

TARHEEL BASE

Chartered September 27, 1997

BYLAWS

Revision 10



Approved: 
ES1 District Commander Michael Sears 7/9/2026

Tarheel Base Bylaws, Revision 10, 7/9/2026

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RECORD OF REVISION

Date	Brief Description
October 13, 2008	- Amended Constitution, Article II, Section 1 to reflect recent change to USSVI's Statement of Purpose. - Amended Constitution, Article V, Section 1D to reflect recent change to dues payment deadline of USSVI.
October 17, 2009	- 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. - Amended Constitution, Article VI, Section 3 that national dues will be paid in accordance with their current policy.
April 2, 2011	- Amended Bylaws, Article II, Section 1 to increase annual Base dues. - Amended Constitution, Article VIII, Section 1 to set minimum Base meetings at four times per year. - Amended Constitution, Article VIII, Section 2 to set means of notification of members for meetings.
October 1, 2011	- Amended Constitution, Art. VII, Section 2A to delete words "USSV - WWII State Commander." - Amended Bylaws, Art. V to delete Section 1 USSV - WWII State Commander and renumber remaining Sections as 1-10. - Amended Constitution, Art. X, Section 1 and Art. XI, Section 1 to delete words "or working." - Amended Bylaws, Art. VII, Section 1 to delete words "or working."
October 6, 2012	Revised Article V Section 4. Associate Members to conform to USSVI Constitution.
October 4, 2014	- 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. - 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.
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.

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June 4, 2022	Added the Appointed officer position of Veteran Affairs Liaison. Modified Organization Section, Article VII, Section 2.A and Administrative Section, Article V, (added Section 11).
April 6, 2024	- Format change: Re-sequenced the Record of Revision page(s) after the Table of Contents (TOC). Also moved the title of the Record of Revision table to above the table. - Format change: Replaced TOC with a Microsoft Word Table, using text level markers to allow an all-at-once manual update of the Section and Article list and page numbers. This also allows quick links to content from the TOC using Ctrl+Click. - Format change: Modified the document header (to include revision number and date) and footer (to identify the Organization or Administration Section if applicable) and use a different page number style [Page # of Total #]. - Format change: General cleanup of text justification to align text equally between margins and remove stranded extra returns. - Corrected various typographical errors – throughout (no Amendment approval required). - Amended Organization Section, Article I, Sections 1 and 2 to add Section Titles. - Administrative change (no Amendment approval required) to the Organization Section, Article II. Updated the Purpose to match the USSVI National Constitution & Bylaws, Article III. - Administrative change (no Amendment approval required) to the Organization Section, Article III. Updated the Policy to match the USSVI National Constitution & Bylaws, Article IV. - Amended Organization Section, Article IV, enhanced 1st, 31st. - Amended Organization Section, Article V, to add the Holland Club Members (new Section 5). Identical to USSVI National Constitution and Bylaws Article VII Section 4. - Amended Organization Section, Article VI, Section 3 to add a reference to the National Bylaws (Article VIII, Section 3) for the policy on prorating annual dues. - Amended Administrative Section VII to change tenure of elected officers and approval of appointed officers to 2 years (Sections 1 and 2). - Amended Organization Section, Article VII, Section 2.A to remove the Base Webmaster from an appointed officer and executive board member. Move to Administration Section, New Article VI, Section 6. Renumber remaining sections. - Amended Organization Section, Article VII, Section 2.B to add the possibility of Associate Members becoming appointed officers. See Organization Section, Article V Section 4.B). - Amended Organization Section, Article VII, Section 4.A to add the immediate past Base Commander to the Executive Board. - Amended Organization Section, Article IX, Section 4 to add that format changes may be corrected at any time. - Amended Organization Section, Article XI, Section 1 to change Constitution to Bylaws (missed on an earlier revision).

