

AMENDED AND RESTATED BYLAWS  
OF  
USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND  
NEXT GENERATIONS

Last Amended November 19, 2017

The following amended and restated bylaws (the "Bylaws") have been adopted by the Members of the USS Houston CA-30 Survivors' Association and Next Generations (the "Association") on March 7, 2009, at their annual meeting in Houston, Texas, and shall be effective as of that same date. These Bylaws shall replace all earlier charters and bylaws of the Association and any amendments to them.

**ARTICLE I – NAME**

The Association is officially named the USS Houston CA-30 Survivors' Association and Next Generations. The Association is organized and operated in accordance with Chapter 252 of the Texas Business Organizations Code: Unincorporated Nonprofit Associations Act (the "Act").

**ARTICLE II – PURPOSE**

SECTION 1. PURPOSE. The purpose of the Association is to perpetuate the memory of the USS Houston CA-30 crew and her history. The Association shall research historical facts about the USS Houston CA-30 ship and crew and will share information about the ship and her crew with its Members and the public. The Association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (the "Code").

**ARTICLE III – OFFICES AND AGENT**

SECTION 1. OFFICES. The principal office of the Association shall be located at 2500 Clarendon Blvd., Apt. 121, Arlington, VA 22201 unless another principal office shall be designated by the Board of Managers (the "Board").

SECTION 2. AGENT. Pursuant to Section 252.013 of the Act, in an action or proceeding against the Association, a summons and complaint must be served on an agent authorized by appointment to receive service of process, an officer, a managing or general agent, or a person authorized to participate in the management of its affairs. Not later than the 10th day after the date of a request by the attorney general to an officer or Board member of the Association or to the Association itself, the Association shall provide to the attorney general the names, current addresses, and telephone numbers of:

- a. Agent to Receive Service of Process. Each agent authorized to receive service of process on behalf of the Association; and
- b. Officers, Etc. Each officer, managing or general agent, and other person authorized to participate in the management of the affairs of the Association, including, but not limited to, the members of the Association's Board (sometimes referred to as the "Managers").

#### **ARTICLE IV – MEMBERS**

SECTION 1. MEMBERSHIP. The members of the Association (the "Members") shall consist of all surviving crew members of the USS Houston CA-30 (the "Survivors") and their spouses. In addition, the Members shall include (a) other family members of Survivors who are related by blood or by marriage to any surviving or deceased member of the crew of the USS Houston, including descendants of those crew members and those related to those descendants by blood or by marriage (the "Next Generations"), and (b) other persons who have shown a keen interest in the history and/or legacy of the USS Houston CA-30 and/or her crew members; provided however, that those Next Generations and other interested persons indicate their desire to become Members of the Association by completing and submitting to the Association a membership registration form, which is available from the Association. The membership of any Member shall be terminated by his or her death, by resignation, or by action of the Board, with or without cause.

SECTION 2. DUES AND DONATIONS. Members are not required to pay dues or fees. The Association will, however, gratefully accept from Members and the public, donations of time and/or money to cover the expenses of the Association and for scholarship funds.

SECTION 3. VOTING RIGHTS. A Member may participate in the selection

of the Managers and may participate in the development of certain aspects of the policy of the Association. Provided he or she attends the meeting of the Members at which a vote is taken, each Member shall be entitled to one vote on each matter submitted to a vote of the Members.

SECTION 4. NEWSLETTER AND REUNION. The Association expects to continue its practice of sending Members newsletters unless a Member specifically requests not to receive the newsletter. The Association also expects to continue its practice of holding an annual reunion. However, the Association shall not be required to send newsletters or host reunions.

## **ARTICLE V – MEETING OF MEMBERS**

SECTION 1. MEETINGS. A meeting of the Members of the Association shall be held annually for the purpose of electing Managers to fill any vacancies on the Board and to conduct any other business needing their attention as determined by the Board. The annual meeting of Members shall be held during, at, and in conjunction with, each annual reunion held by the Association unless no such reunion is held, in which event the annual meeting of the Members shall be held at the principal office of the Association at 10:00 a.m. on the Saturday closest to March 1, the date on which the USS Houston CA-30 was sunk. Notice of such annual meetings shall be provided in the Association's newsletter. No Member shall be required to attend any annual meeting, but all Members may attend. Special meetings of the Members may also be called by the Board, provided that at least fourteen days' notice stating the place, date, time, and subject is delivered to each Member. Notice may be given orally or in writing, in person, via telephone, email, mail or similar means of communication, including the Association's newsletter. At the discretion of the Board, any annual or special meeting of the Members may be held by telephone, provided however, that all Members who desire to participate in the proceedings are given a meaningful opportunity to do so. Unless otherwise determined by the Board, the executive director of the Association shall preside at meetings of the Members.

