



Albemarle Sound Base

BYLAWS

(Revised June 2013)



**UNITED STATES SUBMARINE VETERANS, Inc.
ALBEMARLE SOUND BASE BY-LAWS**

Approved By: *[Signature]* 6/30/13
SEDI CDR

ARTICLE I – NAME

The name of this base of United States Submarine Veterans, Incorporated shall be THE ALBEMARLE SOUND BASE OF UNITED STATES SUBMARINE VETERANS, INCORPORATED. The term “Base” shall be synonymous with The “Albemarle Sound ” Base of United States Submarine Veterans, Incorporated."

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 toward greater accomplishments. Pledge loyalty and patriotism to the *United States of America and its Constitution*.

Section 2: The Statement of Purpose for the Base shall also be known as the CREED.

ARTICLE III – POLICY

The Base shall adopt no policy in conflict with the laws and practices of the United States of America or with the Constitution and Bylaws of "United States Submarine Veterans, Incorporated."

ARTICLE IV - FISCAL YEAR

The fiscal year of the Base shall be the same as the fiscal year for United States Submarine Veterans, Incorporated (1 January through 31 December).

ARTICLE V – MEMBERSHIP

Section 1: GENERAL

- a. The Base is a chartered unit of the National Organization. To be a member of the Base, membership in good standing with "United States Submarine Veterans, Incorporated" is required.
- b. A member is considered "in good standing" if both National and Local Base dues have been paid for the current year.
- c. Dues are due on or before January 1 of the membership year. ***Beginning Jan 1st a non-renewed member is considered in arrears.*** Members whose national dues remain unpaid on the ***31st of January*** of the current dues year will be dropped from the organization. National Life members whose Base dues have not been paid by ***Jan 31st*** will be dropped from the Base.
- d. Members may join any number of Bases. One Base shall be selected as primary Base (***Base of Record***) and ***other(s) as Secondary/alternate*** Base(s). Members may only vote from their primary Base in the District, Regional and National elections of the organization.

Section 2: REGULAR MEMBERS.

Regular membership is restricted to U.S. personnel who have been designated "Qualified in Submarines" by the U.S. Navy, or anyone who is a regular member of the U.S. Submarine Veterans of WWII.

Section 3: ASSOCIATE MEMBERS.

a. Qualification for Associate Membership is as defined in the National Constitution of the United States Submarine Veterans, Incorporated.Base.

ARTICLE VI – BASE MEMBERSHIP DUES

Base Membership Dues will be ten dollars per fiscal year. Dues are due and payable on or before January 1 each year; members whose national and base dues are not paid by *31 Jan* are dropped.

ARTICLE VII – OFFICES

Section 1: BASE OFFICERS.

- a. Elected officers of the Base will be: Commander, Vice-Commander, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same individual.
- b. The term of office for all officers will be one year, or until their successors have been elected.
- c. All officers may succeed themselves in office.
- d. The term of office for elected officers will begin immediately after the business meeting at which the elections were conducted.
- e. Appointed officers may include: Chaplain, Historian, Parliamentarian, Legal Officer Editor of the Newsletter, Committee Chairmanships, Chief of the Boat, and Storekeeper
- f. The term of office for appointed offices will begin immediately after confirmation and notification by the Board of Directors. No officer shall be paid any salary for services rendered on behalf of the Base.

Section 2: BOARD OF DIRECTORS

- a. The Board of Directors shall have the control and general management of the affairs and business of the Base.
- b. The Board of Directors will be comprised of the elected officers and the duly appointed officers of the Base.
- c. Each duly elected officer will have one vote; in the event of a tie vote the Base Commander's vote will carry the decision.
- d. The Base Board of Directors will develop an annual plan (calendar) and budget for the Base each October for the next fiscal year.

e. The Board of Directors will submit the annual plan and budget to the Base membership for approval each November

ARTICLE VIII - DUTIES OF OFFICERS.

