Revenue Code, having been so designated by a two-thirds majority vote of the NCA membership. This article is already addressed in Article I, Section IV of the bylaws.	Symposium 2005	Implemented following Symposium 2006
Motion carried to modify Article III, Membership and voting rights from (b) Widows and widowers of deceased members of any individual, who would if living, be eligible for membership. To read: (b) Surviving spouses of deceased members.	Symposium 2005	Implemented following Symposium 2006
Motion carried to change all references of Career Counselor of the Year to read Career Counselor of the Year (Sea/Shore)	Symposium 2005	Implemented following Symposium 2006

Motion carried to change “As Amended in October 2004 (Rev 5-2005)” to read “As Amended in July 2006”	Symposium 2006	Implemented
Motion carried to change “Article I,, Section IV wherein funds shall be given to the Navy Home” to read “funds shall be given to the Armed Forces Retirement Home”	Symposium 2006	Implemented
Motion carried to change Article IV, Section V wherein the CCOY receives a Lifetime Membership and Lifetime Membership Fee will be waived, to the CCOY will receive a one-year membership, and the annual membership will be waived until the next symposium.	Symposium 2006	Implemented
Motion carried to changed order of Article VII National Officers and Article VIII Duties of Board of Directors to Article VII Duties of Board of Directors and Article VIII National Officers to allow flow of Office followed by duties of office.	Symposium 2006	Implemented
Motion carried to changed Article X, Section V the Committee on the Bylaws and Section VI the Committee on Membership to ready Section V The Bylaws Committee and Section VI The Membership Committee.	Symposium 2006	Implemented
Motion carried to change Article X, Section VIII from “planning the next annual symposium site and making a recommendation for the following two years site” to read “The Symposium Committee shall be responsible for making recommendations for the following three year’s symposium locations based on chapter proposal packages.	Symposium 2006	Implemented
Motion carried to change Article X, Section IX as follows: Change Suitably Inscribed plaque recognizing this achievement to read, A plaque recognizing their achievement. Change Lifetime Membership to the Navy Counselor Association, to One-year membership to the Navy Counselor Association.	Symposium 2006	Implemented
Motion carried to remove Article VI, Section II section which reads: This change will become effective following the current terms of the 2002 National Secretary and Treasurer. Based upon input from the standing National Officers and attending members of the 2004 NCA Symposium, one of the standing officers will continue for a 1 (one) year term or an election will occur to elect an officer to one of these two offices for a 1 (one) year term.	Symposium 2006	Implemented
Motion carried to changed Article XIV Order of Business from: Address of the President Reading the minutes of the previous meeting Report of Officers Report of Committees Report of Special Subjects Election of Directors Election of Officers Unfinished Business New Business Adjournment To read as follows: Address of the President Reading of the Minutes of the previous meeting Treasurer Report Report of Special Subjects (if necessary) Election of Officers Report of Committees Unfinished Business New Business	Symposium 2006	Implemented

Adjournment

Motion carried to remove Article X, Section X: All Career Counselor of the Year candidates will be Members or Life Members serving in paygrade E-6 and below.	Symposium 2006	Implemented
Motion carried to modify Article XV section II. Quorum to read ...”Any action taken by the Board of Directors under this article is thereby effective immediately. Bylaw revisions are effective immediately and updated no later than 1 May of each year. Revised bylaws must be posted on the official NCA website and distributed to the NCA members electronically, no later than 31 May of each year.	September 2006	Implemented
Motion carried to modify Mission, Vision, and Guiding Principles to read “... -Support, develop, encourage, foster, and promote Career Counselors in their efforts to obtain, train, and retain quality Sailors.”	November 2006	Implemented
Motion carried to modify Article III Section II (C), delete.	November 2006	Implemented
Motion carried to modify Article III Section IV. Change Secretary to Treasurer and add ...who will ensure acknowledgement (membership card) is made and mailed to the member or local Chapter President (if a local chapter is available), who will ensure acknowledgement (membership card) is made to the member.	November 2006	Implemented
Motion carried to modify Article IV Section I to read: “Members and will pay an annual membership fee of \$30.00. Membership fees will be offered to all graduates of the Command Career Counselor School (CCC), Enlisted Navy Recruiter Orientation (ENRO), and Senior Enlisted Academy (SEA) regardless of rate or rank at graduation.	November 2006	Implemented
Motion carried to modify Article IV Section II. Change last day of the month to first day of the month.	November 2006	Implemented
Motion carried to change Article IV Section V. From Upon joining the NCA, a Member or Associate Member may elect lifetime membership by paying a lifetime membership fee in an amount based upon age on the date of application. A Member or Associate Member in good standing may also attain Life Membership status by payment of the applicable lifetime membership dues. To read: “Upon joining the NCA, a Member in good standings for a period of not less than 5 years may elect lifetime membership by paying a lifetime membership fee in an amount based upon age on the date of application.”	November 2006	Implemented
Motion carried to change Article VI Section V. Lifetime Membership Fee Scale from: LIFETIME MEMBERSHIP FEE SCALE AGE AMOUNT 61 and above.....Free 56 to 60 (inclusive).....\$ 75.00 51 to 55(inclusive).....\$ 90.00 46 to 50(inclusive).....\$100.00 45 and below.....\$110.00 “...The Lifetime membership fee will be waived...” To read as follows: LIFETIME MEMBERSHIP FEE SCALE AGE AMOUNT 61 and above.....Free 56 to 60 (inclusive).....\$ 85.00 51 to 55(inclusive).....\$100.00 46 to 50(inclusive).....\$110.00 45 and below.....\$120.00 “...The Lifetime membership fee will be waived and any previously paid membership fees will not be refunded...”	November 2006	Implemented
Motion carried to modify Article VI Section V. NCA CCOY to read: “NCA Career Counselor of the Year (Sea/Shore) will receive a one-year membership upon selection. If membership fee is paid for the current year,	November 2006	Implemented