SECTION 2. QUORUM. At least seven Members of the Association shall constitute a quorum for the transaction of business at any meeting of the Members, and a majority of the votes of the Members voting shall constitute the action of the Members. Minutes of each membership meeting shall be prepared and retained by the Association.

## **ARTICLE VI – BOARD OF MANAGERS**

**SECTION 1. ELECTION AND APPOINTMENT.** The property, business and other affairs of the Association shall be managed by or under the direction of its Board.

**SECTION 2. NUMBER AND QUALIFICATIONS.** The Board shall consist of seven Managers. However, this number may be increased or decreased by resolution of the Board, provided that it shall not be less than three and shall not be more than seven unless approved by the Members.

**SECTION 3. ELECTION, TERM AND COMPENSATION.** The Managers shall consist of the president and executive director of the Association who shall serve ex officio (the “Ex Officio Managers”), and other Managers elected by the Members (the “Elected Managers”). The Ex Officio Managers shall have the same rights and responsibilities as the Elected Managers, including the right to vote. Elected Managers may succeed themselves in office and shall serve terms of three years or until their successors are elected. However, a Manager may resign at any time upon written notice to the Board, delivered to its chair. Also, a Manager may be removed with or without cause by a vote of the other Manager or the Members. If the office of a Manager becomes vacant for any reason prior to the expiration of his or her term, the remaining Managers shall choose a successor or successors who shall hold office until the end of that unexpired term or until the next Members’ meeting, whichever is earlier. All work as a Manager will be voluntary. The Managers of the Association shall serve in that capacity without compensation and shall bear the cost of their own attendance at meetings of the Board.

**SECTION 4. MEETINGS.** An annual meeting of the Board shall be held immediately following, and at the same location as, each annual Members’ meeting, at which the Managers shall elect the Association’s officers and conduct any other business coming before them. In addition, the president, the executive director, or any two of the Managers, may call additional meetings of the Board by providing at least fourteen days’ written notice to the Managers designating the date, time, place and purpose of each such meeting. Meetings of the Board may be held by telephone, and the Board may also act without a meeting by unanimous consent evidenced by the signature of each Manager entitled to vote. Minutes of each meeting of the Board shall be prepared and maintained by the Association.

SECTION 5. QUORUM. A majority of the Managers then in office shall constitute a quorum for the transaction of business at any meeting of the Board. A majority vote of the Managers present and voting shall constitute the action of the Managers. However, a majority of the Managers present (in person or otherwise) at any meeting of the Board, even though less than a majority, may continue that meeting to another date.

## **ARTICLE VII – COMMITTEES**

SECTION 1. BOARD COMMITTEES. The Board may establish committees to assist it in the management of the business, property, and other affairs of the Association. Each such committee shall include at least three Members, at least two of whom shall be Managers. The members of committees shall be appointed by and serve at the pleasure of the Board. The standing committees of the Board shall consist of the Scholarship Committee, the Reunion Committee, and other committees as the Board shall decide.

SECTION 2. SCHOLARSHIP COMMITTEE. One of the ways in which the Association intends to honor the USS Houston CA-30 and her crew and to perpetuate their memory is to provide one or more annual college scholarships to descendants of the ship's crew, persons who evidence a great interest in the ship and her crew, or others considered worthy of this honor. The Board may appoint a Scholarship Committee to assist it with this program, including establishing the rules for participation in the program, evaluating the applicants for scholarships, selecting winners of those scholarships, and advising the Board with respect to other aspects of the program, including but not limited to the amounts of the scholarships and the investment of scholarship funds.

SECTION 3. REUNION COMMITTEE. Another way in which the Association intends to honor the USS Houston CA-30 and her crew and to perpetuate their memory is to hold annual reunions. These reunions shall generally be held as close as is reasonably possible to March 1, the date on which the USS Houston CA-30 was sunk. The Board may appoint a Reunion Committee to assist it with planning, organizing, and hosting the reunion, which may include, but is not limited to, arranging for a service and ceremony, a laying of wreaths, speakers, a reception, music, busing, hotel accommodations, and media coverage. In addition, the Reunion Committee

may advise the Board with respect to other aspects of the reunion, including, but not limited to, preparing budgets. The Board, in its sole discretion, shall decide whether, where and when reunions will be held.

