

SUBVETTES

LADIES OF US SUBVETS INC.

BYLAWS

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ARTICLE I - ANNUAL MEMBERSHIP DUES

Section 1. An initial National dues fee will be \$20.00 and shall be renewable at \$10.00 annual dues if membership continues uninterrupted. (When delinquent, an initiation fee will be required for reinstatement).

Section 2. Life Membership dues for eligible members age 65 and older will be \$50.00

Section 3. Life Membership dues for eligible members age 55 to 65 will be \$100.00.

Section 4. Life Membership dues for eligible members age 45 to 55 will be \$150.00.

Section 5. Life Membership dues for eligible members under age 45 will be \$250.00.

Section 6. Members shall pay National dues to Base Treasurer who shall forward dues to National Treasurer.

Section 7. Bases shall be responsible for collection of all national and Base dues from their respective assigned members

Section 8. Base Dues will be as defined in the Base Constitution and Bylaws.

The Base President will be responsible for ensuring that all members in good standing will pay their National Dues by December 31st for the following fiscal year, which will begin on January 1st of the New Year. Any member delinquent by April 1st of the New Year will be dropped from all National and Base Rolls.

ARTICLE II - MEETINGS

SECTION 1 - The SubVette Base business meetings shall be held concurrent and coincide with the US SubVet, Inc., Base business meeting with which the SubVette Base is associated. Other meetings will be at the discretion of the SubVette Base President and/or its members.

SECTION 2: The Annual SubVette Business Meeting shall be held concurrent and coincide with the Annual US SubVet, Inc. Annual Meeting.

ARTICLE III - ANNUAL SUBVETTE BUSINESS MEETING

SECTION 1. The Senior National Officer present at the Annual Business Meeting shall be the presiding officer.

SECTION 2. The Annual Business Meeting shall:

- a. Conduct elections for National Officers.
- b. Approve the Annual Budget.
- c. Receive and consider other issues appropriately brought before it

SECTION 3 - The Order of Business for the Annual Business Meeting shall be:

- Call to Order.
- Salute the Flag
- Invocation
- Moment of silence for Departed Members of US SubVets and SubVettes.
- Reading and acceptance of the minutes of the previous Annual Business Meeting.
- Introduction of National Officers in attendance by name and Base.
- Board of Directors Report by National President
- Report of the Senior Vice President
- Report of the Junior Vice President
- Report of the National Secretary.
- Report of the National Treasurer.
- Committee reports as necessary
- Unfinished business from previous Annual Business Meeting.
- New Business.
- Reports of the annual ballot results.
- Approval by the membership in attendance of the ballot results.
- Swearing in of Officers for the new term.
- For the Good of the Order.
- Closing of the Annual Business Meeting.

ARTICLE IV - THE SUBVETTE BOARD OF DIRECTORS MEETING

SECTION 1. The Annual Board of Directors meeting and Special Meetings of the Board of Directors will be chaired by the senior National Officer present.

SECTION 2. Special Meetings of the Board of Directors may be called by the National President at any time, or by three members of the Board of Directors.

SECTION 3. Notice of special Meetings shall be given by service upon each member of the Board of Directors, in person, or by mail to her last known address, at least ten (10) days prior to the date of the meeting, specifying the time and place of the meeting and the purpose of the meeting.

SECTION 4. No business other than that specified in the notice shall be transacted at a special meeting, except that at any meeting at which every voting member of the Board of Directors shall be present, even if held without notice, may transact any business which may have been transacted had the meeting been duly called.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - National President

The duties of the National President shall include, but not necessarily limited to:

- Act as the Chief Executive Officer and the Chairman of the Board of Directors.
- Cause to be called all regular and special meetings of the organization.
- Preside over all regular and special meetings of the organization.
- Enforce the Constitution and Bylaws.
- Direct and supervise the operation of the organization.
- Prepare and present the Board of Directors Annual Report at the Annual Business Meeting.
- Submit, in writing to the Board of Directors for confirmation, all appointed officers and committee chairmanships.
- Sign all certificates notes, drafts, or bills of exchange, warrants or other orders for the payment of moneys duly drawn by the National Treasurer, except as provided elsewhere in the Constitution and Bylaws, subject to the approval of the Board of Directors.
- Be responsible for the promulgation of all pertinent information to the membership of the organization.
- Work up, keep current and pass on, immediately to her relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to her care.
- Be an ex-officio member of all committees, except the “Nominations Committee: and the “Resolution Committee”.

