

# NATHANAEL GREENE BASE

## CONSTITUTION & BYLAWS



Approved: Steve Bell

Steve Bell, SED #1 Commander

Date: 9/15/2014

# Nathanael Greene Base Constitution & Bylaws

## RECORD OF REVISIONS

[illegible]

NOTE: The latest changes are indicated in bold and italicized text.

**TABLE OF CONTENTS**

**CONSTITUTION SECTION**

<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

**BYLAWS 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 – BIENNIAL ELECTIONS	13
ARTICLE VII – AMENDMENTS	13
ARTICLE VIII – GENERAL BUSINESS	13

**APPENDICES**

APPENDIX 1 – Listing of Base Plank Owner Members	14
--	----

## CONSTITUTION

### ARTICLE I – NAME

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

Section 2. For the purpose of this Constitution the term “Base” shall be synonymous with “The United States Submarine Veterans, Inc., Nathanael Greene 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 and practices of the United States 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 (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. 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.



## Nathanael Greene Base Constitution & Bylaws

C. Dues are due and payable effective the last day of December each year. Beginning on Jan 1<sup>st</sup> 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, annual members who have not become current in status will be dropped from the rolls of the organization. Life members whose Base dues have not been paid by January 31st will be dropped from the Base.

D. Members may join any number of Bases. One Base shall be selected as primary Base and all others as dual 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. PLANK OWNER MEMBERS

Those members who were accepted for membership either as primary or secondary by August 21, 2010 will hereafter be considered Plank Owner Members of this Base and are listed in Appendix 1.

### 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 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 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.

## Nathanael Greene Base Constitution & 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. (Note: Elected Base Officers must be a primary member of the Base.)

B. The term of office for all Base officers will be two (2) years or until their successors have been elected.

C. Nominations and election of next term Base officers will occur in the fourth quarter of the year of the election. Any Base member may nominate another Base member for any elected office (Note restriction regarding Associate members listed in Section V.4. B). It is the responsibility of the member who is nominating another member for any elected office to get the concurrence from the 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 may include (depending on the actual need), but not be limited to: Membership Chairman, Holland Club Coordinator, Historian, Webmaster, Storekeeper, Public Relations Officer, Eagle Scout Award Coordinator, Chief of the Boat (COB), and Kap(SS) 4 Kid(SS) Chairman. A member can serve in more than one appointed office concurrently, but will have only one vote on the Executive Board.

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 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.



## Nathanael Greene Base Constitution & Bylaws

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

A. Elected and appointed Base officers will carry out their duties as described by the Base bylaws.

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 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.

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 at least four times per annum at locations within the North Carolina Triad Area with the times and locations determined by the Base Commander.

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

## ARTICLE IX – QUORUM

Section 1. Ten 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 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.

## Nathanael Greene Base Constitution & Bylaws

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 regular or working 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).



**BYLAWS**

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. Base dues of \$15.00 will be paid yearly. *For base members 60 years and older, a base life membership is offered for a one-time payment of \$300.00.*

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 considered the preferred method in order to handle items in a timely manner.

Section 3. Special meetings of the Executive Board may be called by the Base Commander or by three members of the Executive Board eligible to cast 1 vote each.

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.

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 Constitution and 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.
- The official POC (point of contact) for the Base listed on the National Website.
- The Base addressee for National ZAP email notices.
- 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.
- Perform the duties of the Base Membership Chairman



## Nathanael Greene Base Constitution & Bylaws

- Member of the Executive Board.

### 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, and inspirational messages in the newsletter "All Clear". 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 to 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.
- 

#### Section 4. BASE HISTORIAN

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



## Nathanael Greene Base Constitution & Bylaws

- 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:

- Order and maintain an inventory of clothing, patches, and other submarine-related items for sale to Base members. The inventory will be periodically reviewed by at least two (2) of the elected officers. The purpose of this review is to ensure that there are not an excess number of items and to provide guidance when necessary on what types of items are appropriate to have in the store's inventory.
- Provides the Base Treasurer with the receipts for all purchases made of sales inventory for the Base Treasurer to make the payments 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.
- Provide input of base activities to the All Clear and NC Subvets Website
- 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:

- Act as the Master at Arms at all Base functions.
- Meets and Greets the new attendees to make them welcome
- Member of the Executive Board.

Section 10. The duties of the Base Kap(SS) 4 Kid(SS) Chairman shall include but not be limited to:

## Nathanael Greene Base Constitution & Bylaws

- Visit facilities that give care and help to medically challenged children and set up visits for the Base to present caps & certificates to the children.
- Report successful visits to the base with dialogue, photos and or videos.
- Send articles to National for submission to the American Submariner Magazine.
- Keep on hand caps, certificates, pictures and any other memorabilia that would be given out to the kids.
- Member of the Executive Board.

### ARTICLE VI – BIENNIAL ELECTIONS

Election of Base Officers will be held during the month of October of the election 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.

**APPENDICES**

APPENDIX 1 – Listing of Base Plank Owner Members

***Chuck Jensen***  
***Charles Cross***  
***Jim Myers***  
***David Anderson***  
***Louis Stiles***  
***Paul Crossland***  
***Dick Kanning***  
James Harris  
Doc Clayton  
George Bass  
Michael Burkholder  
Robert Andrews  
Burt Conger  
Gregory Hice  
Bruce Lobach  
Tom Richey  
William Schneider  
John Trubee  
Tim Kesling  
Gerald Schemanski  
Paul Simerly  
Johnny Turner  
Robert Capra  
Boyce Kline  
Russell Toy  
Clarence Allen  
Gerald Domahowski  
Gary Vernon  
David Schreiber

***John Rupertus***  
***Joe Clark***  
***Larry Hauser***  
***Kris Bridges***  
***Bill Bradburn***  
***Pat Collins***  
Ron Busila  
James Halbert  
John Markiewicz  
Butch Deshong  
Kerry Gentry  
George Boyle  
Sean Filipowski  
Jack Jeffries  
David Nelson  
Rudy Saenz  
Larry Travis  
Delbert Ennis  
James McClain  
Tom Carr  
John McKinley  
Charles Boynton  
Bob Werner  
James Martel  
Lee Eubank  
Greg Claypool  
Kurt Greiner  
Rudy Ogas  
Jim Stone

***Robert Hopkins***  
***Ed Galaviz***  
***Bill Elmore***  
***Fred Forst***  
***Rick Donohue***  
***Dale Patterson***  
Larry Lynch  
Dave Creekmore  
James Wolski  
John Hanek  
Mike Runkle  
Guy Bringley  
Joe Finotti  
Terry Jones  
Tom Pressley III  
Steve Sutton  
John Weaver  
John D'Aloia  
Wally Walliser III  
George Shepard  
Ray Moore  
James Burwell  
Collin Kagel  
Matthew Stiles  
James Schenk  
J-L Combemale  
Greg Hand  
Steven Ricard

***Founding Members***