**SECTION 4. ADVISORY COMMITTEES.** In addition to the Scholarship Committee and any other standing committees designated by the Board, either the Board or the president may, at its, his or her sole discretion, appoint advisory committees of three or more Members or other interested persons. Such committees shall act in an advisory capacity only and may not act on behalf of the Association or bind it in any way but may make recommendations to the Board or the officers of the Association.

**SECTION 5. QUORUM AND PROCEDURES.** Unless expressly provided otherwise in a resolution of the Board, at all meetings of committees, including Standing Committees and Advisory Committees, a majority of the members of the committee shall be necessary and sufficient to constitute a quorum for the transaction of business; and the act of a majority of the members of the committee present and voting shall constitute the action of the committee, provided, however, that even though less than a majority of the members of a committee are present (in person or otherwise) at any meeting of that committee, a majority of the members of the committee present at that meeting may continue the meeting to another date. Unless otherwise established by the Board or the president, a committee may elect its own chairperson and establish its own rules and procedures.

## **ARTICLE VIII – OFFICERS**

**SECTION 1. GENERAL.** The Board shall appoint officers of the Association (the “Officers”). The Officers shall consist of a president, vicepresident, secretary, treasurer and executive director. Each Officer shall perform the duties described below and as otherwise prescribed by the Board.

a. **President.** The president shall be the chief executive officer of the Association, shall preside as chair at all meetings of the Board at which he or she is present, and shall perform such other duties as may be assigned by the Board.

b. **Vice-President.** The vice-president shall assist the president, in the absence or disability of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as

may be assigned by the president or the Board.

c. Secretary. The secretary shall record the minutes of the meetings of the Members and of the Board, and shall perform such other duties as may be assigned by the president or the Board.

d. Treasurer. The treasurer shall be the principal accounting and financial officer and shall perform such other duties as may be assigned by the president or the Board.

e. Executive Director. The executive director shall preside as chair at all meetings of the Members at which he or she is present, shall be chief operating officer of the Association, and shall see that all orders and resolutions of the Board are carried into effect. In addition, the executive director shall serve as assistant secretary and assistant treasurer, performing the duties and exercising the powers of the respective offices in the absence or disability of the secretary and/or treasurer, and shall perform such other duties as may be assigned by the president or the Board.

SECTION 2. TENURE AND COMPENSATION. Each Officer shall be appointed for a one year term. An Officer may resign at any time upon written notice to the Board, delivered to its chair. An Officer may be removed by the Board with or without cause. All work as an Officer will be voluntary and no compensation will be paid by the Association to the Officer for his or her service in that capacity.

## **ARTICLE IX – ACCOUNTS**

SECTION 1. CHECKS. All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by such Officer(s) or agent(s) of the Association and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the treasurer and countersigned by the president or another Manager of the Association.

SECTION 2. FUNDS. All funds of, and donations to, the Association shall be deposited to the credit of the Association in such bank or other depositories as the Board may select. All accounts opened by the Association shall require the signatures of two persons appointed by the Board.

## **ARTICLE X – INDEMNIFICATION**

Each person who at any time is or shall have been a Manager, Officer, or agent of the Association, shall be indemnified by this Association in accordance with and to the full extent permitted by law. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any bylaw, agreement, vote of Members or disinterested Managers, or otherwise.

## **ARTICLE XI – FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of January in each year and end on the last day of December.

## **ARTICLE XII – BOOKS AND RECORDS**

SECTION 1. Pursuant to Section 252.010 of the Act, the Association shall keep correct and complete and accurate books and records of account for at least three years after the end of each fiscal year and shall make the books and records available on request to Members for inspection and copying. The Association shall keep copies of notices duly given, a register of the address of each Member, copies of proper and timely filings made each year with the secretary of state and with the federal government as necessary, receipts for all funds and disbursements thereof, and other corporate records.

SECTION 2. Pursuant to Section 252.010 of the Act, the attorney general may inspect, examine, and make copies of the books, records, and other documents the attorney general considers necessary and may investigate the Association to determine if a violation of any law of the state of Texas has occurred.

## **ARTICLE XIII – RULES OF ORDER**

Unless and except to the extent otherwise provided in these Bylaws or determined by the Members or the Board, all meetings of the Members and the Board of the Association shall be conducted in accordance with Robert's Rules of Order, as amended from time to time.

## **ARTICLE XIV – AMENDMENTS**

These Bylaws may be altered, amended or repealed at any regular or special



meeting of the Managers by the affirmative vote of a majority of the Managers then in office.

