

# TARHEEL BASE

Chartered September 27, 1997

## BYLAWS

Revision 7



Approved: D.B. Campbell Date: 9/8/2016  
Signed copy on file with base Secretary

## Tarheel Base Bylaws

Date	Brief Description
October 13, 2008	<ul style="list-style-type: none"> <li>• Amended Constitution, Article II, Section 1 to reflect recent change to USSVI's Statement of Purpose.</li> <li>• Amended Constitution, Article V, Section 1D to reflect recent change to dues payment deadline of USSVI.</li> </ul>
October 17, 2009	<ul style="list-style-type: none"> <li>• Amended Constitution, Article VI, Section 4 and Bylaws, Article II, Section 2 that WWII Subvets who are lifetime members of USSVI are exempt from paying Tarheel Base dues.</li> <li>• Amended Constitution, Article VI, Section 3 that national dues will be paid in accordance with their current policy.</li> </ul>
April 2, 2011	<ul style="list-style-type: none"> <li>• Amended Bylaws, Article II, Section 1 to increase annual Base dues.</li> <li>• Amended Constitution, Article VIII, Section 1 to set minimum Base meetings at four times per year.</li> <li>• Amended Constitution, Article VIII, Section 2 to set means of notification of members for meetings.</li> </ul>
October 1, 2011	<ul style="list-style-type: none"> <li>• Amended Constitution, Art. VII, Section 2A to delete words "USSV - WWII State Commander."</li> <li>• Amended Bylaws, Art. V to delete Section 1 USSV - WWII State Commander and renumber remaining Sections as 1-10.</li> <li>• Amended Constitution, Art. X, Section 1 and Art. XI, Section 1 to delete words "or working."</li> <li>• Amended Bylaws, Art. VII, Section 1 to delete words "or working."</li> </ul>
October 6, 2012	Revised Article V Section 4. Associate Members to conform to USSVI Constitution.
October 4, 2014	<p>Amended Constitution, Art. VII Section 4. Added paragraphs D, and E, to provide for filling the vacant office of Commander and to provide for the removal of an Elected Officer.</p> <p>Amended Constitution, Art. IX. Section 2. Changed Executive Board Quorum from 8 members to two-thirds of Executive Board Members eligible to cast 1 vote each.</p>
September 8, 2016	Purpose of this revision is to change the document from a Constitution & Bylaws document to a Bylaws only document. Content of the document is unaffected. Revised cover page and document headers to remove "Constitution &", renamed Constitution Section to Organization, renamed Bylaws Section to Administration.

**Tarheel Base Bylaws  
RECORD OF REVISION**

**TABLE OF CONTENTs**

**ORGANIZATION SECTI**

<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
ARTICLE I – NAME	4
ARTICLE II – PURPOSE	4
ARTICLE III – POLICY	4
ARTICLE IV – FISCAL YEAR	4
ARTICLE V – MEMBERSHIP	4
ARTICLE VI – MEMBERSHIP DUES	5
ARTICLE VII – OFFICERS	6
ARTICLE VIII – MEETINGS	7
ARTICLE IX – QUORUM	7
ARTICLE X – VOTING	8
ARTICLE XI – AMENDMENTS	8
ARTICLE XII – DISSOLUTION	8

**ADMINISTRATION SECTION**

<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
ARTICLE I – RULES OF ORDER	9
ARTICLE II – DUES	9
ARTICLE III – EXECUTIVE BOARD	9
ARTICLE IV – DUTIES OF ELECTED OFFICERS	10
ARTICLE V – DUTIES OF APPOINTED OFFICERS	11
ARTICLE VI – ANNUAL ELECTIONS	13
ARTICLE VII – AMENDMENTS	13
ARTICLE VIII – GENERAL BUSINESS	13

# **Tarheel Base Bylaws**

## **ORGANIZATION**

### **ARTICLE I – NAME**

Section 1. The name of the organization shall be THE UNITED STATES SUBMARINE VETERANS, INC., TARHEEL BASE.

