

BREMERTON BASE

UNITED STATES SUBMARINE VETERANS, INCORPORATED
-Established November 5, 1981-

BYLAWS

(Revised November 19, 2002)

(Article II Amended May 17, 2005)

(Articles IV, V, VI, VIII & IX Amended October 19, 2010)

(Articles II, IV, V, VIII & XI Amended October 18, 2011)

(Article VIII Amended October 17, 2015)

(Articles V and VI Amended November 18, 2017)

The Bremerton Base of United States Submarine Veterans Inc (USSVI) adopts in whole as it's own, the Constitution of the national organization of United States Submarine Veterans Inc. Should these bylaws conflict with the USSVI national constitution or bylaws, the later shall have precedence. The accepted informal name for the Bremerton Base is Bremerton Subvets. Within the USSVI national organization the Bremerton Base will be referred to as the Bremerton Base. In the interest of clarity in press releases and other communications with outside entities and the media, the Base may be referred to as the Bremerton Chapter of USSVI.

ARTICLE I. RULES OF ORDER

The general procedure on meetings for the Bremerton Base shall be in keeping with the normal parliamentary procedures set down by Roberts Rules of Order Newly Revised.

ARTICLE II. DUES

Section 1. The annual dues will be established by the Board of Directors (E-Board). (Amd 5-17-05)

Section 2. Dues are due and payable on January 1st each year and remain effective until December 31st of the same year.

Section 3. Members whose dues are in arrears on February 1st of the current year will be dropped from the roster. (Amd 10-18-11)

Section 4. Bremerton Base Life Membership eligibility shall coincide with the current National Life Membership eligibility requirements. The Base Life Memberships dues structure shall be as follows:

<u>Age</u>	<u>Rate</u>
<45	\$250
45 -55	\$150
55 - 65	\$100
65+	\$50 (Amd 5-17-05)

ARTICLE III. BASE MEETINGS

- Section 1. The Bremerton Base shall conduct regular business meetings. The date, time and place shall be designated by the Base Commander.
- Section 2. Five percent of the regular members in good standing, at least two of which will be elected officers, shall constitute a quorum for the transaction of all business at the Base meetings. Once a quorum has been established, no member absenting himself shall destroy the quorum.
- Section 3. Special meetings or E-Board meetings may be called when warranted by the Base Commander.
- Section 4. Each member in good standing, whose name has been on the membership roll for 15 days, shall be entitled to vote in person at any meeting of the organization.

ARTICLE IV. BASE MEMBERSHIP

- Section 1. Regular membership is restricted to all U.S. personal having been designated "Qualified in Submarines," by the U.S. Navy. Proof of qualification can be challenged and requested by any elected base officer. (Amd 10-19-10)
- Section 2. Founding members are those members who participated in the original establishment of the Bremerton Base in March, 1981. They are identified as Tudor Davis, Thomas Fiacco, Richard Litscher, William Dean, Kenneth Kerns and Charles Whitlock.
- Section 3. All members on or before July 17, 1982, in good standing, shall be known as Charter Members of the Bremerton Base (119 members).
- Section 4. Associate membership - A person who does not meet the requirements for Regular membership may join as an associate member if sponsored by a Regular Member in good standing. Associate members are not eligible to vote in National Elections. They may vote in all other Base election activities and can serve in Base elected and appointed positions with the exception of Base Commander and Vice Commander.
- Section 5. Life members – A member, regular or associate, may in addition become a Base life member by paying the Base Life Membership dues. Refer to Article II, Section 4. National Life Membership is required before or simultaneous with Base Life Membership. (Amd 10-19-10 & Amd 10-18-11)

ARTICLE V. ELECTED OFFICERS

- Section 1. The E-Board shall have the control and general management of the affairs and business of the organization. The immediate past base commander and the Bremerton Base elected officers, which include the Base Commander, Vice Commander, Secretary, Treasurer and the Chief of the Boat shall make up the E-Board. Appointed Committee Chairmen and Project Managers may attend E-Board meetings to give input, but may not vote. Three members of the E-Board shall constitute a quorum. Once a quorum has been established, it cannot be removed by a member absenting himself.
- Section 2. The E-Board is responsible for long range planning for recruiting, membership activities, finances, ceremonies and other organizational goals.