## **ARTICLE XV – DISSOLUTION**

SECTION 1. INACTIVITY. Upon (a) a resolution of the Board, (b) a vote of the Members, or (c) the conclusion of a three-year period in which two meetings of either the Members or the Board, or a combination of both, have not been held, the Association may be dissolved and a person in possession or control of personal property of the Association may transfer the custody of the property in accordance with Section 2 below.

SECTION 2. DISTRIBUTION OF ASSETS. Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association (or substantially similar purposes). The assets shall be disposed of in such manner as the Board shall determine, to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code (or the corresponding provision of any future United States Internal revenue Law). Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine.

### **USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND NEXT GENERATIONS AMENDMENT TO BYLAWS -3/2/12**

Pursuant to a motion made, and carried by unanimous consent, during the meeting of the Board of Managers (the "Board") of the USS Houston CA-30 Survivors' Association and Next Generations (the "Association") on March 2, 2012, the Bylaws of the Association were amended as follows, effective as of that date:

WHEREAS, the Board determined that continuity in Board members is important for the Association in order to preserve the institutional memory and experience of the Board; and

WHEREAS, to preserve continuity among Board members and to ensure

that Board members' terms do not expire at the same time, the Board has determined that every year, not more than 2 Board members' term should expire, so that 2 of the Managers of the Board will be elected every three years; and

WHEREAS, to accomplish this result, the Board has determined that the term of Board member Jo Klenk should be one year from the date of this Amendment, that Jane Matthews' term should be two years from the date of this Amendment, and that Pam Foster's term should be three years from the date of this Amendment.

Therefore, it was RESOLVED on March 2, 2012 by unanimous consent of the Board, that Article VI, Section 3 of the Association's Bylaws be, and hereby is, amended and restated in its entirety to read as follows:

### SECTION 3. ELECTION, TERM AND

COMPENSATION. The Managers shall consist of the president and executive director of the Association who shall serve ex officio (the "Ex Officio Managers"), and other Managers elected by the Members (the "Elected Managers"). The Ex Officio Managers shall have the same rights and responsibilities as the Elected Managers, including the right to vote. Elected Managers may succeed themselves in office and shall serve terms of three years or until their successors are elected, except that these three-year terms shall be staggered so that no more than two (2) Managers have a term ending in any one year. A Manager may resign at any time upon written notice to the Board, delivered to its chair. Also, a Manager may be removed with cause by a vote of the other Manager or the Members with or without cause. If the office of a Manager becomes vacant for any reason prior to the expiration of his or her term, the remaining Managers shall choose a successor or successors who shall hold office until the end of that unexpired term or until the next Members' meeting, whichever is earlier. All work as a Manager will be voluntary. The Managers of the Association shall serve in that capacity without compensation and shall bear the cost of their own attendance at meetings of the Board.

Certified by:

John Keith Schwarz, Executive Director

**USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND NEXT  
GENERATIONS  
AMENDMENT TO BYLAWS BY UNANIMOUS CONSENT-2/23/15**

Pursuant to a motion made, and carried by unanimous consent during the meeting of the Board of Managers (the "Board") of the USS Houston CA-30 Survivors' Association and Next Generations (the "Association") on February 23, 2015, the Bylaws of the Association (the "Bylaws") were amended as follows, effective as of that date:

WHEREAS, the Board is concerned that the present ability of the Managers or Members under the Bylaws to remove Managers, Officers, and Members without cause will lead to the unreasonable and unwarranted exercise of removal power by other Managers; and

WHEREAS, the Board believes that unfettered exercise of this removal power will cause serious disruption to the Board and, as a result, the Association and its ability to continue functioning as a viable organization; and

WHEREAS, the Board has determined that the ability to remove Managers, Officers, and Members "without cause" should be stricken from the Bylaws. Therefore, it was RESOLVED on February 23, 2015 by unanimous consent, that Article IV, Section 1 of the Bylaws be, and hereby is, amended and restated in its entirety to read as follows:

**SECTION 1. MEMBERSHIP.** The members of the Association (the "Members") shall consist of all surviving crew members of the USS Houston CA-30 (the "Survivors") and their spouses. In addition, the Members shall include (a) other family members of Survivors who are related by blood or by marriage to any surviving or deceased member of the crew of the USS Houston, including descendants of those crew members and those related to those descendants by blood or by marriage (the "Next Generations"), and (b) other persons who have shown a keen interest in the history and/or legacy of the USS Houston CA-30 and/or her crew members; provided however, that those Next Generations and other interested persons indicate their desire to become Members of the Association by completing and submitting to the Association a membership registration form, which is available from the Association. The membership of any Member shall be terminated by his or her death, by resignation, or by action of

the Board, with or without cause.

