

**UNITED STATES SUBMARINE VETERANS,
INCORPORATED**



CHARLESTON BASE BYLAWS

Revision 13 August 2009

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**UNITED STATES SUBMARINE VETERANS, INCORPORATED
CHARLESTON BASE BYLAWS**

ARTICLE I – NAME

Section 1. The name of the organization shall be United States Submarine Veterans, Inc., Charleston Base

ARTICLE II – STATEMENT OF PURPOSE

Section 1. To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country. That their dedication, deeds and supreme sacrifice be a constant source of motivation towards greater accomplishments. Pledge Loyalty and Patriotism to the United States of America and its constitution.

Section 2. The statement of purpose for Charleston Base shall also be known as the Creed.

ARTICLE III - POLICY

Section 1. The Charleston Base shall adopt no policy in conflict with the Laws and Practices of the United States Government or with the National Constitution and bylaws of USSVI.

Section 2. No member shall initiate any project that obligates the Charleston Base or any of its members without proposing said undertaking or project to the Board of Directors for approval and receiving a majority vote at a regular or special base meeting attended by the membership.

ARTICLE IV – FISCAL YEAR

Section 1. The fiscal year of Charleston Base shall be the same as that of USSVI, January 1 through December 31.

ARTICLE V - MEMBERSHIP

Section 1. GENERAL

- A. Members who have been discharged from the Armed Forces of the United States of America must have been discharged under honorable conditions.
- B. All members shall be bound by the National Constitution, the National Bylaws, and the Certificate of Incorporation.
- C. Dues are due and payable effective on the first day of October. After October 1st a non-renewed member is considered delinquent in arrears. Members whose national dues and/or Charleston Base dues are in arrears on January 1st of the current year will be dropped from the rolls of the organization. Members are considered to be in good standing, if National and Local dues have been paid for the current year. As of January 1 of the current year, members not paid shall be considered terminated from USSVI and/or Charleston Base.
- D. To be a member of Charleston Base one must also be a National member.

Section 2. REGULAR

- A. Regular membership is restricted to current and former U.S. Military Personnel, who have been designated "Qualified In Submarines" by authorized U.S. Command Authority.
- B. Anyone who is a regular member of the U.S. Submarine Veterans of World War II is eligible for Regular Membership in USSVI.

Section 3. HONORARY

- A. An Honorary Member is a person who is not eligible for regular membership.
- B. A person may be submitted for honorary membership by any Charleston Base member in good standing.
- C. Submissions for honorary memberships require final approval of the Board of Directors.
- D. There are no dues required for honorary members.

Section 4. MEMBER-AT LARGE

- A. Any member, who once chooses, or is assigned to, a Base, and who is a National Life Member or whose National annual dues are current, but whose Base dues are in arrears, shall be placed in a category of Member-at-Large by the Membership Chairman.
- B. Members-at-Large whose National Annual dues are current or who are National Life Members will retain National benefits (i.e. receipt of National magazine and voting on National issues).
- C. A Member-at-Large may affiliate with Charleston Base at anytime by remitting Charleston Base dues.

ARTICLE VI – NATIONAL AND BASE MEMBERSHIP DUES

Section 1. NATIONAL

- A. Annual Membership is as follows:
 - 1. \$20.00 per year
 - 2. \$55.00 for three (3) years.
 - 3. \$90.00 for five (5) years.
- B. Life Membership is as follows: Member will maintain a Life Membership card.
 - 1. Ages 46-55 \$400.00
 - 2. Ages 56-65 \$300.00
 - 3. Ages 66-75 \$200.00
 - 4. Ages 76 + \$100.00

Section 2. CHARLESTON BASE

- A. Annual Membership is as follows:
 - 1. \$15.00 per year.
- B. Life Membership is as follows:
 - 1. 45-54 \$325.00
 - 2. 55-64 \$175.00
 - 3. 65 + \$100.00

ARTICLE VII –OFFICERS

Section 1. ELECTED

- A. The elected officers of Charleston Base shall be Base Commander, Base Vice-Commander, Base Secretary, and Base Treasurer.
- B. The term of office for all base officers shall be two (2) years or until a successor has been elected.
- C. Term of office shall begin immediately following base elections.
- D. Elected officers shall receive no pay for their service to Charleston Base.
- E. All elected officers shall prepare a “turnover” package for their reliefs containing information and correspondence relative to their office.
- F. The Base Commander, Base Vice-commander, Base Secretary and Base Treasurer shall serve on the Board of Directors.

