



# GUIDE

## Council President Turnover

**Navy League of the United States**  
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[www.navyleague.org](http://www.navyleague.org)

# Overview

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Council President turnover is an event that can occur as frequently as every year, yet most councils have no procedure for this process. Lack of a procedure is not a serious problem for councils that have an effective succession plan, such as rotating officers through various responsibilities as they advance toward the Council President position. However, many councils find they must elect a relatively new board member to the Council President position when no-one else will take the job. This guide will help the new council president ensure they have the necessary information and records for a successful tenure.

The new Council President, as well as every council officer, should renew their focus on the mission of the Navy League.

## **Navy League Mission Statement**

A civilian organization dedicated to informing the American people and their government that the United States of America is a maritime nation and that its national defense and economic well being are dependent upon strong sea services – United States Navy, United States Marine Corps, United States Coast Guard and United States Merchant Marine.

This guide, together with the NLUS Operations Manual, is used to begin the process of council president turnover. Council officers are encouraged to focus their events and activities on meeting the Navy League's Goals.

## **Navy League Goals**

1. Educate national leaders and the nation.
2. Support the men and women of the sea services.
3. Provide assistance to the sea service families.
4. Support youth programs.

For additional help contact:

Senior Director of Regional Activities, National Headquarters  
800-356-5760

OR

Senior Director of Membership, National Headquarters  
800-356-5760

[services@navyleague.org](mailto:services@navyleague.org)

# Turnover Process

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## 1. Verify Mandatory Records are Available

Certain council records must be retained for the life of the NLUS council. Permanent records consist of legal and IRS records and are marked with a “**P**”. Other records have shorter retention times and are *noted below in italics*. Records not marked with a retention time change periodically, so the current record should be retained. Out of date records should be destroyed so that there is no confusion as to the effective edition of a record. The list below should be reviewed/sighted by the incoming Council President:

- Original Council Bylaws and all subsequent amendments - **P**.
- Original Council Articles of Incorporation and all subsequent amendments - **P**.
- Council Charter - **P**.
- IRS determination letter for Individual Tax Exemption, or a letter from the NLUS Senior Director of Finance certifying that the council is a member of the NLUS Group IRS Exemption - **P**.
- Original Application for Tax Exemption for IRS (IRS Form 1023 or package sent to the Senior Director of Finance at NLUS HQ) - **P**.
- IRS Tax Returns (Form 990 series and required Schedules) – *all tax exempt councils must file a return* - **P**.
- State letter confirming council registration as a non-profit organization and the original application - **P**.
- State letter confirming that the council is exempt from state sales tax and the original application – **P**.
- Other state requirements for non-profits (e.g. fundraising registration) - **P**
- Personal property tax filings for state and local taxing authorities – **P**.
- Correspondence from IRS and state/local tax officials – **P**.
- Copies of Donor Acknowledgement Letters for all donations to council of \$250 or more – cash or in-kind (hold for *at least three years*).
- Copies of receipts issued by the council for all donations – cash or in-kind (hold for at least three years).
- Council Financial Reports/Records for *at least three years*.
- Council Financial Audit (including scholarship funds and Naval Sea Cadet Corps unit audits) held in conjunction with your assuming the Council President position and previous audits for *at least three years*.
- Employment tax records (Form 941 and copies of Form 1099-MISC issued) for paid personnel who work for the council (hold *at least four years*).
- Minutes of Council Annual Meeting and Council Board Meetings for *at least three years (support documents for council financial audit)*.
- Copies of Approved Board Policies.
- Previous Year Council Annual Report (completed by outgoing president – needed to continue to receive rebates).
- Navy League Operations Manual.
- Trust documents for all council trusts and records of all distributions - **P**.

- Records of owned assets must be retained for the *life of the asset plus at least three years*.
- US Postal Service Bulk Mail indicia letter – **P**.

## **2. Verify Recommended Records and Materials Available**

There are additional useful documents/materials that can help the Council President be effective in leading the council, including:

- Council Annual Plan and Goals.
- Council Organization Chart and Position Descriptions.
- Presiding Officer Duties (Parliamentary Procedures).
- National, Region and Area Organization Charts with incumbents identified.
- NLUS National Committee Directory with Committee Chairs identified.
- National HQ Staff Directory.
- Complete set of NLUS Council Guides.
- Council Approved Budget.
- Council Alert File (commencing in January, 2003).
- Compilation of Best Practices from Council Alerts.
- NLUS Centennial Celebration Council Kit with 3-1/4 inch materials disc and Centennial VHS (sent to all councils in 2001), excellent for Public Relations.
- NLUS “Talk in a Box” PR kit.
- NLUS Council Care Packages.
- NLUS Newsletter Editors Guide.
- NLUS Speakers Program Guide.
- NLUS Planning Guide
- NSCC HQ Staff Directory and Directory for your NSCC Region.
- Council Guide for the Support of Naval Sea Cadet Corps Units.
- Council Guide for the Support of Operation Homefront.
- Council History and Photo Archive.