It was further RESOLVED on February 23, 2015 by unanimous consent, that Article VI, Section 3 of the Bylaws be, and hereby is, amended and restated in its entirety to read as follows:

### SECTION 3. ELECTION, TERM AND COMPENSATION.

The Managers shall consist of the president and executive director of the Association who shall serve ex officio (the “Ex Officio Managers”), and other Managers elected by the Members (the “Elected Managers”). The Ex Officio Managers shall have the same rights and responsibilities as the Elected Managers, including the right to vote. Elected Managers may succeed themselves in office and shall serve terms of three years or until their successors are elected, except that these three-year terms shall be staggered so that no more than two (2) Managers have a term ending in any one year. A Manager may resign at any time upon written notice to the Board, delivered to its chair. Also, a Manager may be removed with or without cause by a vote of the other Manager or the Members. If the office of a Manager becomes vacant for any reason prior to the expiration of his or her term, the remaining Managers shall choose a successor or successors who shall hold office until the end of that unexpired term or until the next Members’ meeting, whichever is earlier. All work as a Manager will be voluntary. The Managers of the Association shall serve in that capacity without compensation and shall bear the cost of their own attendance at meetings of the Board.

It was further RESOLVED on February 23, 2015 by unanimous consent, that Article VIII, Section 2 of the Bylaws be, and hereby is, amended and restated in its entirety to read as follows:

SECTION 2. TENURE AND COMPENSATION. Each Officer shall be appointed for a one-year term. An Officer may resign at any time upon written notice to the Board, delivered to its chair. An Officer may be removed by the Board with or without cause. All work as an Officer will be voluntary and no compensation will be paid by the Association to the Officer for his or her service in that capacity.

**Certified by:**

**John Schwarz, Executive Director**

**RESOLUTION REGARDING NUMBER OF THE BOARD OF MANAGERS ADOPTED BY THE BOARD OF MANAGERS OF USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND NEXT GENERATIONS**

We, the undersigned, constituting all of the members of the Board of Managers (the "Board") of USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND NEXT GENERATIONS, a Texas unincorporated nonprofit association (the "Association"), hereby adopt the following resolutions pursuant to the provisions of the Texas Business Organizations Code, as amended, through unanimous written consent of all of the members of the Board:

WHEREAS, pursuant to Article VI, Section 2 of the Amended and Restated Bylaws of the Association (the "Amended Bylaws"), the number of Managers on the Board will be seven, except that the number may be increased or decreased by resolution of the Board, provided that it will not be

less than three nor more than seven unless approved by the Members; and

WHEREAS, during a teleconference meeting of the Board on February 23, 2015, the Board resolved that the number of Managers on the Board will be four, until such time as the Board determines that it should increase or decrease the number of Managers on the Board in accordance with Article VI,

SECTION 2 of the Amended Bylaws.

NOW, THEREFORE. BE IT:

RESOLVED that the number of Managers on the Board will be four.

FURTHER RESOLVED, that all actions previously taken by any officer, director, representative or agent of the Association in the name or on behalf of the Association in connection with the matters contemplated by the foregoing resolutions, to the extent they are consistent with the authority conferred by such resolutions, be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the act and deed of the Association.

**USS HOUSTON CA-30 SURVIVORS' ASSOCIATION AND NEXT GENERATIONS**

**AMENDMENT TO BYLAWS-3/2/15**

Pursuant to a motion made by Executive Director John Schwarz, seconded

by President Susan Kreutzer, and unanimously approved by the votes of all of the Managers during the meeting of the Board of Managers (the "Board") of the USS Houston CA-30 Survivors' Association and Next Generations (the "Association") on March 2, 2015, the Bylaws of the Association (the "Bylaws") were amended as follows, effective as of that date:

WHEREAS, the Board in 2012 previously circulated to the Members a listing of the qualifications needed for Members to be elected to the Board as Managers, and the Members approved of that listing; and

WHEREAS, currently, the Bylaws do not require the Association to follow the statement of qualifications; and

WHEREAS, the Board is concerned that an ability of the Members to elect any candidate as a Manager will lead to the election of individuals who have not demonstrated their dedication to the Association and their willingness to perform the hard work necessary to run the Association; and

WHEREAS, as a result, the Board has decided that the best way to ensure that empty seats on the Board are filled only by individuals who have met the necessary qualifications is to form a Nominating Committee, which will be tasked with determining which Members have met the necessary qualifications to sit on the Board.