Section 2. For the purpose of these Bylaws the term “Base” shall be synonymous with “The United States Submarine Veterans, Inc., Tarheel Base”.

### **ARTICLE II – PURPOSE**

#### Section 1. STATEMENT OF PURPOSE

To perpetuate the memory of our shipmates who gave their lives in the pursuit of duties while serving their country. That their dedication, deeds, and supreme sacrifice be a constant source of motivation toward greater accomplishments. We pledge loyalty and patriotism to the United States of America and its Constitution.

#### Section 2. CREED

The Statement of Purpose for the Base shall be known as the Base’s Creed.

### **ARTICLE III – POLICY**

The Base shall adopt no policy in conflict with the laws of the United States Government.

### **ARTICLE IV – FISCAL YEAR**

The fiscal year of the Base shall commence on the first day of January and end on the thirty-first day of December in each year.

### **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. When requested, proof of qualification and honorable service must be provided to the Base Secretary.
- B. These Bylaws shall bind all members of the Base.

## **Tarheel Base Bylaws**

- C. A member is considered "in good standing" if both National and Base dues have been paid for the current year.
- D. Members whose dues are in arrears on the thirty first of January of the current year will have their continuous membership in good standing terminated and will be dropped from the Base's roster.

### Section 2. REGULAR MEMBERS

- A. Regular membership is restricted to personnel who have been designated "Qualified in Submarines" by the U. S. Navy.
- B. Submarine Relief Crew Members of U.S. Submarine Veterans of WWII (USSV-WWII) prior to September 1993 may transfer to this Base.
- C. Members of USSV-WWII prior to September 1993 may transfer to this Base.

### Section 3. CHARTER MEMBERS

Those members who were accepted for membership prior to December 31, 1997 will hereafter be considered Charter Members of this Base. They are: Mike Burkholder, Milton Stark, Ed Galaviz, David Thommarson, Steve Snyder, and Tuck Atkinson.

### Section 4. ASSOCIATE MEMBERS

- A. Qualification for Associate Membership is as defined in the National Constitution of the United States Submarine Veterans, Incorporated.
- B. Associate members may vote on Base matters and may only hold any appointed office.
- C. Sponsorship for Associate Members will be strictly adhered to as defined in the National Constitution of the United States Submarine Veterans, Incorporated.

## **ARTICLE VI – MEMBERSHIP DUES**

Section 1. Every member of this Base will pay membership dues as prescribed in Base and National Bylaws.

Section 2. Dues are payable on the first day of January of each year and remain effective until the thirty-first day of December of the same year.

Section 3. For new members who join after the first day of October, their annual Base dues paid at the time they join will also be effective for the following year. However, for National dues the policy in effect at the time they join will apply.

## **Tarheel Base Bylaws**

Section 4. WWII Subvets, who are lifetime members of USSVI, are exempt from paying Base dues.

### **ARTICLE VII – OFFICERS**

#### Section 1. ELECTED OFFICERS

- A. Elected Base officers will be Commander, Vice-Commander, Secretary, and Treasurer.
- B. The term of office for all Base officers will be one (1) year or until their successors have been elected.
- C. Nominations and election of next year's Base officers will occur in the fourth quarter of each year. Any regular member may nominate another regular member for any elected office. It is the responsibility of the member who is nominating another member for any elected office to get the concurrence of that potential nominee that the nominee will accept the office if elected.
- D. All Base officers may succeed themselves.
- E. The term of office for elected Base officers will begin immediately after being sworn in.

#### Section 2. APPOINTED OFFICERS

- A. Appointed Base officers will include, but not be limited to: Chaplain, Membership Chairman, Holland Club Coordinator, Historian, Webmaster, Storekeeper, Public Relations Officer, Eagle Scout Award Coordinator, Chief of the Boat (COB), and Lost Boat Liaison.
- B. Regular members being appointed must have the approval of the majority of the elected Base officers. Their continuance in their appointed office must be approved each year by the newly elected Base officers.
- C. The term of office for all appointed Base officers will be until their successors are appointed.
- D. All appointed Base officers may be reappointed.
- E. The term of office for appointed Base officers will begin immediately after their appointment.