Section 2. APPOINTED

- A. The following officers will be appointed by the Base Commander:

Chief of the Boat	Public Affairs	Scholarship
Chaplain	Storekeeper	Historian
Membership	Veterans Affairs	Webmaster
Newsletter Publisher/Editor	Holland Club	
- B. The Base Commander will establish ad hoc committees and appoint chairmen as required.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. BASE COMMANDER

- A. Presides over all Base and Board of Director Meetings
- B. Serves as an ex-officio member of all committees except the nominating committee.
- C. Appoints all committees, chairmen and appointed officers.
- D. Represents the Base at all official functions.
- E. May require written reports of the Secretary, Treasurer and /or committee chairmen.
- F. On extraordinary occasions, calls special meetings of the membership upon giving notice to members and stating the purpose of the meeting.

Section 2. BASE VICE-COMMANDER

- A. Assists the Base Commander in the performance of his duties.
- B. Presides over all meetings and assumes the duties of Base Commander if Base Commander is unavailable or incapacitated.

Section 3. BASE SECRETARY

- A. Keeps full and accurate records of minutes of all meetings of Charleston Base and of all matters of which written record have been ordered by the Base Commander.
- B. With the aid of the Base Commander, carries on all correspondence of Charleston Base.
- C. Keeps a complete and accurate sailing list of all members, officers and committees of Charleston Base, including address, phone number and e-mail address.

- D. Issues all notices of special meetings.
- E. Maintain a Description of Duties binder for all elected and appointed officers.

Section 4. BASE TREASURER

- A. Accepts and records all income and base assets.
- B. As directed by the Base Commander, distributes such funds, including the discretionary fund.
- C. Ensures the tax-exempt status of the Base is maintained.
- D. Renders a report at each meeting, and as required by the Base Commander, the financial standing of Charleston Base.
- E. Prepares and submits the annual Base Financial Report to the national office.
- F. Insures that an annual audit is conducted in accordance with Article XIII, Section 1.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. The Board will be comprised of the elected officers and officers appointed by the Base Commander.

Section 2. FUNCTION

- A. The Board of Director's function is to act as a steering committee.
- B. Each member shall have one (1) vote with the Base Commander casting the deciding vote in the event of a tie.
- C. Hold regular monthly meetings prior to Charleston Base regular meetings.

ARTICLE X - MEETINGS

Section 1. The latest revision of "Roberts Rules of Order" shall be observed at all meetings.

Section 2. All regular monthly meetings shall be held on the second Thursday of each month. Special meetings shall be held at a time and place to be announced by the Base Commander.

Section 3. The Order of Business for the regular meeting shall be:

- A. Determine Quorum
- B. Call to Order
- C. Pledge of Allegiance
- D. Invocation and Tolling of the Boats
- E. Recite Creed
- F. Introduction of new members and guests
- G. Reports from Base Officers and all committees
- H. Old Business
- I. New Business
- J. Good of the Order
- K. Depth Charge Drawing
- L. Benediction
- M. Adjournment

Section 4. Quorum is defined as the following:

- A. Members present and a minimum of two (2) elected officers.
- B. Board of Directors Meeting shall require a minimum of three (3) Board members, two (2) elected and one appointed member, in order to legally transact business.
- C. No member shall desert a meeting in order to negate a quorum.

D. If a quorum is not present, the members shall postpone the meeting.

Section 5. Regular monthly meetings are open to Charleston Base Members, personnel qualified for membership per USSVI Constitution Article VII, Sections 2, 3, 4 and 5 and guests of members.

ARTICLE XI - VOTING

Section 1. Voting entitlement shall be extended to all regular members in good standing.