Therefore, it was RESOLVED on March 2, 2015 that Article IV, Section 3 of the Bylaws be, and hereby is, amended and restated in its entirety (with the new added language reflected by underline) to read as follows:

**SECTION 3. VOTING RIGHTS.** A Member may participate in the selection of the Managers from the persons nominated by the Nominating Committee and may participate in the development of certain aspects of the policy of the Association. Provided he or she attends the meeting of the Members at which a vote is taken, each Member shall be entitled to one vote on each matter submitted to a vote of the Members.

It was further RESOLVED on March 2, 2015 that Article VI, Section 3 of the Bylaws be, and hereby is, amended and restated in its entirety (with the new added language reflected by underline, and the deleted language reflected by strikethrough) to read as follows:

**SECTION 3. ELECTION, TERM AND COMPENSATION.** The Managers shall consist of the president and executive director of the Association who shall serve ex officio (the "Ex Officio Managers"), and other Managers who are first nominated by the Nominating Committee and then elected by the Members (the "Elected

Managers”). No Member will be eligible for election to the Board unless that Member is nominated for that position by the Nominating Committee. The Ex Officio Managers shall have the same rights and responsibilities as the Elected Managers, including the right to vote. In the event that an insufficient number of Managers are elected by the Members to fill all vacancies on the Board, the Board will have the right to appoint Managers from the pool of Members nominated by the Nominating Committee. Elected or appointed Managers may succeed themselves in office and shall serve terms of three years or until their successors are elected, except that these three-year terms shall be staggered so that no more than two (2) Managers have a term ending in any one year. A Manager may resign at any time upon written notice to the Board, delivered to its chair. Also, a Manager may be removed with cause by a vote of the other Managers or the Members. If the office of a Manager becomes vacant for any reason prior to the expiration of his or her term, the remaining Managers shall choose a successor or successors who shall hold office until the end of that unexpired term or until the next Members’ meeting, whichever is earlier. All work as a Manager will be voluntary. The Managers of the Association shall serve in that capacity without compensation and shall bear the cost of their own attendance at meetings of the Board.

It was further RESOLVED on March 2, that Article VI, Section 4 of the Bylaws be, and hereby is, amended and restated in its entirety (with the new added language reflected by underline, and the deleted language reflected by strikethrough) to read as follows:

**SECTION 4. MEETINGS.** An annual meeting of the Board shall be held immediately following, and at the same location as, each annual Members’ meeting, at which the Managers shall elect the Association’s officers, at their discretion, fill any vacancies on the Board, and conduct any other business coming before them. In addition, the president, the executive director, or any two of the Managers, may call additional meetings of the Board by providing at least fourteen days’ written notice to the Managers designating the date, time, place and purpose of each such meeting. Meetings of the Board may be held by telephone, and the Board may also act without a meeting by

unanimous consent evidenced by the signature of each Manager entitled to vote. Minutes of each meeting of the Board shall be prepared and maintained by the Association.

It was further RESOLVED on March 2, that Article VII, Section 1 of the Bylaws be, and hereby is, amended and restated in its entirety (with the new added language reflected by underline, and the deleted language reflected by strikethrough) to read as follows:

SECTION 1. BOARD COMMITTEES. The Board may establish committees to assist it in the management of the business, property, and other affairs of the Association. Each such committee shall include at least three Members, at least two of whom shall be Managers. The members of committees shall be appointed by and serve at the pleasure of the Board. The standing committees of the Board shall consist of the Nominating Committee, Scholarship Committee, the Reunion Committee, and other committees as the Board shall decide.

It was further RESOLVED on March 2, 2015 by unanimous consent, that a new Section 2 of Article VII of the Bylaws be, and hereby is, added, which will read as follows:

SECTION 2. NOMINATING COMMITTEE. The Board shall appoint a Nominating Committee (the “Nominating Committee”). In the event that no Nominating Committee has been appointed, the Board shall serve as the Nominating Committee. Prior to each annual Members’ meeting, the Nominating Committee shall nominate those Members who are eligible to serve as Managers based on such criteria as determined by the Board. The Members nominated by the Nominating Committee will then stand for a vote by the Members in the manner provided in Article VI, Section 3. Each of the other Sections in Article VII will be amended by revising its respective Section number to reflect the addition of a new Section 2, so that existing Section 2 (regarding the Scholarship Committee) will now be Section 3; existing Section 3 (regarding the Reunion Committee) will now be Section 4; existing Section 4 (regarding the Advisory Committees) will now be Section 5; and existing Section 5 (regarding Quorum and Procedures) will now be Section 6.