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April 6, 2024 (cont'd)	• Amended Administrative Section, Article IV, Section 1 to add the designation of an Election Master to the duties of the Base Commander (similar to USSVI National Bylaws Article XIII, Sect. 3) and for the BC to complete the Base Annual Activity Report. • Amended Administrative Section, Article IV, Section 4 to designate the Treasurer's yearly Base End-of-Year Report as a "Financial" report (due March 1), differentiating it from the annual Base "Activity" report completed by the Base Commander. • Amended Administrative Section, Article V, Section 9 to modify the Base COB Section to recognize that a separate POC may be appointed, and if so, shifting some of the COB's responsibilities. Also deleted reference to "ZAP" for National email notices. • Moved Administrative Section, Article V, Section 9 to New Administration Section Article VI Section 6 for the Base Webmaster. • Removed Administrative Section, Article V, Section 10 for the Base Lost Boat Liaison. • Amended Administrative Section, Article V, to add the availability of patches from USSVI for different positions. (based on current National Storekeeper advertised inventory). • Amended Administrative Section, Article V, now Section 10 to add that the Base Veteran Affairs Liaison is a Member of the Executive Board. • Amended Administrative Section, to add Article VI, and add an Election Master position. (new Section 1) Renumbered later Articles. • Amended Administrative Section to add the Base POC position. (new Article VI, Section 2). • Amended Administrative Section to add the Base Librarian position. (new Section 3). • Amended Administrative Section to add the Base Newsletter Editor position. (new Article VI, Section 4). • Amended Administrative Section to add the Kap(SS) 4 Kid(SS) Coordinator position (new Article VI, Section 5). • Amended Administrative Section, Article VI to identify the Election Master position as an appointed vs. a designated position. • Amended Administration Section, Article VII to change to Biennial versus Annual Elections. Added directions for appointing an interim Officer and holding a special election if needed. • Amended Administration Section, Article VII to remove the information about Amendments which is duplicated from the Organization Section, Article XI. Renumbered remaining Article. • Amended Administrative Section, Article VIII to remove reference to a Constitution (previously changed to just Bylaws).
July 9, 2026	• Amended Organization Section, Article IX, Sections 1 and 2 Quorum requirements for Base and Executive Board meetings (consistent with other ES1 District Bases).

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ORGANIZATION SECTION

ARTICLE I – NAME

Section 1. BASE NAME

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

Section 2. SYNONYMOUS NAME

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 their duties while serving their country; that their dedication, deeds, and supreme sacrifice may be a constant source of motivation toward greater accomplishments; and to pledge loyalty and patriotism to the United States of America and its Constitution.

In addition to perpetuating the memory of departed shipmates, USSVI shall provide a way for all Submariners to gather for the mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. The USSVI supports a strong U.S. Submarine Force.

The organization will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice. The organization will also endeavor to educate all third parties it encounters about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

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 Constitution, Laws, and Practices of the United States.

ARTICLE IV – FISCAL YEAR

The fiscal year of the Base shall commence on the first (1st) day of January and end on the thirty-first (31st) day of December in each year.

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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.
- 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, Walter D. Joyce Jr., 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 an 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.

Section 5. HOLLAND CLUB MEMBERS

Any Regular Member in good standing who has been designated “Qualified in Submarines” for fifty (50) years or more is eligible to become a member of the Holland Club within the Organization.

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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. (Reference National Bylaws Article VIII, Section 3).

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 two (2) years or until their successors have been elected.
- C. Nominations and election of the next Base officers will occur in the fourth (4th) quarter of every other 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, Storekeeper, Public Relations Officer, Eagle Scout Award Coordinator, Chief of the Boat (COB), Lost Boat Liaison, and Veteran Affairs Liaison,
- B. Regular or Associate members being appointed must have the approval of the majority of the elected Base officers. Continuance in their appointed office must be approved every other 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.

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- 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.
- C. In the event that a 2-year Officer position is vacated early, the majority of remaining Elected and Appointed Officers can approve an interim Officer to serve until the next biennial election, or a special election is held in the fourth quarter during an off-year for an elected Officer position.

Section 4. EXECUTIVE BOARD

- A. The Executive Board shall consist of the elected and appointed Base officers, plus the immediate past Base Commander.
- 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 (or Base Newsletter) and use of email.

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ARTICLE IX – QUORUM

Section 1. Two elected officers and the members present shall constitute a quorum for the transaction of business at a regularly scheduled general membership meeting and those additional general membership meetings called by the Base Commander.

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

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 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 the Base Bylaws 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. Typographical errors or format changes may be corrected at any time. (These are not considered an amendment.)

ARTICLE XII – DISSOLUTION

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

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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 considered 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 (3) 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.

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ARTICLE IV – DUTIES OF ELECTED OFFICERS

Section 1. BASE COMMANDER (*“BASE COMMANDER” 4 x 1” text patch available*)

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.
- Designate an Election Master for Annual Base Elections.
- Prepare the yearly Base Annual Activity Report (for the period between June 1 and May 31) and submit this report to the District Commander.

Section 2. BASE VICE-COMMANDER (*“VICE COMMANDER” 4 x 1” text patch available*)

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 (*“BASE SECRETARY” 4 x 1” text patch available*)

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 (*“BASE TREASURER” 4 x 1” text patch available*)

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.

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- Prepare the yearly Base End-of-Year Financial Report (due March 1) and submit this report to the National Treasurer.
- Member of the Executive Board.