#### Section 3. DUTIES OF ELECTED AND APPOINTED OFFICERS

- A. Elected and appointed Base officers will carry out their duties as described in the Administration Section of the Base Bylaws.
- B. No officer shall be paid any salary for services rendered on behalf of the Base.

## **Tarheel Base Bylaws**

### **Section 4. EXECUTIVE BOARD**

- A. The Executive Board shall consist of the elected and appointed Base officers.
- B. The Executive Board shall have general supervision of the affairs of the Base between its regular meetings. It shall also approve expenditures of Base funds that require action prior to the next Base meeting. The actions taken will be communicated to all Base members. The Executive Board shall be subject to the orders of the Base, and none of its acts shall conflict with action taken by the Base.
- C. Use of email to conduct Executive Board business is considered the preferred method in order to handle items in a timely manner due to the geographic size of the Base and the distance board members would have to travel to conduct face-to-face meetings.
- D. In the event the Commander's office is vacated, the Vice Commander shall assume the duties of the Commander. Any other vacated office will be filled by appointment by the Executive Board to fill the balance of the term of that office. At the end of the term the appointee is eligible to be elected to and serve his own term of office.
- E. The Executive Board may remove any officer not fulfilling the duties of his office. That officer may appeal his termination to the Regular Base Members. The appeal will be by secret ballot and will be determined by a majority vote.

## **ARTICLE VIII – MEETINGS**

Section 1. The Base shall meet a minimum of four times per year. The Base Commander will strive to give reasonable advance notice to members.

Section 2. Members will be advised of meetings through the ALL CLEAR newsletter and use of email.

## **ARTICLE IX – QUORUM**

Section 1. Twenty members in good standing, two of whom must be elected Base officers, shall constitute a quorum for transaction of business at a regular or working Base meeting.

Section 2. Two Thirds of the Executive Board Members eligible to cast 1 vote each, two of whom must be elected Base officers, shall constitute a quorum for approving Executive Board actions.

Section 3. Once a quorum has been established, no member absenting himself shall destroy the quorum.

Section 4. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

## **Tarheel Base Bylaws**

### **ARTICLE X – VOTING**

Section 1. Each member in good standing shall be entitled to vote in person at any regular Base meeting. The only exception is the election of Base Officers where the use of an email or mail-in ballot is allowed.

Section 2. There shall be no voting by proxy or by absentee ballot; any member in good standing not voting will be considered abstaining.

### **ARTICLE XI – AMENDMENTS**

Section 1. Any member in good standing may submit proposed amendments to this Constitution at a regular Base meeting.

Section 2. If the proposed amendment is approved by a simple majority of votes cast, it shall be published to all Base members at least 21 days before the next Base meeting at which the amendment will be considered.

Section 3. Final approval of the amendment will require a simple majority of votes cast, plus submission to and approval by the District Commander. Only then will the amendment go into effect.

Section 4. Administrative changes necessitated by changes to the National Constitution or Bylaws may be made at any time after such changes are published. Typographic errors may be corrected at any time.

### **ARTICLE XII – DISSOLUTION**

In the event this Base dissolves, all assets and monies shall be turned over to the National 1<sup>st</sup> Vice Commander (National Senior-Vice Commander).



# **Tarheel Base Bylaws**

## **ADMINISTRATION SECTION**

### **ARTICLE I – RULES OF ORDER**

Robert's Rules of Order, Newly Revised, shall, in keeping with normal parliamentary procedure, set down the normal procedure of meetings of this Base.

### **ARTICLE II – DUES**

Section 1. Annual Base dues will be \$15.00, effective January 1, 2012.

Section 2. WWII Subvets, who are lifetime members of USSVI, are exempt from paying Base dues.

Section 3. The Base shall be responsible for collection of all National and Base dues from Base members. The Base treasurer shall forward all National dues paid by members to the National Office.

Section 4. National Dues and National Life Dues will be paid in accordance with the schedule duly published by the National organization. Base officers will ensure that all members are informed of any changes to the National Dues schedule.