SECTION 2 - Senior Vice President

The duties of the Senior Vice President shall include, but not necessarily limited to:

- Assist the National President in the discharge of her duties.
- Assume the duties of the National President in the event of her absence, illness, or call to eternal patrol.
- Execute the powers and authority of the National President, when required, in the absence of the National President
- Serve as a member of the Board of Directors.
- Act as Chairman for the Ways and Means Committee.
- Be responsible for the content, publication, and distribution of the National Publication.
- Prepare and present an annual report relative to the operation of her office at the Annual Business Meeting.
- Work up, keep current and pass on, immediately to her relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to her care.

SECTION 3 - Junior Vice President

The duties of the Junior Vice President (2nd Vice President) shall include, but not necessarily limited to:

- Execute the powers and authority in organization matters, when required, in the absence of the National President and National Senior Vice President
- Serve as a member of the Board of Directors.
- Act as Chairman of the Membership Committee and maintain an accurate and permanent roll of members and provide membership cards to members in good standing. The Chairman will provide a membership report on a quarterly basis to the National Secretary. The report shall be prepared and transmitted to the National Secretary no later than 15 days following the end of the calendar quarter.
- Serve on the Ways and Means Committee.
- Serve on the Long Range Planning Committee.
- Prepare and present an annual report relative to the operation of her office at the Annual Business Meeting.

- Work up, keep current and pass on, immediately to her relief a “ Turn Over” folder, including all official correspondence, records, and official materials assigned to her care.

SECTION 4. National Secretary

The duties of the National Secretary shall include, but not necessarily be limited to:

- Officiate when required in SubVette matters in the absence of the National President, National Senior Vice President, and the National Junior Vice President.
- Serve as a member of the Board of Directors.
- Act as Chairman of the Public Relations Committee.
- Serve as a member of the Membership Committee, updating membership changes as reported by the Junior Vice President on a quarterly basis. Maintain permanent membership data for the current and past year and be responsible for transfer of all other membership data to the USSVI archives at Groton Base, CT.
- Be the clerk of the organization and keeper of the seal and affix such seal as required.
- Be the custodian of all non-financial records and materials, which shall remain U.S. Submarine Veterans property.
- Keep permanent records as required by the Articles of Corporation, the National Constitution, and these Bylaws.
- Keep permanent records of the proceedings of all National meetings of the Board of Directors.
- Prepare and distribute the National Ballot.
- Insure that only members in good standing vote on organizational business.
- Serve as the official organization correspondent, forwarding to officers and committee chairman such correspondence as may be appropriate to the performance of their duties
- Work up, keep current and pass on, immediately to her relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to her care.

SECTION 5 - National Treasurer

The duties of the National Treasurer shall include, but not necessarily limited to:

- Serve as a member of the Board of Directors.
- Serve as a member of the Membership Committee.
- Serve as a member of the Ways and Means Committee.
- Be the Chief Financial Officer of the organization.
- Be the custodian of all financial records of the organization.
- Receive and be responsible for the collection of all moneys due and payable to the organization.
- Have custody of all organization funds, and shall provide for their safekeeping, retention, disbursement, and investment in a manner acceptable to the Board of Directors.
- Make such reports and returns as are required by Federal, State and Local governments the Articles of Incorporation, The Constitution, and these Bylaws, including the disbursement of appropriate taxes and fees.
- Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting principles.
- Upon election to the position as National Treasurer, the Treasurer-Elect within 15 days and prior to becoming custodian of the organizations funds shall apply for a personal bond in the amount to be determined at the newly elected Board of Directors meeting held subsequent to the Annual Business Meeting. All costs involved in securing the required personal bond shall be borne by the organization. The outgoing Treasurer shall be responsible to ensure that the present bond has been executed and that the organization is fully protected prior to transferring any funds to the new Treasurer. An incumbent Treasurer shall be required to comply with their requirement.
- Work up, keep current and pass on, immediately to her relief a “Turn Over” folder, including all official correspondence, records, and official material assigned to her care.