this one year membership fee will be waived for one year following initial expiration of current membership. If CCOY is a lifetime member, previously paid membership fees will not be refunded. The one-year membership fee will be waived, until the next symposium”.

(b) change Life Member to Lifetime Member.

Motion carried to change Article IV Section VI to read: “A change from Honorary to Member status will not entail any additional membership fees or dues during the process of conversion. Upon acceptance as a member, applicable dues will be required. Honorary members will not be required to maintain the 5 years of associated membership if lifetime membership dues are paid at the time of conversion”.

November 2006

Implemented

Motion carried to add to Article VI Section II to include “... These meetings may also be held at any time during the year, via email or other forms of communication, if immediate concerns develop”.

November 2006

Implemented

Motion carried to add to article VII Section II. To include “Persons authorized to sign document disbursing funds shall be limited to the National President and National Treasurer”.

November 2006

Implemented

Motion carried to add to Article VII Section III to include “The authorized officer or officers, agent or agents, may not execute a contract requiring disbursement of funds without approval of the current National President, Vice President and Treasurer”.

November 2006

Implemented

Motion carried to modify Article VIII – Section I. To include: “Election of National Officers will take place annually at the symposium for President and Vice President and every 2 years for Secretary and Treasurer. All nominated and/or elected officers must have a minimum of 2 years remaining on active duty at the time of nomination and/or election..

November 2006

Implemented

Motion carried to add Article VIII Section VIII. Which reads: “No person (elected or appointed) shall serve in or hold any position as a National Officer inclusive of all positions for more than 3 years.”

November 2006

Implemented

Motion carried to modify Article IX Section I. To include “membership in the National NCA.

November 2006

Implemented

Motion carried to modify Article IX Section II. To include : The National Vice-President will ensure ... the membership of the National NCA, ...

November 2006

Implemented

Motion carried to modify Article VIII Section IV to read: “National Secretary shall ensure that membership, scholarship programs, and Career Counselor of the Year (Sea/Shore) information is forwarded to all members of the NCA.

November 2006

Implemented

Motion carried to add to Section IX Article V. To include: “The outgoing National Treasurer will be responsible for assisting the newly elected National Treasurer with preparation of the next year required IRS tax return.”

November 2006

Implemented

Motion carried to ADD Article IX Section VI. “The National Sponsor Coordinator shall as a duly appointed officer of the NCA, and are directly responsible to the National Vice-President in the execution of their duties. The National Sponsor Coordinator is a liaison between the local Chapter Sponsor Coordinators, Symposium Sponsors and the NCA in matters of organization, administration and functions of their annual sponsorship and donations to the NCA. The National Sponsor Coordinator will submit monthly reports to the National Vice-President regarding functions of their annual sponsorship and sponsors. The National Sponsor Coordinator will ensure widest dissemination of Scholarship Programs. They will also maintain an active and aggressive sponsor recruitment program and shall encourage camaraderie and promote special interaction with sponsors and the Board of Directors.”