Section 2. Proxy Voting is not allowed. All members not voting shall be considered abstaining.

ARTICLE XII – ELECTION OF OFFICERS

Section 1. The Base Commander and Base Treasurer shall be elected by a majority vote of the members in good standing at the regular May meeting in odd numbered years. The Base Vice-Commander and Base Secretary shall be elected by a majority vote of the members in good standing at the regular May meeting in even numbered years.

Section 2. A committee shall be appointed in January to solicit nominations, which shall be presented to the membership in April.

Section 3. Any member may make additional nominations at the April and May meetings.

Section 4. The Base Commander shall appoint a consenting member to fill a vacant elected office position to the expiration of term subject to Board of Directors approval.

Article XIII – Audit

Section 1. The accounts of the base will be audited annually at the end of the fiscal year by a person or persons appointed by the Executive Board. Audit will be completed no later than the end of the first quarter of the new fiscal year. A written report will be submitted to the Executive Board to be presented to the membership no later than the April regular meeting.

ARTICLE XIV – AMENDMENTS

Section 1. Any member in good standing may submit bylaw amendment proposals to an elected officer in person or by mail.

Section 2. A revision(s) must refer to the affected bylaw section and must be clear, concise and organized, complete with financial repercussions. If revision is submitted by mail, the author shall sign it.

Section 3. Revisions shall be transmitted to the general membership two (2) weeks prior to a regular monthly meeting where a majority vote will be required for adoption. The Base Commander shall inform all members of the proposed revision(s) via the meeting notice announcing time and place. Revision(s) adopted shall become effective at the close of the meeting.

ARTICLE XIV – STANDING RULES

Section 1. Standing Rules and procedures which may or may not appear in the bylaws shall be made as attachments.

Section 2. Standing Rules are subject to change at a monthly meeting providing a motion is made, seconded and passed by a hand vote.

ARTICLE XV - DISSOLUTION

Section 1. In the event the Charleston Base dissolves, all assets and monies will be donated to a non-profit organization as determined by the Board of Directors.

CHARLESTON BASE STANDING RULES:

#1-98 The Discretionary Fund has been set at no more than \$500.00 per occurrence with a \$2,000.00 annual cap. This fund may be used by Officers and appointed Chairmen designated by the Base Commander with the approval of a minimum of four Executive Board members, two of which must be elected officers.

These Articles and Amendments have been drafted by Paul Viering, Charleston Base Commander, voted on and accepted by the general membership of the Charleston Base at a regularly scheduled meeting held at:

FRA Branch 269, Goose Creek, SC

Dated: 13 August 2009

Acceptance certified by the following signatures:

Base Commander, Paul Viering, _____

Base Vice-Commander, Carl Chinn, _____

Base Secretary, Ricky Collins, _____

Base Treasurer, Terry Trump, _____

Document reviewed by District Two Commander, _____

Revision 08/13/09 chc

Revisions and amendments

12 April 2007 Complete revision and rewrite

12 June 2008

Amendment: Removed Article V, Section 3, Associate Members

Amendment: Article X, Section 5, meetings changed to reflect removal of Art. V, Sec. 3

Amendment: Standing Rule #1-98; increased the dollar amount, set limits and set approval requirements

13 August 2009

Amendments adopted:

- Article II – updated creed to reflect change from national
- Article VII, Section 1 – Changed term of office to 2 years to facilitate alternate year elections
- Article VII, Section 2 – Added Historian and removed Special Activities and Little David
- Article VIII, Section 3 – Removed conduct elections from Secretary duties and added duty: maintain Description of Duties binder
- Article VIII, Section 4 – Added insure audit to Treasurer duties
- Article VIII, Section 5 – Removed Membership Chairman duties
- Article XI, Section 1 – Added the term “regular” to members for voting purposes
- Article XII, Section 1 – Changed elections to odd and even years for base elected officers
- Article XII, Section 3 – Added May for additional nominations
- Added new Article XIII – Audit
- Renumbered subsequent articles accordingly
- Changed signature page to reflect new officers, District change and date of acceptance