SECTION 6 - Regional Directors - Geographical Territories and Duties

The geographical responsibility of the Three Regional Directors will be (Same as USSVI)

- The Eastern Region includes Districts 1, 2, 3, and 4
- The Central Region includes Districts 5, 6, and 7.
- The Western Region includes Districts 8, 9, and 10.

The duties of the Regional Directors shall include but not necessarily limited to:

- Be directly responsible to the National President for the conduct of organizational business within their Region.
- Serve as members of the Long Range Planning Committee.
- Serve as members of the Nominations Committee.
- Serve as members of the Public Relations and Publicity Committee.
- Perform other such duties as required by the National Constitution and these Bylaws.
- Serve as members of the Constitution and Bylaws (C&B) Committee.
- Work up, keep current and pass on, immediately to her relief a “Turn Over” folder, including all official correspondence, records, and official material assigned to her care.

SECTION 7 - District Presidents - Geographical Territories and Duties

The geographical responsibility of the Ten District Presidents will be, unless otherwise changed by USSVI. In such events, the SubVette geographical responsibilities will continue its mirror image of the USSVI responsibilities:

- District One: States of ME, NH, MA, VT, RI and CT.
- District Two: States of: NY, NJ, PA, DE, MD, and the District of Columbia.
- District Three: States of: VA, WV, KY, TN, and NC.
- District Four: States of: SC, GA, FL, AL, MS, LA, plus the Territories of USVI and PR.
- District Five: States of: TX, OK, AR, MO, and KS.
- District Six: States of: OH, IN, IL, WI, and MI.
- District Seven: States of: MN, ND, SD, IA, and NE.
- District Eight: States of: AZ, NM, CO, UT, and NV.
- District Nine: States of: ID, MT, OR, WA, and WY.
- District Ten: States of: AK, CA, HI, Guam and American Samoa.

The duties of the District Commanders shall include but not necessarily limited to:

- Assist the Base Commanders within their respective districts in the performance of their duties.
- Appoint all committees, committee chairman and appointed officers as required to conduct District business.
- Represent her respective District at official functions.
- Oversee the performance of all Base Commanders within her district.
- Approve Base bylaws, insuring compliance with National and State laws regulating the operation of the organization within her district (i.e. chartering, maintaining non-profit status, etc.)
- Provide assistance as requested by the Base Development Chairman.
- Serve as members of the Board of Directors in an advisory capacity but without voting privileges.
- Prepare a “Turn Over” folder for her relief, containing all information and correspondence relative to her office.

ARTICLE VI - COMMITTEES

SECTION 1 - Definitions

- Standing Committees; Committees, which by their very nature require continuity.
- Annual Committees; Committees, which shall be reestablished at the start of each elective year.

- Special Committees; Committees appointed as necessary, by the National President for a specific purpose.

SECTION 2 - Membership Committee

The Membership Committee shall be a Standing Committee. It shall be chaired by the National Junior Vice President and have as regular members the National Secretary, National Treasurer and other members as deemed necessary by the National President.

The duties of the Membership Committee shall include but not necessarily limited to:

- Receive applications from new members.
- Determine eligibility requirements of each applicant.
- Maintain a permanent record of applications and membership.
- Provide each new member with a membership packet.

SECTION 3 - Ways and Means Committee

The Ways and Means Committee shall be a Standing Committee. It shall be chaired by the National Senior Vice President and shall have as regular members the National Junior Vice President, the National Treasurer, and other members deemed necessary by the National President.

The duties of the Ways and Means Committee shall include, but not necessarily limited to:

- Prepare and submit an annual budget to the Board of Directors.
- Monitor performance of operating units against the approved budget throughout the year.
- Prepare recommendations to the Board of Directors on items of expenditure not within the approved budget.