November 2006

Implemented

Motion carried to change Article IX Section VI to Section VII. And read: “All National Officers, except the Secretary and Treasurer, shall within 30 days following expiration of their term, surrender all property belonging to

November 2006

Implemented

their respective offices to the newly elected President.”		
Motion carried to modify Article X Section I. Change Associate to Honorary.	November 2006	Implemented
Motion carried to Add to Article X Section II. (h) Training and (i) Sponsorship.	November 2006	Implemented
Motion carried to modify Article X Section III to include: ...the Association, volunteering...” And add “Each chairman shall submit written minutes at the termination of their respective board to the President for inclusion in history files.”	November 2006	Implemented
Motion carried to renumber to Article X Section VI.	November 2006	Implemented
Motion carried to Add Article X Section IV.	November 2006	Implemented
Motion carried to Add Article X Section V.	November 2006	Implemented
Motion carried to modify Article X Section VII (a) Protocol Officer. To read: “The Protocol Officer shall be a member of the local chapter and will provide guidance to the National Board of Directors as well as the NCA at large on matters of protocol at the Symposium location. This is an annual appointment and will be made within 90 days of office by the newly elected National President and Vice-President..	November 2006	Implemented
Motion carried to add to Article X Section VII (b) Historian. This appointed position shall be held for a period of 2 years and will be made within 90 days of office by the newly elected National President.	November 2006	Implemented
Motion carried to add to Article X Section VI (c) Newsletter Editor. It includes “The Newsletter Editor is an additional position held by the National Secretary. The Newsletter Editor shall solicit and accept articles for publication in the NCA”.	November 2006	Implemented
Motion carried to modify Article X Section VII (d) Photographer to read: “The National Photographer shall be appointed by the National Vice President. All local chapters shall have a chapter Photographer. Each Photographer shall record NCA events as well as events and activities pertinent to the NCA for inclusion in the NCA newsletter and history files., The Photographer will maintain open lines of communication with the National Officers and each chapter President and Photographer for submission of events from their respective areas. This is an annual appointment and will be made within 90 days of office.”	November 2006	Implemented
Motion carried to modify Article X Section VII (e) Master-At-Arms to read: “The Master-At-Arms shall be appointed by the National President. The Master-At-Arms shall build a team of assistants to ensure good order and discipline during meetings of the NCA. The Master-At-Arms will maintain open lines of communication with the Board of Directors. Additionally, the Master-At-Arms will provide secure tabulations of ballots for the election of officers. This is an annual appointment and will be made within 90 days of office.”	November 2006	Implemented
Motion carried to modify Article X Section VII (f) Postmaster to read: “The Postmaster is an additional position held by the National Secretary. The Postmaster shall compile a comprehensive directory of all members of the NCA and navy counselors. The directory shall list the individuals' rate, name, command and email addresses and indicate membership term (e.g. lifetime or annual). This directory shall be made available to the Board of Directors and Webmaster within 60 days following the annual NCA Symposium and updated quarterly.”	November 2006	Implemented
Motion carried to change Article X Section VII (g) Public Affairs Officer to read: “The PAO shall develop the association internal information program; prepare and submit news releases; explore avenues for community involvement; respond to all external inquiries under the advisement of the National Officers. Additionally, the PAO shall be responsible for review of the newsletter prior to release. The PAO shall assist the Protocol Officer by providing guidance to the Board of Directors as well as the NCA at large on matters of protocol at the Symposium location. This appointed position will be held for 2 years and will be made	November 2006	Implemented

within 90 days by the National President.”

Motion carried to add to Article X Section VII (h) Webmaster. “The Webmaster will keep open lines of communication with the PAO and Photographer for quarterly website updates. Additionally, the Webmaster will maintain the NCA online directory, store and notices.”

November 2006

Implementer

Motion carried to modify Article X Section VIII to read: “The Bylaws Committee shall review the articles of the NCA’s Policies, Procedures and Bylaws and recommend alterations, amendments, changes or new bylaws to the Board of Directors. The Committee Chairman shall review the updates during the year for inclusion at the annual NCA Symposium board. This is an annual appointment and will be made within 60 days by the National President.”

November 2006

Implemented

Motion carried to change Article X Section IX to read: “The Membership Committee Chairman shall be appointed by the National Vice President. The Committee shall devise ways and means of securing new members and methods organization for making such membership effective. The Membership Committee Chairman, along with the local Chapter Vice Presidents, in the location of the CCC School, shall establish and maintain communication with the Command Career Counselor Course administrators in order to obtain a list of graduating counselors. The Chairman shall forward to all graduating counselors a letter of congratulations that will contain a description of the functions of the NCA and an invitation to join the Local and National Chapters, and an application for both. The CCCC graduation list shall be forwarded to the Secretary for inclusion in the NCA directory. This appointed position will be held for 2 years and will be made within 60 days of office.”