**Certified by:**



**John Schwarz, Executive Director**

**Amendments to the Bylaws**

**(Adopted by the Board of Managers on 10 Jan 2016)**

Pursuant to a motion made, and carried by unanimous consent, during the meeting of the Board of Managers (the “Board”) of the USS Houston CA-30 Survivors’ Association and Next Generations (the “Association”) on January 10, 2016 the Bylaws of the Association were amended as follows, effective as of that date:

**ARTICLE V – Communications and Meetings of Members**

**SECTION 1:**

Members may communicate with the Board of Managers throughout the year at virtually any time with any questions, suggestions, concerns, or compliments through means such as email, mail, and telephone.

Member meetings shall be held for the purpose of holding an election for any new Manager(s) who shall have been nominated by the Nominating Committee (see Article VII-section 2). No Member meeting shall be held unless it includes an election of any new Manager(s).

Such a meeting of Members shall be held during, at, and in conjunction with, an annual reunion held by the Association, unless no such reunion is held, in which event the meeting of the Members shall be held at the principal office of the Association at 10:00 a.m. on the Saturday closest to March 1, the date on which the USS *Houston* CA-30 was sunk. In the event the meeting of the Members is held at the principal office of the Association, voting by Members may be accomplished by utilizing mail, email, or Association newsletter balloting, and/or by any other means as determined by the Board. Notice of any such meeting may be given in writing, in person, via telephone, facsimile, email, mail or other means of communication, including the Association’s newsletter. No Member shall be required to attend a meeting, but all Members may attend. Special meetings of the Members may also be called by the Board provided that at least fourteen days’ advanced notice is given which describes the place, date, time and subject of the meeting to each Member. Such notice may be given in writing, or in person, via telephone, facsimile, email, mail or other means of communication, including the Association’s newsletter. Unless otherwise

determined by the Board, the Executive Director of the Association shall preside at meetings of the Members.

#### SECTION 2: QUORUM.

At least seven Members of the Association shall constitute a quorum for the transaction of business at any meeting of the Members, and a majority of the votes of the Members present and voting shall constitute the action of the Members, unless the meeting is held at the Principal Office of the Association, in which case at least seven ballots cast by the Members prior to the meeting shall constitute a quorum for the transaction of business and a majority of the votes of the Members voting shall constitute the action of the Members. Minutes of each membership meeting shall be prepared and retained by the Association.

### **Article VI, Section 3**

#### ARTICLE VI, SECTION 3: ELECTION, TERM AND COMPENSATION.

The Managers shall consist of the four officers of the Association who shall serve as ex officio (the “Ex Officio Managers”), selected by the Board of Managers, and up to three other “Elected Managers”, selected by the Nominating Committee and elected by the Members. The Ex Officio Managers shall have the same rights and responsibilities as the Elected Managers, including the right to vote. All Managers, including incumbent Elected Managers, may succeed themselves in office by re-appointment by the Board of Managers and shall serve terms of three years, except that these three-year terms shall be staggered so that no more than two (2) Managers have a term ending in any one year. However, a Manager may resign at any time upon written notice to the Board, delivered to its chair. Also, a Manager may be removed with cause by a vote of the other Managers. If the office of a Manager becomes vacant for any reason prior to the expiration of his or her term, the remaining Managers may choose a successor or successors who shall hold office until the end of that unexpired term. All work as a Manager will be voluntary. The Managers of the Association shall serve in that capacity without compensation and shall bear the cost of their own attendance at meetings of the Board.

## **Article VII, Section 2**

### **SECTION 2: NOMINATING COMMITTEE.**

The Board shall appoint a Nominating Committee (the “Nominating Committee”) and may serve as the Nominating Committee if it so decides. Prior to a voting of the members, if necessary for the purpose of potential appointment of a new manager, the Nominating Committee shall nominate those Members who are eligible to serve as Managers based on such criteria as has been determined by the Board. The Members nominated by the Nominating Committee will then stand for a vote by the Members in the manner provided in Article V, Section 1.