SECTION 4 - Long Range Planning Committee

The Long Range Planning Committee shall be a Standing Committee. It shall be chaired by a member appointed by the National President and shall have as regular members the Membership Committee Chairman, the Regional Directors, and other members deemed necessary by the National President.

The duties of the Long Range Planning Committee will include, but not necessarily limited to:

- Conducting Long Range Planning studies in the areas of:
- Recruitment.
- Membership Activities.
- Finances.
- Organizational Goals.

SECTION 5 - Nominations Committee

The Nominations Committee shall be an Annual Committee. It shall be chaired by a member appointed by the National President and consist of the Immediate Past National President, the Regional Directors, and other members deemed necessary by the National President, except Elected National Officers may not serve on their committee.

The duties of the Nominations Committee will include but not necessarily limited to:

- Issue a "Call for Nominations" of eligible candidates for National Office by publishing said call in the January issue of the National Publication.
- Forward names of all eligible nominees to the National Secretary for ballot preparation and mailing.
- In those cases where no nominees have been presented, or all candidates have withdrawn, accept names in nomination, of eligible members, from the floor of the Annual Business Meeting.

SECTION 6. Resolutions Committee

The Resolutions Committee shall be an Annual Committee. It shall be chaired by a member appointed by the National President and consist of the Immediate Past National President and other members as deemed necessary by the National President, except that Nationally elected officers may not serve on their committee.

The duties of the Resolutions Committee will include but not necessarily limited to:

- Issue a “Call for Resolutions” by publishing said call in the October/December issue of the National Publication and publish all valid resolutions in the April/June issue of the National Publication.
- Insure the Proposed Resolutions:
- Are complete statements that will stand on their own merit.
- Clearly state the intent of the author and the section of the organization policy affected.
- Reflect the estimated or actual cost, if any, to the organization.
- Are signed and dated by the author.
- Forward proposed resolutions to the Chairman, Bylaws Committee for review.

SECTION 7. Base Development Committee

The Base Development Committee shall be a standing committee. The committee Chairman shall be appointed by the National President, with additional committee members appointed as necessary.

The duties of the Base Development Committee Chairman shall include, but not necessarily limited to:

- The consolidation of material necessary to provide guidance for establishing new Bases within the organization. The Chairman shall be responsible for the currency of the Base Development Handbook (BDH), an official document of the organization, which is to be used by the Bases as the handbook directs.
- Preparing and maintaining an up-to-date handbook with instructions in Base formation. The Base Development Chairman and the Board of Directors will periodically provide guidance and information to be included in the BDH. The Board of Directors must approve all modifications to the handbook.
- The Chairman will correspond with the Base organizer and District President as necessary to ensure a smooth transition to chartering the Base.
- Additional member assignments to the Base Development Committee will be as determined by the National President

SECTION 8. Constitution and Bylaws Committee

The Constitution and Bylaws (C&B) Committee shall be a standing committee. The National President will appoint the Chairman. The committee will consist of the Chairman and the three Regional Directors. Additional members may be appointed as required.

The duties of the C & B Committee Chairman and the committee shall, but not necessarily limit to:

- Issue a Call for Constitution and Bylaws proposed amendments by publishing said call in the October/December issue of the National Publication and publish all valid proposed amendments in the April/June issue of the National Publication.
- Insure the Proposed Amendments:
- Are complete statements that will stand on their own merit.
- Clearly state the intent of the author and the section of the organization policy affected.
- Reflect the estimated or actual cost, if any, to the organization.
- Are legible, limited to one agenda item, and conforms to procedures as established by the Committee Chairman.
- Are signed and dated by the author.
- When proposed amendments to both the National Constitution and the National Bylaws are received for review, ensure there are neither duplicated nor frivolous submissions on identical subjects, and

place them in the proper wording for inclusion into the Constitution or Bylaws when passed. In the event of conflict between two or proposed amendments, determine if they are essentially the same and compose wording without change to the original intent and make the decision as to whether one or both proposed amendments are acceptable to be placed on the ballot. The committee shall make a conscious effort to identify and remedy any proposed amendment that may cause a ripple effect.