Section 3. The term of office for all elected officials will be for two years, or until successors have been elected. The Base Commander and Vice Commander may not hold the same office for more than four consecutive years. (Amd 10-19-10)

Section 4. Regular meetings of the E-Board will be held prior to business meetings.

Section 5. Any vacancies occurring on the E-Board shall be filled for the unexpired portion of the term by majority vote of the remaining board members.

Section 6. A member of the E-Board may be removed from the E-Board, for cause, by a two-thirds vote of the E-board.

Section 7. Bremerton Base will only reimburse one claimant for each travel event. This may be modified as seen fit by the Bremerton Base E-board.

- A. For those events that require a USSVI Representative, funerals, memorials, SOY etc, the Bremerton Base Commander shall select who will represent USSVI.
- B. Mileage will be paid at the rate of \$.40 per mile.
- C. When traveling, select which travel mode will be least expensive, ground or air transportation.
- D. Bremerton Base will provide Per Diem at the rate of \$40.00 per day. Per Diem will be for event days only (i.e., Base visit, one day; Region Meeting, two days).
- E. Submit all travel receipts along with your Request for Reimbursement. Fuel receipts are not required. Include a travel itinerary with your Request for Reimbursement.
- F. You have two choices of travel: commercial airline or private travel (car, train, bus, etc.).
 - (1) Bremerton Base will reimburse authorized individuals for the lesser of commercial airline travel or private travel, using the following criteria:
 - (a) Auto travel is at the E-Board- approved mileage reimbursement rate.
 - (b) Per Diem is at the E- Board-approved reimbursement rate and is only for actual days on USSVI business, i.e. attending official meetings, functions or other previously approved events and ceremonies.
 - (c) Airline travel includes airfare, baggage charges, airport parking, round-trip mileage to/from airport, rental car and reasonable gas. The total of these items are considered "Airline Travel" for evaluation purposes in comparison to private travel.
 - (d) Airline travel does not necessarily have to be the cheapest airfare rate but rather the most appropriate flight with respect to your schedule, the needs of the organization, and fairness to the group. You should always use Coach fare for USSVI travel.
 - (e) Hotel and per diem are not authorized for private travel other than for the official function of USSVI, unless previously approved by the Bremerton Base E-Board. The Bremerton Base E- Board has the

discretion to approve necessary overnight stays and per diem based upon travel distance in his region. A necessary overnight stay might be for a late-day meeting for which it is impractical to drive home following the meeting. (Amd 11-19-17)

Section 8. Base Commander Duties - The Duties of the Bremerton Base Commander shall include, but not be limited to:

- A. Act as the Chief Executive Officer and the Chairman of the Base E-Board.
- B. Cause to be called all regular and special meetings of the Bremerton Base.
- C. Preside over all regular and special meetings of the Bremerton Base.
- D. Enforce the Constitution and Bylaws.
- E. Direct and supervise the operation of the Bremerton Base.
- F. Represent the Bremerton Base at official functions.
- G. Submit, in writing to the Base E-Board for confirmation, all appointed officers and committee chairmanships.
- H. Sign all certificates notes, drafts, or bills of exchange, warrants or other orders for the payment of moneys duly drawn by the Bremerton Base Treasurer, except as provided elsewhere in the Constitution and Bylaws, subject to the approval of the Base E-Board.
- I. Be responsible for the promulgation of all pertinent information to the membership of the Bremerton Base.
- J. Work up, keep current and pass on, immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his care.
- K. Be an ex-officio member of all committees, except the “Nominations Committee” and the “Resolution Committee”.