Section 1: BASE COMMANDER

- a. Preside at all Base meetings.
- b. Preside at all meetings of the Board of Directors.
- c. Act as chairman "Ex-Officio" of all committees.
- d. Appoint all committees, committee chairmen and appointed officers subject to membership approval at the next regularly scheduled business meeting.
- e. Represent the Base at official functions.
- f. Oversee the performance of all committees and Base officers.
- g. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 2: BASE VICE-COMMANDER

- a. Assist the Base Commander in the performance of his duties.
- b. Preside over meetings in the Base Commander's absence.
- c. Serve on the Board of Directors
- d. Perform all the duties of the Base Commander should he become incapacitated.
- e. Serve as the Membership Chairman of the Base.
- f. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 3: SECRETARY

- a. Keep the minutes of all Base regularly scheduled meetings and meetings of the Board of Directors.
- b. Answer and keep a record of all Base correspondence.
- c. Serve as Newsletter Chairman.
- d. Maintain the Membership Roll of the Base.
- e. Serve on the Board of Directors.
- f. Conduct Base Elections.
- g. Prepare a "turn over" package for the incoming Secretary, containing all information and correspondence relative to the office.

Section 4: TREASURER

- a. Accept, and keep a record of, all monies and Base assets.
- b. Disburse such monies as may be approved by a majority vote of the members.
- c. Keep complete and accurate financial reports.
- d. If the base is not using the internet based online member management system, submit

the Base "Monthly Control Report" and membership monies to the National Office, monthly. If no change in base, so state in an e-mail to the National Office. If the base is using the internet based online member management system, submit to the National Office at least monthly the membership monies due along with a listing of the members affected and the amounts paid.

e. Prepare a "turn over" package for the incoming Base Treasurer, containing all information and correspondence relative to the office.

ARTICLE IX – MEETINGS

Section 1: Meetings of the Base shall be in keeping with the normal parliamentary procedures set down by "Robert's Rules of Order, Revised."

Section 2: The Base will conduct monthly meetings, at a time and place announced by the Board of Directors at a prior meeting and published in the newsletter.

Section 3: The agenda for regularly scheduled meetings shall be:

- a. Call to Order.
- b. Moment of Silence in memory of our departed shipmates.
- c. *Invocation*
- d. Pledge of Allegiance to the Flag.
- e. *Tolling of the Boats for boats lost during the month.*
- f. *Member Introduction.*
- g. Introduction of: National Officers, Regional Officers, Guests, and New Members.
- h. Minutes of Previous Meeting.
- i. Treasurer's Report.
- j. Board of Director's Report *as applicable.*
- k. Old Business.
- l. New Business.
- m. Good of the Order.
- n. Announcement of upcoming meetings and events.
- o. *Benediction*
- p. Adjournment.

ARTICLE X – QUORUM

Section 1: The members present and at least two elected officers shall constitute a quorum for the transaction of all business at a regularly scheduled meeting.

Section 2: Three members of the Board of Directors, two of which are elected officers, shall constitute a quorum for the transaction of all business at a duly called meeting for the Board of Directors.

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.

ARTICLE XI – VOTING

Section 1: Each member or associate member in good standing shall be entitled to vote in person at any meeting of the Base; provided however, that the member's name appeared on the membership roll at least fifteen days prior to such meeting.

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

ARTICLE XII - ELECTION OF OFFICERS

Section 1: The Commander, Vice-Commander, Secretary, and Treasurer will be elected by a majority vote of the members in good standing at the regular meeting held in the month of Oct.

Section 2: A nominating committee will be appointed in the month of Aug. to solicit nominations and will present the slate of nominees to the membership at the Sept. meeting.

Section 3: Additional nominations may be made by any member, from the floor, at the month of Oct. meeting prior to the election.

Section 4: Any vacancy in office shall be filled by the Base Commander's appointment, with approval of the Board of Directors, to complete an unfulfilled term.

ARTICLE XIII – AMENDMENTS

Section 1: Any member in good standing may submit recommendations to amend these Bylaws by forwarding a proposed change to an elected officer of the Base. Proposed change recommendations must:

- a. Be complete statements which stand on their own merit.
- b. Clearly state the intent of the author and the section of organization policy affected.
- c. Reflect the estimated or actual cost, if any, involved.
- d. Be signed and dated by the author.

Section 2: These Bylaws shall be amended by a majority vote of the votes cast at a regularly schedule Meeting of the Base; provided that the proposed changes have been distributed to all members in good standing at their last known address two weeks prior to such meeting.

Section 3: Amendments which are passed will become effective at the close of the meeting.

ARTICLE XIV - STANDING RULES

Section 1: Standing Rules relating to the administration (nor parliamentary) of the Base shall be made as attachment to these Bylaws.

Section 2: Standing rules may be adopted, changed, or suspended at any regular meeting, without previous notice, as any other ordinary action of the Base may be.

ARTICLE XVI – DISSOLUTION

In the event the base dissolves or discontinues activities all assets and monies of the org`anization shall be turned over to the National Senior Vice-Commander.