- Upon completion of review and with the committee's comments attached, submit proposed amendments to amend the Constitution and Bylaws to the National Secretary no later than 1 May of the election year, for preparation of the National Ballot.

ARTICLE VII- ELECTION OF OFFICERS

SECTION 1 - Nominations For National Office

Any regular in good standing may nominate any other regular member in good standing for any elected National Office, provided that:

The Nominee for National Office shall be in accordance with Constitution and the nomination is accompanied by a letter from the Nominee indicating her willingness to accept the nomination and willingness to serve if elected.

The Nomination Letter includes details of the nominee's qualifications in less than one hundred (100) words.

The Nomination is received by the Nomination Committee Chairman prior to February 15th of the election year.

SECTION 2 - National Ballot

- During the sixty days (60) immediately preceding the Annual Business Meeting and in time to permit at least thirty days (30) for the members to cast and return their ballots, ballot forms and envelopes, as hereafter prescribed, shall be mailed by the National Secretary to each member in good standing to her last known address.
- The ballots shall be printed or typed and shall contain:
- The Names, in alphabetical order, of all qualified candidates for each Nationally Elected Office and one additional blank line for a write in vote for each office, with a clearly defined space opposite each name and the write in line for the member to indicate her choice.
- The proposed changes to the Constitution and Bylaws, in the order received by the Chairman of the Constitution & Bylaws Committee, with a clearly defined space opposite each amendment for the member to indicate her choice.
- Instructions as the National Secretary deems necessary, to insure secrecy and validity of ballot, and its delivery to her by, or at the Annual Business Meeting.
- In the event an official ballot is lost, defaced or incorrectly executed by a member or if the member fails to receive a ballot, additional ballots may be obtained upon request to the National Secretary provided that such request is made with sufficient time to permit the return of the executed ballot by, or at, the Annual Business Meeting.
- The National Secretary will provide ballots to Members in Good Standing.
The National Secretary may authorize Base President to reproduce the ballot and distribute copies to members as necessary.
- The National Secretary will cause the National Ballot to be posted on the Official USSVI Web Site.
The secret ballot vote must be conducted by the National Secretary even if each National Office has only one candidate nominated for it.

SECTION - 3 Procedures

- The Presiding Officer shall appoint three (3) members in good standing to act as tellers to separately tabulate the results, provided that none of the appointees shall be a candidate for National Office nor have submitted a resolution under consideration in the National Ballot.
- Each candidate for National Office, upon her request, shall be entitled to appoint one observer to witness the counting of the ballots.
- Disputes:

- The National Secretary shall decide any disputes concerning the validity of the ballots cast or counted, or the eligibility of any member voting, provided that the National Secretary is not a candidate for National Office.
- Should the National Secretary be a candidate for National Office or otherwise be unable to receive disputes then the immediate past National President or other past National Officer appointed by the National President , if the immediate past National President is unavailable, shall receive election disputes.
- The candidate receiving the highest number of votes for a particular office shall be certified by the tellers as elected to such office; the results of each election shall be communicated to the Presiding Officer of the Annual Business Meeting who shall announce the results at said meeting.

SECTION 4 - Annual Election For Regional Directors

- The Regional Directors will be elected by a majority vote (51%), or where appropriate, the plurality vote shall rule, of the voting members in good standing within the Region; prior to the National Convention and Annual Business Meeting. Each member must have at least 30 days to cast her ballot. The National Senior Vice President shall conduct the Regional elections.

SECTION 5 - Annual Election For District President

The District President will be elected by a majority (51%), or where appropriate, the plurality vote shall rule, of the voting members in good standing within the district; prior to the National Convention and Annual Business Meeting. Each regular member must have at least thirty (30) days to cast her ballot. The Regional Director shall conduct the District Elections.

- Any District President vacancy shall be filled by the appropriate Regional Director appointment, normally within ninety (90) days.

