



## **BYLAWS**

**Revision 0 - APRIL 2018**

**Revision 1 October 2018**

**Revision 2 June 2021**

**Revision 3 December 2021**

### **UNITED STATES SUBMARINE VETERANS, INC PARCHE/THOUSAND ISLANDS BASE**

#### **Article One - NAME**

The name of this organization is the "PARCHE/THOUSAND ISLANDS BASE, UNITED STATES SUBMARINE VETERANS, INC".

#### **Article Two - PURPOSE**

##### **Section 1 Mission Statement**

The Mission of the Parche/Thousand Islands Base is to perpetuate the memory of our shipmates who have given 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 toward greater accomplishments. To pledge loyalty and Patriotism to the United States of America and its Constitution.

##### **Section 2 Base Activities**

We shall provide a way for all submariners to gather for mutual benefit and enjoyment. Our common heritage as submariners shall be strengthened by camaraderie. We support a strong submarine force.

## **Article Three - MEMBERSHIP**

### **Section 1. Regular members**

All applications of new members shall be accompanied by proof, when requested, of eligibility under Sections 1 and 2 of this article. Form DD 214, or letter from the Commanding Officer.

### **Section 2. Associate Members**

- A. Each Associate Member must be sponsored by a regular member in good standing.
- B. Associate Membership is reserved for persons not otherwise eligible for regular membership, but are closely related to the submarine service by their deeds or actions. (All Associate Members must be 16 minimum and subject to prior approval by the National Membership Chair).
- C. A Regular Member may sponsor a family member (no limit) up to two degrees of consanguinity (blood line relationship) of a regular member, including adoptive children of the regular member.
- D. Each regular member may sponsor one other Associate Member not defined in section 2C.
- E. Associate Members may not vote in National Elections nor hold any National Office. They may however vote in Base elections and on Base matters and may hold the offices of Secretary and Treasurer. Associate Members are assessed the same dues as Regular members.
- F. In the event that an Associate member's sponsor can no longer sponsor the Associate Member (i.e. Transferred or called on eternal patrol) the base may assume sponsorship of the Associate Member.

### **Section 3. Members at Large**

Members at Large (MAL) shall be as described by the National Constitution and Bylaws.

### **Section 4. Honorary Members**

- A. An Honorary Member pays no dues.
- B. After being nominated, a 2/3 vote of members present accepts the candidate.
- C. Any Base member in good standing may nominate a person for Honorary Membership. The candidate may be a relative of a member we wish to honor whereby we honor the memory of a Submariner on eternal patrol; A person who has/does support our Base goals and objectives publicly;
- D. A person whom we wish to publicly honor by this type membership in our local Base.

## **Section 5. New Member Recognition**

Each new member will receive a Base patch.

## **Article Four - MEETINGS**

### **Section 1. Procedure**

The general procedure of meetings of this organization shall be in keeping with the normal parliamentary procedures set down by Robert's Rules of Order Revised.

### **Section 2. Regular Meeting**

The regular business meetings of this Base will be held on the third Saturday of each month, or as otherwise agreed to at a regular meeting, and at a place designated in the newsletter.

### **Section 3. Executive Board**

The executive board should meet a minimum of once a year at such time and place as the Base Commander shall designate.

### **Section 4. Special Meetings**

Special meetings may be called by the Commander.

### **Section 5 - Quorum**

- A. Five (5) members in good standing, present at a duly called meeting shall constitute a quorum for the transaction of all business.
- B. Once a quorum has been established, no member absenting themselves shall destroy the quorum.

### **Section 6 - Voting**

- A. Each Member Present and in good standing (all membership dues paid) shall be eligible to vote at meetings
- B. A simple majority of voting members shall determine the outcome of the vote.
- C. Once a quorum has been established, no member absenting themselves shall destroy the quorum.

## **Article Five - OFFICERS**

### **Section 1. Elected**

- A. The elected officers of this Base shall be the Commander, Vice Commander, Secretary and Treasurer/Membership Officer.
- B. Each officer shall be elected for a term of one (1) year.
- C. Officers may hold positions for more than one year but must be re-elected every year.

### **Section 2. Appointed**

The appointed officers of the base shall be the Point of Contact (POC), Chaplain, and Tools Manager who shall be nominated by the Commander and approved by the membership.

### **Section 3. Executive Board**

- A. The executive board shall be made up of the Vice Commander, Secretary and Treasurer/Membership Officer, the Point of Contact/ Tools Manager and all past Commanders of the base.
- B. The current Commander shall preside over the Executive Board.
- C. Should the Executive Board have a dead lock vote on any issue, then that issue must be presented to the membership for their vote.

### **Section 4. Vacancy**

- A. In the event the Office of Commander is vacated, the Vice Commander shall assume the duties of the Commander.
- B. Any other vacancy shall be filled by the Executive Board.

## **Article Six - NOMINATIONS and ELECTIONS**

### **Section 1. Nominating Committee**

The Commander will appoint two members in good standing to serve with him as the Nominating Committee.