November 2006

Implemented

Motion carried to modify Article X Section X. The Symposium Committee. “...of the history file and a copy forwarded to the Secretary.” “...Proposal packages are to be given to the President on the first day of the annual symposium. This is an annual appointment and will be made by the National President on the first day of each NCA Symposium.”

November 2006

Implemented

Motion carried to modify Article X Section XI. The Finance Committee. “...funds and assist the Sponsorship Officer with soliciting corporate sponsorship for the association”. ... “There shall be at least three members of this committee, ...”report to the outgoing and incoming National Officers no later than 15 days after the conclusion of the symposium. This is an annual appointment and will be made no later than the second day of the annual Symposium by the National President.”

November 2006

Implemented

Motion carried to modify Article X Section XII The Scholarship Committee. “Each scholarship check will be made payable to the school as indicated by the student.” Add: This is an annual appointment and shall be made on the first day of the Symposium by the National President.

November 2006

Implemented

Motion carried to modify Article X Section XIII. The Committee for the Career Counselor of the Year (Sea/Shore). Change Board of Directors to National President. Add “and make selection recommendations in writing to the National President. Incomplete nomination packages will be returned to the respective TYCOM.

November 2006

Implemented

Motion Carried to change Screening requirements for CCOY (Sea/Shore) selection to read:

CCOY Board composition: CCOY (Sea/Shore) board members shall not be composed of any member from an applicant’s chain of command, to include ISIC and TYCOM, to ensure integrity of the board.

ISIC endorsement shall include information from most recent ISIC annual command assessment/inspection.

The observed period for CCOY (Sea/Shore) shall be from conclusion of previous year symposium, to commencement of current year symposium.

November 2006

Implemented

The following benefits and recognition will be afforded to the newly elected CCOY (Sea/Shore):

A plaque recognizing their achievement.

The Association will pay all fees for the next annual Symposium dinner banquet, and upgrade the hotel accommodations, as stipulated in the

contract, for the next Symposium  
 One-year membership to the Navy Counselor Association (to expire at the commencement of the next annual symposium)  
 A computer bad, monogrammed to indicate CCOY (Sea/Shore)  
 A prepaid enrollment form for full entry into the United States Navy Memorial Log.

Motion carried to modify Article XI Section IV. To delete “and Master-At-Arms”.	November 2006	Implemented
Motion carried to modify Article XII Section III. Change mail to email; change two months to three months.	November 2006	Implemented
Motion carried to change Article XII Section VII Proxies to read: “Proxies for symposium of the NCA must be submitted in writing to the National Headquarters address no later than two weeks prior to the convening date of such Symposium. Any hand carried consideration shall be delivered to the National President on the first day of the Symposium. The National President shall determine the validity of such proxies, subject to the right of appeal of the Board of Directors. Submissions must be made as stipulated in APPENDIX B-3.”	November 2006	Implemented
Motion carried to modify Article XII Section VIII Absentee to read: “... at least two weeks prior to the convening date of such symposium. Any hand carried consideration shall be delivered to the National President on the first day of the Symposium. The National President shall determine the validity of such submission, subject to the right of appeal of the Board of Directors. Submissions must be made as stipulated in APPENDIX B-3.”	November 2006	Implemented
Motion carried to modify Article XIII Section I. The purpose of local chapters to read: “...outstanding applicants. Additionally, local chapters are charged with promoting membership in the National NCA.”	November 2006	Implemented
Motion carried to modify Article XIII Section III. Petitions for chapter recognition. Change associate members to local members.	November 2006	Implemented
Motion carried to modify ARTICLE XIV – Order of Business from: Section I. The following shall be the order of business of meetings: Address of the President Reading of the minutes of the previous meeting Treasurers Report Report of Special Subjects Election of Officers (only during the annual meeting at the Symposium) Report of Special Subjects (if necessary) Unfinished Business New Business Adjournment	November 2006	Implemented
To read: Section I. The following shall be the order of business of meetings: Address of the President Reading of the minutes of the previous meeting and events conducted during the period post the last annual Symposium. Treasurers Report Report of Special Subjects (announcement of ISIC/TYCOM meetings) Election of Officers (only during the annual meeting at the Symposium) Report of Special Subjects (if necessary) Unfinished Business New Business Adjournment Officer turnover Review of Treasurer’s report		
Motion carried to modify APPENDIX A (b.) to read: “Degree plan and enrollment schedule for college, university or VO-tech program.	November 2006	Implemented
Motion carried to add to Article XIII Section IV. Chapters may also submit membership applications with applicable dues to the National NCA via the National Headquarters address.	November 2006	Implemented
Motion carried to modify Cover page date to March 2010.	March 2010	Implemented

