

CONSTITUTION AND BY-LAWS

UNITED STATES SUBMARINE VETERANS INC., CAROLINA PIEDMONT BASE



Approved: *S D Bell*, *8/23/14*
S D Bell SERD1 CDR

Record of Revisions

Original: Developed in conjunction with issuance of Base Charter 19 May 07

Revision 1: Constitution Changes: 17 Jan 2009

Added Approval block on Title page

Art II: Purpose/Creed) for compliance with National C & B change

Art V Sect 1.D: (dues) for compliance with National for non-payment cut-off date

Article VI Sect 2: WWII SubVet dues exemption

Art VII: Added Section 1 Title

Art VII Sect 1 D: deleted requirement of the one (1) term of office for the Base CDR

Art VII Sect 1 E: revised start date for elected officers

Revision 1 By-Laws

Deleted Resolution and Publicity Committee(s) use throughout

Art VI: Changed date for Base elections

Editorial and typo corrections throughout

Instituted this Record of Revisions page

Feb 2011

Revision 2: Constitution Changes:

Art VII, Section 1: Deleted Junior Vice Commander. Changed Senior Vice Commander read Vice Commander.

Revision 2: By-Law Changes:

Art IV, Section 2: Changed Senior Vice to read Vice Commander. Changed Item D to read "Act as Chairman of the Ways and Means Committee.

Art IV, Section 3: Deleted entire section.

Art IV: Renumbered Sections 4 and 5 to 3 and 4 respectively.

Art V, Section 1, subpara B: Deleted "Senior".

Art V, Section 2, subpara B: Deleted "Junior".

Nov 2012

Revision 3: Constitution Changes:

Art V, Section 5: Changed Associate Membership to conform to USSVI Constitution recently amended.

Revision 4: Constitution Changes . 23 Aug 2014

Art VII, Section 4, add new Para D authorizing moving the Vice Commander to Base Commander should that position become open. It also would allow the Executive Board to replace and other office that became vacant.

Art VII, Section, add new Para E authorizing the Executive Board to remove of an officer.

Revision 4: By-Law Changes:

Art V, Section 4: Corrected Para A to read biannual vice annual.

Art VI: Updated the biannual election process.

CONSTITUTION

ARTICLE I – NAME

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

Section 1. For the purpose of this Constitution the term “Base” shall be synonymous with “The United States Submarine Veterans, Inc., Carolina Piedmont 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. Pledge loyalty 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. Proof of qualification and honorable service must be provided to the Base Secretary.
- B. This Constitution and Bylaws shall bind all members of the Base.
- C. A member is considered ‘in good standing’ if both National and Base dues have been paid for the current year.
- D. Dues are due and payable effective the last day of December each year. Beginning on Jan 1st a non-renewed member is considered in arrears. Members shall have through 31 January to bring their status up to date. After the above

listed dates, members who have not become current in status will be dropped from the rolls of the Base and the National 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.

- A. Submarine Relief Crew Members of U.S. Submarine Veterans of WWII, prior to September, 1993 may transfer to this Base.
- B. Members of U.S. Submarine Veterans of WWII who were regular members of USSV prior to September, 1993 may transfer to this base.

Section 3. CHARTER MEMBERS

Those members who were accepted for membership prior to 5/17/2007 will hereafter be considered Charter Members of this Base.

Section 4. LIFE MEMBERS

While USSVI has provision for National Life Membership, the Base has no provision for Base Life Membership.

Section 5. 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 but may only hold Secretary and/or Treasurer of the Base or 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 By-Laws.

Section 2. Any Base Member who is a World War II Veteran or member of the “Holland Club” will pay no further Base dues.

Section 3. Dues are payable on January 1st of each year and remain effective until December 31st of the same year.

Section 4. Dues can be paid up to 5 years in advance, not to exceed the payment status of National dues. (i.e. the timeframe of Base dues payment cannot exceed the timeframe of National dues payment)

ARTICLE VII – OFFICERS

Section 1. ELECTED BASE OFFICERS

- A. Elected Base officers will be Commander, Vice-Commander, Secretary and Treasurer.
- B. The offices of Base Secretary and Base Treasurer may be held by the same person.
- C. The term of office for all Base officers will be two (2) years or until their successors have been elected.
- D. All Base Officers may succeed themselves in office.
- E. The term of office for elected Base officers will begin upon their taking the oath of office (swearing in).

Section 2. APPOINTED OFFICERS

- A. Appointed Base Officers will include, but not be limited to; Chaplain, Historian, and Committee Chairman.
- B. The term of office for all appointed Base officers will be until their successor(s) is/are appointed.
- C. All appointed Base officers may be reappointed.
- D. The term of office for appointed Base officers will begin immediately after their appointment.

Section 3. DUTIES OF ELECTED AND APPOINTED OFFICERS

- A. Elected or appointed Base officers will carry out their duties as described by the Base By-Laws.
- B. No officer shall be paid any salary for services rendered on behalf of the Base.

Section 4. EXECUTIVE BOARD

- A. The Executive Board shall consist of:
 - 1) The officers of the Base.
 - 2) The immediate past Base Commander.
 - 3) Up to three members appointed by the Base Commander and approved during the first regular meeting following his election. The term of an appointed member will be until the election of a new Base Commander or until the member resigns or is unable to attend meetings, in which case, the Base Commander may appoint a successor for the rest of his term.
- B. The Executive Board shall have general supervision of the affairs of the Base between its regular meetings and make recommendations to the Base. 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. Regular meetings and special meetings will be held as required by Base By-Laws.
- 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 voted on by secret ballot and the result will be determined by a majority vote.