## **3. Assess Need to Obtain Missing Documents**

Replacing missing records can be an arduous and time-consuming chore. Therefore, an assessment is recommended to determine if a record should be located/replaced. The following guidance is germane:

- Records that cannot be replaced include the original Council Charter, Articles of Incorporation with amendments and Bylaws with amendments. Therefore, a search among the belongings of previous council officers is the action recommended. Council participating in the NLUS Groups Tax Exemption can request a copy from HQ of the Bylaws submitted with their group exemption application to the Senior Director of Finance at NLUS Headquarters.
- IRS records can usually be replaced by ordering copies from the Internal Revenue Service; *a fee is generally required for all copies requested*. Therefore, the decision to replace missing IRS records may be conditioned on the need to replace them – e.g. a council that has filed tax returns may decide to order replacement records because an IRS audit is anticipated.
- A copy of the IRS Group Determination letter and the application package for your council can be ordered from the Senior Director of Finance at NLUS Headquarters.

- Copies of state records can possibly be obtained from the originating office; a fee may be required to obtain copies.
- Copies of recent Council Annual Reports can be obtained from the Senior Director of Membership Services at NLUS Headquarters.
- The NLUS Operations Manual can be downloaded from the NLUS website at [http://www.navyleague.org/councils/operations\\_manual.php](http://www.navyleague.org/councils/operations_manual.php).
- Navy League Council Guides can be downloaded from the Navy League website at [http://www.navyleague.org/councils/council\\_guides.php](http://www.navyleague.org/councils/council_guides.php).
- Other Navy League documents/materials may be requested from Membership Services, [services@navyleague.org](mailto:services@navyleague.org), however not all these documents are still in production and may not be available.

#### **4. Priorities for the New Council President**

The new Council President should complete the following priority action items as soon as possible:

1. Change the signature card for your council's bank account(s) so that you and other designated officers can sign checks. Note: Most financial institutions will require a copy of the Board resolution that identifies the officers who are authorized to sign checks for your council.
2. Determine duties and responsibilities of newly elected Officers and members of the Council Board of Directors. Recruit members (including Community Affiliate business members) to fill critical officer vacancies on your Board of Directors.
3. Appoint and Audit Committee if a financial audit was not performed prior to your relieving as Council President.
4. Formulate an Annual Plan; establish Strategic Objectives and Annual Goals.
5. Schedule training for your new Board of Directors and/or Officers.
6. Introduce yourself (phone call or email) to the Area President and Region President for your council. Determine the date/time/place of the next Area/Region Meeting and plan to attend.
7. Introduce yourself to the Commanding Officer/Leader of all sea service units adopted and youth groups sponsored by the council.
8. Register for the Online Community so that you will have access to council membership records. Your council must have a current Annual Report on file (naming you as Council President) for you to automatically receive access to council records. If your Council Annual Report has not been filed, interim access can be obtained by contacting the Senior Director of Membership Services (phone, email).
9. Update the Masthead for your Council Newsletter and Website. Also update your council's Home Page in the Online Community.
10. Order business cards and encourage all council officers to the same.
11. Update key contacts email listing in your council communications plan.
12. Schedule a visit with members of congress assigned to your council under the NLUS Grassroots Legislative Initiative.

**5. Training Workshops** – to schedule a workshop in your area contact the Senior Director of Regional Activities at 800.356.5760. Workshop objectives are available online at [www.navyleague.org/councils/training\\_workshops/php](http://www.navyleague.org/councils/training_workshops/php).

Current workshops available (October, 2008) are:

<u><i>Workshop Title</i></u>	<u><i>Length</i></u>	<u><i>Attendees</i></u>
Recruiting Community Affiliate Members	2 hours	Council Recruiting Team
Leadership in a Volunteer Organization	1 hour	Officers, Board Members
How to Run Effective Meetings	1 hour	Officers, Board Members
Effective Utilization of the Navy League Hiring Center	2 hours	All Navy Leaguers
Effective 21 <sup>st</sup> Century Communications	1 hour	Region, Area, Council Leaders
Energizing Your Council	1 hour	Region, Area, Council Leaders
Grant Writing Workshop	3 hours	Grant Writing Team
Recruiting & Retaining Younger Members	1 hour	Officers, Board Members
Council Budgeting Workshop	1 hour	Officers, Board members
Council Event Planning	1 hour	Officers, Board Members
Council Fundraising	1 hour	Officers, Board Members
Council Tax-Exempt Status	1 hour	Officers, Board Members
Council Recruiting & Retention	2 hours	Region, Area, Council Leaders
Parliamentary Procedures	1 hour	Region, Area, Council Leaders
Council Financial Audits	1 hour	Council Board Members
New Council President	1 hour	President or President-Elect
Council Treasurer	1 hour	Treasurer or Treasurer-Elect
How to Make Presentations	1 hour	Region, Area, Council Leaders
Public Education Seminars	1 hour	Region, Area, Council Leaders
Grassroots Legislative Affairs Program	1 ¼ hour	Region, Area, Council Leaders
Online Community Familiarization	1 hour	All Navy Leaguers
Strategic Planning	4 hours	Region, Area, Council Leaders
Successful International Council Operations	1 hour	International NLUS Leaders
International Partnership Councils	1 hour	Region, Area, Council Leaders
Council Officer & Board Member Training	2 hours	Officers, Board Members