Section 9. Base Vice Commander Duties - The Duties of the Bremerton Vice Commander shall include, but not be limited to:

- A. Assist the Bremerton Base Commander in the discharge of his duties.
- B. Assume the duties of the Bremerton Base Commander in the event of his absence, illness, or call to eternal patrol.
- C. Execute the powers and authority of the Bremerton Base Commander, when required, in the absence of the Bremerton Base Commander.
- D. Serve as a member of the Base E-Board.
- E. Act as Chairman for the Ways and Means Committee.
- F. Serve as a member of the Base Membership Committee.
- G. Work up, keep current and pass on, immediately to his relief a “Turn Over” folder, including all office correspondence, records, and official materials assigned to his care.
- H. Audit the base financial records each January and submit a report outlining their accuracy or deficiencies to the E-Board at the February E-Board meeting. (Amd 10-19-10)

Section 10. Base Secretary Duties - The Duties of the Base Secretary shall include, but not be limited to:

- A. Officiate when required in Bremerton Base matters in the absence of the Commander or Vice Commander.
- B. Serve as a member of the Base E-Board
- C. Serve as a member of the Base Membership Committee.
- D. Act as Chairman of the Public Relations Committee.

E. Be the clerk of the Bremerton Base and:

- (1) Be the custodian of all non-financial records and materials, which shall remain Bremerton Base property.
- (2) Keep permanent records as required by the Articles of Corporation, the National and Base Constitution and these Bylaws.
- (3) Keep permanent records of the proceedings of all meetings of the Bremerton Base.
- (4) Shall collect and retain all historical records for the base and its membership.
- (5) Prepare and distribute the Base Ballot.
- (6) Insure that only Base members in good standing vote on organizational business.
- (7) Serve as the official organization correspondent, forwarding to officers and committee chairman such correspondence as may be appropriate to the performance of their duties.
- (8) Work up, keep current and pass on, immediately to his relief a 'Turn Over' folder, including all office correspondence, records, and official materials assigned to his care.

Section 11. Base Treasurer Duties - The Duties of the Base Treasurer shall include, but not be limited to: (Amd 10-19-10)

- A. Serve as a member of the Base E-Board.
- B. Serve as a member of the Base Membership Committee.
- C. Serve as a member of the Base Ways and Means Committee.
- D. Be the Chief Financial Officer of the Bremerton Base.
- E. Be the custodian of all financial records of the Bremerton Base.
- F. Receive and be responsible for the collection of all moneys due and payable to the organization.
- G. Have custody of all organization funds, and shall provide for their safekeeping, retention, disbursement, and investment in a manner acceptable to the Base E-Board.
- H. Shall complete the annual summary financial report and forward it the National Treasurer.
- I. Make such reports and returns as are required by Federal, State and Local governments, the Articles of Incorporation, The Constitution, and these Bylaws, including the disbursement of appropriate taxes and fees.
- J. Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting principles.
- K. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his care.

Section 12. Chief of the Boat - The Duties of the Chief of the Boat shall include, but not be limited to:

- A. Shall act as Master at Arms/Parliamentarian at all meetings. He shall be responsible to the Base Commander for ensuring that only members in good standing and bona fide guests are admitted to all meetings.
- B. Shall symbolically toll the bell for Lost Boats at all meetings.
- C. The COB shall be the custodian of all base ceremonial paraphernalia. (Amd 10-19-10)
- D. The COB will be the Point of Contact, Officer in Charge (OIC) of annual Breakfast meeting, Base picnic and Christmas party. (Amd 10-19-17)