### **Section 2. Duties**

It shall be the duty of the Nominating Committee to seek qualified candidates for all elective offices and present to the membership at the October meeting, the names of those members who are willing, if elected, to accept the office for which they were nominated.

### **Section 3. Other Nominees**

Nominations will also be accepted from the floor, at which time elections shall

take place.

## **Article Seven - DUTIES of OFFICERS**

### **Section 1. Base Commander**

Base Commander shall:

- A. Preside at meetings of the Executive Board.
- B. Preside at Regular membership meetings.
- C. With cause, call special meetings of the membership and committees other than those of the Base Organization
- D. Be responsible for the conduct of Base business and Base officers
- E. Act within the context of the Base By laws
- F. Act within the PURPOSE of the United States Submarine Veterans Inc.
- G. Have a term of office in accordance with Base By laws.

### **Section 2. Base Vice Commander**

Base Vice Commander shall:

- A. Preside at Base Board of Directors and membership meetings in the absence of the Base Commander
- B. After 45 days of Base Commander absence, assume the responsibilities of the Commander until such time as he returns or resigns for reasons
- C. Shall establish other committees as required
- D. Appoint a Chairperson for each committee; And serve as ex-officio Chairman for all committees
- E. Have a term of office in accordance with Base By laws.

### **Section 3. Base Secretary**

Base Secretary Shall:

- A. Draft notices for all meetings.
- B. Keep the minutes of the Base meetings.
- C. Bring to meetings a copy of the minutes.
- D. Maintain the Base Sailing List of paid members and provide update to POC for posting to Base Website.
- E. Conduct the election process by secret ballot referendum vote of the members in good standing present at the election.
- F. Present to the Executive Board, at their stated meetings, all communications addressed to him officially by the Base Commander or any officer or member of the Base.
- G. Maintain the attendance log for each meeting.
- H. Act as custodian of the Base records.
- I. Have a term of office in accordance with the Base By-Laws.

## **Section 4. Base Treasurer/Membership Officer**

Base Treasurer shall:

- A. Receive all dues and moneys of the Base.
- B. Dispense these moneys as directed by the Base membership.
- C. Present all bills in excess of \$50.00 to the Base Commander for approval by the membership.
  1. Disbursements associated w/ the normal day to day base financial obligations (ie: finances associated with the base websites, dues payments, insurances, banking fees, etc.) shall be paid by the treasurer without formal approval. The treasurer shall, within 7-days, inform the base officers via written communication of such disbursements and shall record the expenses in the monthly financial report.
- D. Have care and custody of and be responsible for all funds and securities of the Base and deposit all such funds in the name of PARCHE/THOUSAND ISLAND BASE, United States Submarine Veterans, Inc.
- E. Maintain an ongoing Checking Account for deposits and dispersals.
- F. Maintain a monthly Treasurers report, a copy of which will be read and presented at Base meetings.
- G. Exhibit at all reasonable times, his books to any Base Officer.
- H. Submit financial reports as directed by USSVI Base Financial Policy and Procedures Manual
- I. Have a term of office in accordance with the Base By-Laws

## **Article Eight - BASE DUES**

- A. All dues shall be paid by January 1st of each year.
- B. The dues year is the period from January 1st to December 31st of each year.
- C. When a new member joins in the fourth quarter of the year, (Oct/Nov/Dec), his/her dues shall be payment for the remainder of the current year and the following year.
- D. Dues for the Base are \$20 per year or as calculated for Life-Time Base dues.
- E. Eligibility for Life-Time Base dues require that National Life-Time Dues are also paid.
- F. Life-Time Base dues are calculated as follows:
  1. Subtract your upcoming age as of January 1<sup>st</sup> for the upcoming year from 80.
  2. Multiply that result by \$15 to determine the cost. (ex: 80 – age 60=20 x \$15 = \$300)

## **Article Nine - BASE DISSOLUTION**

In the event of the dissolution of this Base, all assets and moneys of the same shall be turned over to the National Senior Vice Commander.

### **Article Ten - AMENDMENTS**

- A. Proposed amendments to these By Laws shall require a ten-day advance written notice to each member.
- B. Adoption of proposed amendments shall require a two-thirds vote by the eligible members present.
- C. Mail/e-mail may be used to notify the membership of the proposed changes.
- D. These By Laws shall be reviewed annually and, if amended, shall be submitted to the National Office.

### **Article Eleven - DISTRIBUTION of RESOURCES**

No officer or member shall be paid any salary for services rendered on behalf of the Base.

Approval:

Prepared/Submitted by Base Secretary/Base Commander

Approved by District Commander Fred Marazita, date 2021

Revision 3 summary:

Article 5 Section 2...added "and tools manager" as an appointed position.

Article 7 Section 4.c.1....added "1.Disbursements associated w/ the normal day to day base financial obligations (ie: finances associated with the base websites, dues payments, insurances, banking fees, etc.) shall be paid by the treasurer without formal approval. The treasurer shall, within 7-days, inform

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