Motion carried to delete from the Table of Contents appendix A-3 and B-3 from the bylaws publish on the website only. The appendixes' will remain on the hard copy of the bylaws.	March 2010	Implemented
Motion carried to delete Article III, Section II to delete paragraph (c) Honorary Members – Honorary Member titles and positions will normally be given to those individuals who due to the nature of their position have a clear relationship and interest in the objectives of the NCA. Honorary titles and positions assigned will be in keeping with the highest standards and accepted traditions in order to give due respect to the individual concerned and properly identify the person with the NCA. The Board of Directors, following a two-thirds majority vote of the active NCA membership, will grant honorary Membership, titles and positions.	March 2010	Implemented
Motion carried to modify Article IV Section II; All annual memberships shall expire on the first day of the month, one year from the month of membership activation.	March 2010	Implemented
To: All “annual” memberships shall expire on the first day of the following year symposium.		
Motion carried to remove the words “and fees” from Article IV Section IV.	March 2010	Implemented
Motioned carried to add the word concurrent after the number 5 to read 5 concurrent years on Article IV to Section V.	March 2010	Implemented
Motion carried to correct all grammar and punctuations corrections to the entire bylaws as deem necessary.	March 2010	Implemented
Motion carried to delete the entire paragraph on Article IV, Section VI. A change from Honorary to Member status will not entail any additional membership fee or dues in the process of conversion. Upon acceptance as a Member, applicable dues will be required. Honorary Members will not be required to maintain the 5 years of associated membership if lifetime membership dues are paid at the time of conversion.	March 2010	Implemented
Motion carried to modify articles and sections to the bylaws when deleting an entire section or paragraph.	March 2010	Implemented
Motion carried to correct the word cotes and make it into quotes on Article VII Section II.	March 2010	Implemented
Motion carried to add to Article VIII, Section I. to add: All forwarding of reports must go via the National President and Vice President.	March 2010	Implemented
Motion carried to Article IX, Section I to delete the word control and change it to responsible, also add to the end of the paragraph All correspondence will be routed via the National President and Vice President for final approval.	March 2010	Implemented
Motion carried to modify to Article IX, Section IV, to the National Secretaries' duties and responsibilities. Moved from Article X, section VI.	March 2010	Implemented
Article IX, Section IV; The National Secretary shall maintain a record of the minutes of all meetings of the NCA and have custody of the Association Seal. The National Secretary shall provide copies of all minutes of the NCA or the Board of Directors upon request of a member. The National Secretary shall deliver to the successor secretary all NCA property, papers and files upon turning over the position. The National Secretary shall ensure that membership, scholarship programs, and Career Counselor of the Year (Sea/Shore) information is forwarded to all members of the NCA.		
Modify to read as such: The National Secretary shall maintain a record of the minutes of all meetings of the NCA and have custody of the Association Seal. The National Secretary shall provide copies of all minutes of the NCA or the Board of Directors upon request of a member. The National Secretary shall deliver to the successor secretary all NCA property, papers and files upon turning over the position. The National Secretary shall ensure that membership, scholarship programs, and Career	March 2010	Implemented

Counselor of the Year (Sea/Shore) information is forwarded to all members of the NCA. The Newsletter Editor is an additional position held by the National Secretary. The National secretary shall solicit and accept articles for publication in the NCA newsletter. The contents and opinions expressed in the NCA newsletter must be approved by the National President prior to distribution. The National Secretary will collect all newsletter inputs, draft, verify and will forward to the newsletter editor for a final professional product. The Secretary shall maintain a history file to comprise of all old business including but not limited to reports, documents and photographs. The Postmaster is an additional position held by the National Secretary. The Postmaster shall compile a comprehensive directory of all members of the NCA and navy counselors. The directory shall list the individuals' rate, name, command and email addresses and indicate membership term (e.g. lifetime or annual). This directory shall be made available to the Board of Directors and Webmaster within 60 days following the annual NCA Symposium and updated quarterly.