### **ARTICLE III – EXECUTIVE BOARD**

Section 1. The Executive Board shall meet at least once a year at the call of the Base Commander. This meeting can be held at the same date and location as one of the scheduled Base quarterly meetings.

Section 2. Use of email to conduct Executive Board business is consider the preferred method in order to handle items in a timely manner due to the geographic size of the Base and distance board members would have to travel to conduct face-to-face meetings.

Section 3. Special meetings of the Executive Board may be called by the Base Commander, or by three members of the Executive Board.

Section 4. Notice of special meetings shall be given to each member of the Executive Board specifying the time, place, and purpose of the meeting.

Section 5. No business other than that specified in the notice shall be transacted at a special meeting, except that any meeting at which every voting member of the executive Board shall be present, even if held without notice, may transact any business which may have been transacted had the meeting been duly called.

# **Tarheel Base Bylaws**

## **ARTICLE IV – DUTIES OF ELECTED OFFICERS**

### **Section 1. BASE COMMANDER**

The duties of the Base Commander shall include but not be limited to:

- Act as the chief executive officer of the Base and chairman of the Executive Board.
- Cause to be called all regular and special meetings of the Base.
- Preside over all regular and special meetings of the Base.
- Enforce the Bylaws.
- Direct and supervise the operation of the Base.
- Be responsible for the promulgation of all pertinent information to the members of the Base.
- Be an ex-officio member of all committees.
- Work up, keep current, and pass immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his care.

### **Section 2. BASE VICE-COMMANDER**

The duties of the Base Vice-Commander shall include but not be limited to:

- Assist the Base Commander in the discharge of his duties.
- Assume the duties of the Base Commander in the event of his absence, illness, or call to eternal patrol.
- Act as Chairman of all Committees.
- Member of the Executive Board.

### **Section 3. BASE SECRETARY**

The duties of the Base Secretary shall include but not be limited to:

- Be the yeoman of the organization.
- Be custodian of all non-financial records and materials, which shall remain Base property.
- Keep permanent records of the proceedings of all Base meetings.
- Serve as official Base correspondent, forwarding to officers such correspondence as may be appropriate to the performance of their duties.
- Member of the Executive Board.

### **Section 4. BASE TREASURER**

The duties of the Base Treasurer shall include but not be limited to:

- Be the financial officer of the Base.
- Be the custodian of all financial records of the Base.
- Receive and be responsible for the collection of all monies due and payable to the Base and National and forwarding the latter to the National Office.
- Have custody of all Base funds and provide for their safekeeping.
- Prepare the yearly Base End-of-Year Report and submit this report to the National Treasurer.
- Member of the Executive Board.

# **Tarheel Base Bylaws**

## **ARTICLE V – DUTIES OF APPOINTED OFFICERS**

### **Section 1. BASE CHAPLAIN**

The duties of the Base Chaplain shall include but not be limited to:

- The chaplain should be available 24-7, either in person, by phone, or email. When he cannot be available, it should be made known and someone else be made available to fill in.
- Communication with Base members which includes personal conversations, telephone calls, email messages, letters or cards on special occasions, sympathy cards, congratulatory messages, inspirational messages in the newsletter "All Clear," and the Base's customary "Book of Remembrance" for the family of deceased members.
- Represent the Base at official functions or public meetings, and may be asked to give invocations, meditations, dedicatory prayers, or benedictions.
- Provide assistance to individuals and their families in times of crisis and help them with their spiritual needs.
- Dealing with families when a hospitalization, disabling injury, or death occurs is a primary function of the chaplain. He should respond as often as possible to all major emergencies.
- The chaplain or his appointee can assist the family in funeral arrangements. He may even assist the family minister. Support and consolation of the family are responsibilities of the chaplain. He should always send condolences at the time of death and offer any assistance needed.
- Conduct regular visitations at home and in the hospital to let the individual know that his shipmates are thinking about him and concerned about his welfare.
- Member of the Executive Board.