ARTICLE VIII – MEETINGS

Section 1. The Base shall normally meet on the fourth Saturday of each month. However, the Base Commander may change the date and time, provided that due notice is given to the membership.

Section 2. The Base Secretary shall keep members advised of the meeting time and place.

Section 3. All meetings of this Base will observe a moment of silence in memory of our departed shipmates.

ARTICLE IX – QUORUM

Section 1. Five members in good standing, one of whom must be an elected Base officer, shall constitute a quorum for transaction of business at a Base meeting.

Section 2. Four members in good standing, one of whom must be an elected Base officer, shall constitute a quorum for transaction of business at an Executive Board meeting.

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 X – VOTING

Section 1. Each member in good standing shall be entitled to vote in person at any base meeting.

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 two-thirds majority of the votes cast, it shall be published to all base members at least 21 days before the Regular Base meeting at which the amendment will be considered.

Section 3. Final approval of the amendment will require a two-thirds 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 By-Laws may be made at any time after such changes are published. Typographical errors may be corrected at any time.

ARTICLE XII – DISSOLUTION

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

BY-LAWS

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 meeting of this Base.

ARTICLE II – DUES

Section 1. Base dues will be paid in accordance with the following schedule: \$10.00 per year, Three-year renewal - \$27.50, Five-year renewal - \$45.00. These amounts are for both Regular and Associate Members. They do not include dues for the national organization.

Section 2. 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 appropriate National Office.

Section 3. 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.

Section 2. All Executive Board meetings will be chaired by the senior elected Base officer present.

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

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

ARTICLE IV – DUTIES OF OFFICERS

Section 1. BASE COMMANDER

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

- A. Act as the chief executive officer of the Base and chairman of the Executive Board.
- B. Cause to be called all regular and special meetings of the Base.
- C. Preside over all regular and special meetings of the Base.
- D. Enforce the Constitution and By-Laws.
- E. Direct and supervise the operation of the Base.
- F. Be responsible for the promulgation of all pertinent information to the members of the Base.
- G. Be an ex-officio member of all committees except the Nominating Committee.
- H. Work up, keep current and immediately pass on to his relief a "Turn Over" folder, including all official correspondence, records and official materials assigned to his care.

Section 2. VICE COMMANDER

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

- A. Assist the Base Commander in the discharge of his duties.
- B. Assume the duties of the Base Commander in the event of his absence, illness or call to eternal patrol.
- C. Act as Chairman of the Membership Committee.
- D. Act as Chairman of the Ways and Means Committee.
- E. Member of the Executive Board..

Section 3. BASE SECRETARY

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

- A. Be the clerk of the organization.
- B. Be the custodian of all non-financial records and materials, which shall remain Base property.
- C. Keep permanent records as required by the Base Constitution and By-Laws.
- D. Keep permanent records of the procedures of all Base meetings.
- E. Ensure that only members in good standing vote on organizational business.
- F. Serve as official Base correspondent, forwarding to officers and committee chairmen such correspondence as may be appropriate to the performance of their duties.
- G. Act as Chairman of the Public Relations Committee.
- H. Member of the Executive Board.

Section 4. BASE TREASURER

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

- A. Be the financial officer of the Base.
- B. Be the custodian of all financial records of the Base.
- C. Receive and be responsible for the collection of all monies due and payable to the Base or National and for forwarding the latter to the appropriate National Officer.
- D. Have custody of all Base funds and provide for their safekeeping.

- E. Member of the Executive Board.

ARTICLE V – COMMITTEES

Section 1. MEMBERSHIP COMMITTEE

- A. The Membership Committee shall be a standing committee.
- B. The Base Vice Commander shall chair the Membership Committee.
- C. The duties of the Membership Committee shall include, but not be limited to:
 - 1) Receive applications from new members.
 - 2) Determine the eligibility of each applicant.
 - 3) Provide the Base Secretary with the applications for membership for processing and filing.

Section 2. WAYS AND MEANS COMMITTEE:

- A. The Ways and Means Committee shall be a standing committee.
- B. The Base Vice Commander shall chair the Ways and Means Committee and shall have members as appointed by the Base Commander.
- C. The duties of the Ways and Means Committee shall include, but not be limited to:
 - 1) Fund Raising.
 - 2) Submit recommendations to the Base Commander for unbudgeted expenditures.

Section 3. PUBLIC RELATIONS COMMITTEE

- A. The Public Relations Committee shall be a standing committee.
- B. The Public Relations Committee shall be chaired by the Base Secretary
- C. The duties of the Public Relations Committee shall include, but not be limited to:
 - 1) Publicity promoting a positive image of the Base.
 - 2) Develop promotional materials to advertise the Base and Base events.

Section 4. NOMINATING COMMITTEE

- A. The Nominating Committee shall be a biannual committee.
- B. The duties of the Nominating Committee shall include:
 - 1) Soliciting eligible candidates for Base Officers.
 - 2) Reporting the slate of candidates at the Regular Base Meeting preceding the meeting at which officers will be elected.
 - 3) Assist the Base Commander in conducting the election of Base Officers.

ARTICLE VI – BIENNIAL ELECTIONS

Election of Base Officers will be held during the month of March using an e-mail ballot on odd-numbered years. 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 By-Laws at a Regular Base Meeting.

Section 2. If the proposed amendment be approved by a simple majority of the votes cast, it shall be published to all Base members at least 21 days before the Regular 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 approval by the District Commander.

ARTICLE VIII – GENERAL BUSINESS

Any business of the Base not otherwise prescribed in the Constitution and By-Laws may be conducted at any Base Meeting. Voting may be done orally or by a show of hands, a majority vote of the members present and in good standing shall be required for a favorable vote.