Motion carried to delete: This appointed position shall be held for a period of 2 years and will be made within 90 days of office by the newly elected National President. From Article X, Section VI paragraph (b)	March 2010	Implemented
Motion carried to delete from Article X, Section VI paragraph (f) and move to national Secretary duties and responsibilities: (f) Postmaster. The Postmaster is an additional position held by the National Secretary. The Postmaster shall compile a comprehensive directory of all members of the NCA and navy counselors. The directory shall list the individuals' rate, name, command and email addresses and indicate membership term (e.g. lifetime or annual). This directory shall be made available to the Board of Directors and Webmaster within 60 days following the annual NCA Symposium and updated quarterly.	March 2010	Implemented
Motion carried to change the number 2 to number 1 on Article X, Section VI paragraph (g).	March 2010	Implemented
Motion carried to add a period after the word Officers, capitalize the t in The, and add a period after the word directory and delete store and notices. to Article X, Section VI, paragraph (h)	March 2010	Implemented
Motion carried to make adjustments to all changes under Article X, Section VI, to all paragraphs.	March 2010	Implemented
Motion carried to delete from Article X, Section IX: The Membership Committee Chairman, along with the local Chapter Vice Presidents, in the location of the CCC School, shall establish and maintain communication with the Command Career Counselor Course administrators in order to obtain a list of graduating counselors. The Chairman shall forward to all graduating counselors a letter of congratulations that will contain a description of the functions of the NCA and an invitation to join the Local and National Chapters, and an application for both. The CCCC graduation list shall be forwarded to the Secretary for inclusion in the NCA directory.	March 2010	Implemented
Motion carried to change the 2 in years to 1 year on Article X, Section IX.	March 2010	Implemented
Motion carried to change on Article X Section X from The Symposium Committee to All Symposium chairpersons'	March 2010	Implemented
Motion carried to delete The Symposium Committee shall be responsible for making recommendations for the following three years symposium locations based upon chapter proposal packages, subject to the final approval by the Board of Directors. Proposal packages are to be given to the President on the first day of the annual symposium. This is an annual appointment and will be made by the National President on the first day of each NCA Symposium. From Article X, Section X.	March 2010	Implemented
Motion carried to modify Article X, Section XII change third to forth.	March 2010	Implemented
Motion carried to delete from Article XII, Section VII: Submissions must be made as stipulated in APPENDIX B-3.	March 2010	Implemented
Motion carried to delete from Article XII, Section VIII. Submissions must be made as stipulated in APPENDIX B-3.	March 2010	Implemented



year.

**Reserve CCOY candidates are defined as:**

**a. Reserve (SELRES)** candidates will be any E-6 or below Sailor who serves as a Divisional, Departmental or Unit career counselor who is in the U. S. Navy Reserve (USNR) who are serving as Unit Career Counselors or Command Career Counselors or completion of the two week Reserve Career Counselor Course (this may not always be the case due to funding). The Reserve CCOY can be a candidate that is functioning as a Career Counselor for a reserve Unit, Squadron or a Staff Command (or as an assistant to the Full Time Support CCC). The Reserve community consists of mature Sailors who have either Prior-Service, Non-Prior Service, work ethics of an Executive level or higher in the civilian sectors who serve as Unit CC's.

Motion carried to add Career Counselor of the Year Appraisal Sheet; It will remain part of the bylaws. The CCOY Appraisal sheet will not be publish on the website.

**Motion carried to revise Appendix B. Revision APPENDIX B** is attached and updated.

Motion carried to add a new Appendix. Appendix C APPLICATION FOR NATIONAL NAVY COUNSELORS ASSOCIATION TREASURER

Motion carried to modify Article IX Section V from, The National Treasurer shall collect, receive and have charge of all funds of the NCA; shall deposit such funds in a bank designated by the Board of Directors; shall provide for the expenditures of such funds. A report will be made to the Board of Directors giving financial standings of the NCA whenever requested and a full report made to the NCA at the beginning of each annual training event. The National Treasurer shall be bonded in an amount prescribed by the Board of Directors. The actual cost of procuring the bond shall by paid by the NCA. The accounts shall be audited by a finance committee appointed by the National President, none of whom shall sit as members of the Board of Directors or have responsibility of handling NCA funds. The retiring National Treasurer shall deliver to their successor all money, vouchers, books, audits and papers of the NCA upon turning over the position. Should the finance committee audit team discover a discrepancy, the newly elected treasurer shall not be permitted to assume office until such time as the discrepancy is resolved. The outgoing National Treasurer will be responsible for assisting the newly elected National Treasurer with preparation of the next year required IRS tax return.