### **Section 2. BASE MEMBERSHIP CHAIRMAN**

The duties of the Base Membership Chairman shall include but not be limited to:

- Receive and process applications from new members.
- Maintain Base member information current in the USSVI National Data Base.
- Provide new member data to the Base Executive Board.
- Member of the Executive Board.

### **Section 3. BASE HOLLAND CLUB COORDINATOR**

The duties of the Base Holland Club Coordinator shall include but not be limited to:

- Review Base roster at the beginning of each year to determine any eligible Holland Club candidates for that year.
- Provide USSVI National with a list of Holland Club nominees.
- Present Holland Club award packages to new Base inductees.
- Collect yearly donations from Base Holland Club members.
- Member of the Executive Board.

## **Tarheel Base Bylaws**

### Section 4. BASE HISTORIAN

The duties of the Base Historian shall include but not be limited to:

- Maintain all pertinent information that documents the history of the Base.
- Member of the Executive Board.

### Section 5. BASE WEBMASTER

The duties of the Base webmaster shall include but not be limited to:

- Maintain the Base website current from the inputs provided by the Base Commander.
- Member of the Executive Board.

### Section 6. BASE STOREKEEPER

The duties of the Base Storekeeper shall include but not be limited to:

- Maintain an inventory of clothing, patches, and other submarine-related items for sale to Base members.
- Provides the Base Treasurer with the receipts for all purchases made of sales inventory and monies from the sale of inventory items.
- Member of the Executive Board.

### Section 7. BASE PUBLIC RELATIONS OFFICER

The duties of the Public Relations Officer shall include but not be limited to:

- Develop publicity promoting a positive image of the Base.
- Develop promotional materials to advertise the Base.
- Member of the Executive Board.

### Section 8. BASE EAGLE SCOUT AWARD COORDINATOR

The duties of the Base Eagle Scout Award Coordinator shall include but not be limited to:

- The Base “point of contact” with USSVI National on all matters related with their Eagle Scout Award Program.
- Provide Eagle Scout Award Certificates and Patches to new Eagle Scouts who have been identified by Base members.
- Provide an annual report to Base members on the certificates and patches awarded.
- Member of the Executive Board.

### Section 9. BASE COB

The duties of the Base COB shall include but not be limited to:

- The official POC (point of contact) for the Base listed on the National Website.
- The Base addressee for National ZAP email notices.
- Act as the Master at Arms at all Base functions.
- Member of the Executive Board.

## **Tarheel Base Bylaws**

### **Section 10. BASE LOST BOAT LIAISON**

The duties of the Base Lost Boat Liaison shall include but not be limited to:

- Maintain contact with S-28 families by keeping current a sailing list of surviving S-28 sailors and their families while looking for additional names/addresses.
- Publish the periodic S-28 newsletter (The Yankee Doodle Dandygram). The purpose of this newsletter is to perpetuate the memories of the 50 "sailors" who left on eternal patrol with the S-28 on July 4, 1944.
- Overseeing the maintenance of the S-28 memorial site.
- Assist with the planning of the yearly base meeting at Wilmington, NC
- Member of the Executive Board.

### **ARTICLE VI – ANNUAL ELECTIONS**

Election of Base Officers will be held during the month of October of each year using an email ballot. Those Base members without email will have this ballot mailed to them using the US Postal System. All ballots will be returned to the designated "Election Master" for counting using either the internet or postal system. A simple majority of the votes from the ballots returned will be used to determine the winning candidate for each elected office.

### **ARTICLE VII – AMENDMENTS**

Section 1. Any member in good standing may submit proposed amendments to these Bylaws at any regular Base meeting.

Section 2. If the proposed amendment is approved by a simple majority of the votes cast, it shall be published to all Base members at least 21 days before the next Base meeting at which it will be considered for final approval.

Section 3. Final approval of the amendment will be by a simple majority of the votes cast and it shall become effective upon review and approval by the District Commander.

### **ARTICLE VIII – GENERAL BUSINESS**

Any business of the Base not otherwise prescribed in the Constitution and Bylaws may be conducted at any Base meeting. Voting may be oral or by the show of hands; a simple majority vote of the members present and in good standing shall be required for a favorable vote.