## **Article VIII, Section 2**

### **ARTICLE VIII, SECTION 2: TENURE AND COMPENSATION.**

Each Officer shall be appointed by the Board of Managers for a three-year term. An Officer may stand for reappointment as approved by the other Board members. An Officer may resign at any time upon written notice to the Board, delivered to its chair. An Officer may be removed by the Board with cause. All work as an Officer will be voluntary and no compensation will be paid by the Association to the Officer for his or her service in that capacity.

**Certified by:**

**John Schwarz, Executive Director**

**USS HOUSTON CA-30 SURVIVORS ASSOCIATION AND NEXT  
GENERATIONS  
AMENDMENT TO BYLAWS-6/26/16  
ARTICLE IV – MEMBERS**

**SECTION 1. MEMBERSHIP.** The members of the Association (the “members”) shall consist of all surviving crew members of the USS Houston CA-30 (the “Survivors”) and their spouses. In addition, the Members shall include: (a) all interested family members of Survivors who are related by blood or marriage to any surviving or deceased member of the crew of the USS Houston CA-30, including descendants of those crew members and those related to those descendants by blood or marriage (the “Next Generations”), and (b) other persons who have shown a keen interest in the history and/or legacy of the USS Houston CA-30 and/or her crew members. Next Generations and other interested persons shall indicate their desire to become Members of the Association by completing and submitting to the

Association a membership registration form, which is available from the Association website or by contacting the Association. Membership forms should be submitted by individuals using their own personal contact information, including personal email address. The membership of any member shall be terminated by his or her death, by resignation, or by action of the Board of Managers, with cause.

SECTION 2. DUES AND DONATIONS. The Association imposes no 'mandatory' annual dues at this time however, all necessary expenses and the funding of scholarships comes through donation by Members, family, friends, associates and others. The Association accepts and appreciates those donations of any amount.

SECTION 3. MEMBERSHIP PRIVILEGES. Association membership includes the following 'privileges': 1. The privilege to vote on (new) Board of Manager nominees whom the Nominating Committee has selected. 2. The privilege to correspond with and provide information and input to the Board of Managers via Association communication channels. The Association's communication channels are the Association's published telephone numbers (if any); the Association's published email address; and letters addressed to the Association's published physical address.

SECTION 4. MEMBERSHIP RESPONSIBILITIES. Association membership carries with it the following responsibilities: 1. To support the Association's principal mission of: perpetuating the memory of the USS Houston CA-30 and her crew. 2. To support the Association's by-laws and the Association's Board of Managers.

SECTION 5. NEWSLETTER AND 'GATHERINGS'. The Association will, until further notice, continue to publish three times a year a newsletter, The Blue Bonnet. Those newsletter editions will be posted on the Association's website, [www.usshouston.org](http://www.usshouston.org) for the members to review, and mailed to those members with special circumstances as determined by the Board of Managers. Gatherings of members will be held/sponsored/facilitated at the discretion of the Board of Managers.

Certified by: John Schwarz, Executive Director

USS HOUSTON CA-30 SURVIVORS ASSOCIATION AND NEXT  
GENERATIONS  
AMENDMENT TO BYLAWS-10/19/17

ARTICLE V – Communications and Meetings of Members

SECTION 1: Members are encouraged to communicate with the Board of Managers throughout the year at virtually any time with any questions, suggestions, concerns, or compliments through means such as email, mail, and telephone. Member meetings shall be held only for the purpose of holding an election for any new Manager(s) who shall have been nominated by the Nominating Committee. Such a meeting of Members shall be called only when necessary and held at the principal office of the Association. Attendance at said meeting is NOT necessary for the ability of any member to cast vote. Voting by Members may be accomplished utilizing mail, email, or the Association's phone number. The Board will give notice of any such meeting in writing, in person, via telephone, facsimile, email, mail or other means of communication, including the Association's newsletter. No Member shall be required to attend a meeting, but any Members may attend. The Board will provide at least fourteen days advance notice describing the place, date, time and purpose of the meeting to Members.

Unless otherwise determined by the Board, the Executive Director of the Association shall preside at meetings of the Members.

#### Article VI Section 4

SECTION 4. MEETINGS. Regular Board of Manager meetings will be held to conduct any business coming before them. In addition, the president, the executive director, or any two of the Managers, may call additional meetings of the Board by providing at least fourteen days' written notice to the Managers designating the date, time, place and purpose of each such meeting. Meetings of the Board may be held by telephone, and the Board may also act without a meeting by unanimous consent evidenced by the signature of each Manager entitled to vote. Minutes of each meeting of the Board shall be prepared and maintained by the Association.

Certified by: John Schwarz, Executive Director