April 2010

Implemented

April 2010

Implemented

April 2010

Implemented

To read as such; The National Treasurer shall be the financial voice of the Navy Counselors Association Inc. The treasurer will collect, expend, and have charge of all funds of the NCA: shall deposit such funds in a bank designated by the Board of Directors. The Treasurer is responsible for keeping and maintaining a complete set of financial and accounting records, providing semi-annual financial statements, and filing the appropriate tax returns with the Internal Revenue Service.

April 2010

Implemented

1. The National Treasurer is to be nominated by the NCA Finance Committee and confirmed by the Board of Directors. The position will be filled by an individual with bookkeeping/ auditing education and practical experience.

2. Applications (See attached appendix C) to be considered for the National Treasurer shall be sent to the current NCA P. O. Box and reviewed by the NCA President and Treasurer at least 30 days prior to the first day of the annual training event of the year of election.

The Finance Committee will review applications for the National Treasurer during the annual annual training event and provide nomination to the Board of Directors. NCA Treasurer shall be elected by 2/3 vote of Board of Directors. The appointment will be for a term of no more than two years.

3. The office of the National Treasurer will be turned over 45 days following the close of the annual training event at which time all event fees and bills will be settled and paid. The turnover will be conducted in the location of the NCA bank of record. During the turnover the off-going and oncoming treasurer will transfer custody of all vouchers, monies, and books for the association. A formal audit will be conducted by a member of the Finance Committee during the turnover at a location that is conducive for fiscal responsibility. Copies of all audits will be maintained by the treasurer and forwarded to the NCA President and to Secretary for filing.

4. Any discrepancy will be reported to the National President and the Board of Directors. At that time, the turnover of the NCA Treasurer may be postponed depending on the severity of the discrepancy and the ability to correct the discrepancy in a timely manner as directed by the Finance Committee auditor. The incoming treasurer will ensure that all NCA accounts are updated with his/her information and that the incoming treasurer will have custody of the accounts. The previous treasurer will be retained on the accounts in case the incoming treasurer is unable to fill his/her term for any reason.

5. An audit will be conducted 45 days following the close of the annual training event during years when the office of the National Treasurer does not turnover. The audit will occur at a location convenient to the auditor and the National Treasurer.

6. The National Treasurer will utilize a Certified Public Accountant firm specializing in non-profit organizations. The NCA relationship with the accounting organization will be reviewed by the NCA President and the Finance Committee during alternating years from the appointment of a new National Treasurer. The National Treasurer will be bonded for a minimum amount \$250,000.00. The Bond amount shall be reviewed bi-annually for adjustment by the NCA President and the Finance Committee. The cost of procuring the bond will be funded by the NCA Motion carried to remove; and have custody of the Association Seal from Article IX Section IV.

April 2010

Motion was carried to modify and revise Article I, Section IV to read as such; In the event of the final dissolution and liquidation of the NCA, and after all liabilities of the organization have been paid, satisfied and discharged, or adequate provision has been made therefore, and after the transfer of other assets as may be required by law, the remaining assets of the NCA, including all specifically designated funds, shall be spent for the purposes of NCA, or given to the Armed Forces Retirement Home, an exempt organization as defined by Section 501 ( c ) (3) of the United States

May 2010

Implemented

Internal Revenue Code as the Board of Directors shall determine. If the Armed Forces Retirement Home is then no longer in existence or is no longer tax-exempt under that section of the Code, such remaining assets may instead be given to another such organization having, as near as possible, the same purposes, as the Board of Directors shall determine.

Motion was carried to re-titled the word Quorum in Article XV to "Parliamentary Law; Amendments."	May 2010	Implemented
Motion was carried to Article XV Section II; Items needing to be added, deleted or amended in current bylaws to ensure the continued compliance with all federal laws and Virginia state laws will be made without a vote by Board of Directors. The Board of Directors will be made aware of any such changes. Documentation of the legal requirement to make such changes will be provided upon request.	May 2010	Implemented
Motion was carried to modify entire bylaws : The association name will be changed to reflect Navy Counselors Association Inc throughout bylaws and Articles of Incorporation. This reflects the name that is on file with the Department of Treasury Internal Revenue Service	May 2010	Implemented



(d) Verification of sponsor's current standing with NCA. (Copy of current Membership Card or NCA Secretary's records)

(e) Any other documentation/verification deemed pertinent to scholarship application

(f) Double spaced essay, of approximately 500 words (2 typed pages), addressing your educational goals. Describe how they will benefit you and the community.