ARTICLES VIII - AMENDMENTS

SECTION 1 - Any member in good standing may submit proposed amendments to amend these Bylaws by forwarding the proposed changes to the Chairman of the Constitution and Bylaws Committee on or before April 1st of the year in which they are to be considered.

SECTION 2 - These bylaws shall be amended by simple majority vote (51%) or, where appropriate, the plurality vote shall rule at the Annual Business Meeting of the organization; provided the proposed changes have been placed on the National Ballot and provided to all members in good standing, at their last known address, at least sixty (60) days prior to the Annual Business Meeting.

SECTION 3 - Amendments that are passed will become effective at the close of the Annual Business Meeting.

SECTION 4 - Amendments submitted by the membership and passed shall remain in place for a period a period of three (3) years from acceptance and may be changed by ballot in their fourth year. Should at any time in that period the amendment be deemed by the Board of Directors as not in the best interest of the organization, they, and only they, may submit an amendment at the next balloting opportunity to change it without waiting the entire three (3) year period. The results of that ballot will start a new three-year period.

SECTION 5 - Amendments, which are passed, will become effective at the close of the business meeting during which the results of all voted-upon issues have been announced. The approved amendments will also be effective for, and cover all amendment-affected business and other voted-upon issues, including official officer elections and appointments, the results of which were effected and made known during that business meeting, unless otherwise directed in the body of the Amendment passed.

ARTICLE IX - GENERAL BUSINESS

SECTION 1 - Any business of the organization not otherwise prescribed in the Constitution and Bylaws may be conducted on the floor of the Annual Business Meeting and voted on orally or by a show of hands; a majority vote (51%) of the members present and in good standing shall be required for a favorable vote.

SECTION 2 - Business involving the commitment of organization funds in excess of ten percent (10%) of the Annual Budget shall require a two-thirds (2/3) majority of votes cast by members in good standing for a favorable vote, providing that the written ballot is provided to all members in good standing at their last known address and a period of thirty (30) days is allowed for members to respond.

ARTICLE X - FINANCES

SECTION 1 - Budget

The Board of Directors will approve or amend the Annual Budget submitted by the Ways and Means Committee and submit it for approval at the Annual Business Meeting per Article III, SECTION 3. The approved budget will be published in the first issue of the National Magazine following the Annual Business Meeting.

SECTION 2 - Budget for publication of National Magazine.

The editor of the National Magazine will submit a budget to the Board of Directors via Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.

SECTION 3 - Office Expenses:

Normal and reasonable expenses (envelopes, stationary, stamps, etc., and prudent and relevant telephonic communications) are authorized reimbursements for National Officers, Appointed Officers and District Commanders. Internet access with an on-line service is not considered to be cost effective and therefore not subject to reimbursement. This is not to be taken as restricting in any way the expenses of the National Editor in printing, assembling, and mailing the National newsletter, nor is it to restrict her in use of the telephone in carrying out her duties.

Section 4: Personal Expenses:

The National President , Senior Vice President, Junior Vice President, Secretary, National Treasurer, Past National President, Region Directors and Editor of the National Magazine are authorized reasonable hotel and travel (airfare or automobile) expenses to attend National Conventions if funds are available.. No spousal expenses are authorized. Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and economy class air travel.

SECTION 5 - Financial Reports:

The National Treasurer will submit a financial report at the National Convention for publication in National Magazine. The report will include, as a minimum; Revenues: Dues, Interest, Other, Total receipts. Expenses: National Magazine, Office Expenses, Personal Expenses (hotel and travel). Audits, Other, Total Liabilities. The report can be either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.

NATIONAL BOARD OF DIRECTORS

NATIONAL PRESIDENT	ELLA BLADO 114 WILDHORSE DRIVE CRESTVIEW, FL 32536 (850)689-6635	e-mail – ellab@bsc-net
FIRST VICE – PRESIDENT	BETTY SHIPMAN 2790 SOUTH BLUE ANGEL PARKWAY PENSACOLA, FL 32506 (850)455-8535	
SECOND VICE – PRESIDENT	MARY CHEEK 2420 WILSON AVENUE PASCAGOULA, MS 39567 (228)762-7296	
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