ARTICLE V – DUTIES OF APPOINTED OFFICERS

Section 1. BASE CHAPLAIN (*"BASE CHAPLAIN" 4 x 1" text patch and Free round 4" "USSVI Base Chaplain" patch available to current Chaplains*)

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 (*"MEMBERSHIP/RECORDS" 4 x 1" text patch available*)

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 (*"HOLLAND CLUB CHAIR" 4 x 1" text patch available*)

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.

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- 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:

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

Section 5. BASE STOREKEEPER (*"BASE STOREKEEPER" 4 x 1" text patch available*)

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 6. 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 7. 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 8. BASE CHIEF OF THE BOAT (COB) (*"CHIEF OF THE BOAT" or "C.O.B." 4 x 1" text patches available*)

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

- The official POC (point of contact) (*if not separately appointed*) for the Base listed on the National Website.
- The Base addressee for National email notices (*if POC not separately appointed*).
- Act as the Master at Arms at all Base functions.
- Member of the Executive Board.

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Section 9. BASE VETERAN AFFAIRS LIAISON

The duties of the Veteran Affairs Liaison shall include, but not be limited to:

- Be familiar with VA Benefits available to all eligible veterans.
- Provide base members with information on availability and eligibility for VA Benefits.
- Assist base members in the preparation and filing of Claims for VA Benefits.
- Coordinate activities, as appropriate, with the USSVI Veteran Affairs Service Officer.
- Member of the Executive Board.

ARTICLE VI – DUTIES OF OTHER POSITIONS

The following positions may be filled at the discretion of the Base Commander as needed but are not members of the Executive Board, to prevent difficulties in reaching a quorum.

Section 1. ELECTION MASTER

The duties of the Election Master shall include, but not be limited to:

- Make available official ballots (electronic voting via email shall be the preferred method) to regular and associate members in good standing.
- Count and tabulate the results of the Base Election ballots no later than seven (7) days prior to the December Base Meeting.
- Report results of the candidates receiving the highest number of votes for each elected position (certified as elected) to the Base Commander and all of the candidates.
- In the event of a tie vote, for any elected position, hold a second election for that position within 30 days.
- Along with a *Past* Base Commander decide disputes with the election results.

Section 2. BASE POINT OF CONTACT (POC)

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

- Act as the official POC for the Base listed on the National Website.
- Monitor Base email traffic to ensure messages are being transmitted to all members via their email address on file. (It is the member's responsibility to update their personal email address by updating their own profile on the USSVI national website, contacting the POC, or contacting the Base Commander or Membership Chairman who have access to the national website database Tools application.)
- Maintain the Base email distribution list used by tarheel@ncsubvets.org or equivalent.

Section 3. BASE LIBRARIAN (*"BASE LIBRARIAN" 4 x 1" text patch available*)

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

- Maintain an inventory of, and make available for short term loan, books, documents, video and audio materials concerning various aspects of the US Submarine Force since its inception on April 1900.

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Section 4. BASE NEWSLETTER EDITOR (*"NEWSLETTER EDITOR" 4 x 1" text patch available*)

The duties of the Base Newsletter Editor (if separate from Webmaster) shall include, but not be limited to:

- Research information, collect photographs and videos that are of interest to the membership related to past and present submarines, completed or upcoming USSVI events, and related news.
- Publish a periodic newsletter (which may be in the form of supporting the ALL CLEAR NCSubvets newsletter and/or activity calendar) for the mutual enjoyment of Base Members, and for distribution of information from Base Officers.

Section 5. BASE Kap(SS) 4 Kid(SS) COORDINATOR

The duties of the Kap(SS) 4 Kid(SS) Coordinator shall include, but not be limited to:

- Organize visitation of children in Cancer Hospitals, Children's Hospitals, Child Psychiatric Units, Ronald McDonald Houses, Medical Camps for Children, Hospices, and other similar locations.
- Coordinate giving sick children caring attention during the visit, and Honorary Submariner Certificates, embroidered ball caps, challenge coins, temporary tattoos, and other gifts. All gifts are approved in advance by the child health care facility.
- The child to be visited must be able to receive visitors according to the rules of the care-giving institution.
- Request startup support from the USSVCF K4K Program Fund Manager as applicable.
- Record and collect all donations to be sent to the USSVI/USSVCF National Office.
- Additional guidance is available in the United States Submarine Veterans' Charitable Foundation, Inc. (USSVCF) Policy and Procedures Manual.

Section 6. BASE WEBMASTER (*"BASE WEB MASTER" 4 x 1" text patch available*)

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.

ARTICLE VII – BIENNIAL ELECTIONS

Election of Base Officers will be held during the month of October of every other odd 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 VIII – GENERAL BUSINESS

Any business of the Base not otherwise prescribed in the 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.