**Certification**

All of the information on this form, and the required documentation attached, are true and complete to the best of my knowledge.

If requested by an authorized National NCA official, I agree to provide proof to the accuracy of the information provided. I realize that failure to provide information requested may result in disqualification of my application.

Should I not attend an institution of higher learning during the school year following award of this scholarship, I agree to return the scholarship amount awarded back to the Navy Counselors Association by 30 April of the following year.

DRUG AWARENESS. I am aware of the Navy's policy of "ZERO TOLERANCE" toward drug use/abuse. I realize that the Navy Counselor Association fully and unconditionally supports this policy. I further recognize the adverse effects of drug use/abuse and the impact such behavior will have on my life and educational pursuits.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B

### CAREER COUNSELORS OF THE YEAR NOMINATION FORMAT

(On Command Letterhead)

Ser  
DD MMM YY

From: Commanding Officer, (Command)  
To: National President, Navy Counselors Association, Inc.

Subj: YYYY CAREER COUNSELOR OF THE YEAR (SEA/SHORE/RESERVE)  
NOMINATION ICO (Rate, Warfare, Full Name, Last Four SSN)

Ref: (a) NAVADMIN XXX/XX (latest NAVADMIN notification for CY  
Annual Training Event)  
(b) National Navy Counselors Association, Inc By-Laws  
(c) Career Counselors Handbook NAVPERS 15878 Series

Encl: (1) Copy of complete PRIMS report for last two PFAs (include  
current height/weight/BCA from Command Fitness Leader)  
(2) Copy of CPO examination profile sheet, if eligible for  
CPO  
(3) Copy of performance evaluations for past 36 months  
(4) Letter of Recommendation (Force/Region/ISIC Career  
Counselor)  
(5) Letter of Recommendation (Applicants Command Master  
Chief/Senior Enlisted Leader)  
(6) Copy of Biography or Resume  
(7) NAVPERS 1070/881 (ESR Training & Documentation Page)  
(8) Current FY Command Assessment

1. Per reference (a) through (c), enclosures (1) through (8),  
(Rate, Warfare, Full Name) is nominated as the Career Counselor of  
the Year (SEA/SHORE/RESERVE).

2. Full name, address, and complete telephone number of nominating  
command is \_\_\_\_\_  
\_\_\_\_\_.

3. The following information is provided:

a. Full Name:

b. Date of birth: DD MMM YYYY

c. Date enlisted in Navy: DD MMM YYYY

d. Advancement history:   E-4:  DD MMM YYYY  
                              E-5:  DD MMM YYYY  
                              E-6:  DD MMM YYYY

e.  If previously selected as Sailor of the Month/Quarter/Year, give date(s) and command(s):

f.  Brief synopsis of significant professional achievements, during this year, which warrant selection (limited to one typewritten page):

g.  Personal Awards (NAM or higher, limited to last year):

h.  Nominee's community involvement (limited to last year):

I.  List educational background:

    (1)  Years of formal schooling completed/degree attained:

    (2)  Navy schools completed:

    (3)  Other self-study educational achievements attained while on active duty not required for advancement:

4.  Commanding Officer's comments and endorsement.

I. M. CAPTAIN

## APPENDIX C

### APPLICATION FOR NATIONAL NAVY COUNSELORS ASSOCIATION TREASURER

DD MM YY

From: Service Member Name  
To: National President, Navy Counselors Association, Inc.  
Subj: APPLICATION FOR CONSIDERATION AS NATIONAL TREASURER, NAVY  
COUNSELORS ASSOCIATION ICO

Ref: (a) National Navy Counselors Association, Inc By-laws

Encl: (1) College or SMART Transcript (**provide documentation of all courses to be considered for finance/accounting/bookkeeping education.**)

(2) Letter of Recommendation (**from at least one supervisor who can speak to your performance of finance/accounting/bookkeeping experience.**)

1. Per reference (a), enclosures (1) and (2) are submitted for review and consideration:

2. Provide the following information

a. Rate, warfare, full name

b. EAOS

c. PRD

d. Finance/Bookkeeping Experience: (Provide a timeline of experience listing dates, duties, and immediate supervisor)

3. Provide a short statement of why you're finance/accounting/booking Experience and education qualifies you to be elected as National Treasurer, Navy Counselors Association and how you can better the NCA finances, bookkeeping and tax status.

4. I have read the National Navy Counselors Association, Inc By-Laws and understand the duties and responsibilities of the National Treasurer position.

P. S. SAILOR