ARTICLE VI. APPOINTED BASE OFFICERS OR POSITIONS

- Section 1. The appointed officers are the Chaplain, Newsletter Editor, Webmaster, Storekeeper, and Parade Float Manager. Their term of office will begin immediately after their confirmation and notification by the Base E-Board. These appointed officers serve at the pleasure of the Base Commander and may be removed/replaced at his discretion. (Amd 11-19-17)
- Section 2. The Base Chaplain is appointed by the Base Commander. The Base Chaplain shall be consulted on all Base matters pertaining and relative to the Spiritual Life of the Bremerton Base. He recommends to the Base Commander persons to be considered for this office upon his relief.
- Section 3. The Puget Soundings Newsletter Editor is appointed by the Base Commander. He is responsible for gathering and organizing information to be published in a newsletter. He is to take pictures or solicit pictures from those attending all gatherings for publication in the newsletter. He shall edit, print and distribute the newsletters to all paid up Bremerton Base members and those persons noted in the National Policy and Procedures Manual (PPM) (National officers, committee chairmen, Western District Bases and local veterans organizations). He shall solicit local businesses to advertise in the base newsletter. He is to continue to search for cost cutting measures and make a report to the Base Commander and E-Board. He is required to maintain an annual budget account of all transactions and make a report to the base commander and E-Board. He shall maintain a newsletter hard copy and digital archive, maintain a Business Invoice Account and correspondence. He is to maintain a current list of pertinent items in a "turnover" folder that includes all official correspondence and records assigned to his care and pass the folder immediately to his relief." (Amd 10-19-10)
- Section 4. The Base Webmaster is appointed by the Base Commander. His duties are to maintain the Base Website and serve as a member of the Base Membership/Publicity Committee.
- Section 5. The Base Storekeeper is appointed by the Base Commander. If possible the Base Storekeeper will obtain submarine memorabilia from qualified vendors. The Base Storekeeper will solicit sales from the Base members for the purposes of adding revenue to the Base to meet Base financial obligations. He will make a written annual report (due June 30th) of sales, expenses, total profits and unsold inventory to the Chairman of the Ways and Means Committee. He will keep a record of sales, expenses and profits by date of acquisition and date of sale. He will maintain a product sales brochure book for members' review at the meetings. He shall offer a display of products at each meeting.
- Section 6. The Parade Float Manager is appointed by the Base Commander. He is responsible to see that upkeep and maintenance are scheduled and improvements are made to the float. He is to ensure that systems are in good working order and that the plates are correct and a copy if the title is onboard. He is to work with the NWRCPA to ensure that the Float and Shelter are in good condition and make recommendations as to what repairs are needed. He is to report to the Base Commander and the E-board of its condition. He is to ensure that it is ready for any road trip, parade and display. (Amd 10-19-10)

ARTICLE VII. COMMITTEES

Section 1. Definitions:

- A. Standing Committees are permanent committees.
- B. Annual Committees are disbanded at the end of the year.
- C. Special Committees are appointed as necessary by the Base Commander for a specific purpose and are disestablished when that purpose has been fulfilled or deemed no longer necessary by

the E-Board.

Section 2. The Base Commander shall select a Chairman for each committee that he may appoint, and for all Standing committees and shall serve as ex- officio chairman of all committees. The Standing Committees shall be as follow:

- A. Scholarship Committee -The Scholarship Chairman is appointed by the Base Commander. He, with other committee members, is responsible for the annual scholarship project, which end results shall be the awarding of local scholarships and a donation to the National scholarship fund. He shall affect the means for gathering funds, soliciting and selecting applicants for the monetary awards.
- B. Membership/Publicity Committee -The Membership/Publicity Chairman is appointed by the Base Commander. He, with other committee members, is responsible for recruiting new members and retaining current members. He maintains accurate membership status, and shall report the status of Bremerton Base membership at each business meeting. He is responsible for publicizing Bremerton Base events by all available means.
- C. Ways and Means Committee - Establish an annual budget and determine the methods for acquiring the funds required to meet the expenses of the budget.

Section 3. The following are Annual Committees:

Nominations Committee - The Nominations Committee will expire at the end of the calendar year. It shall be chaired by a member appointed by the Base Commander no later than July 1 and shall consist of three current members appointed by the Base Commander.

ARTICLE VIII. BIENNIAL ELECTIONS (Amd 10-18-11)

Section 1. The Chairman of the Nominating Committee shall conduct the nominations for the five elected offices.

Section 2. The chairman of the Nominating Committee shall call for nominations of eligible candidates for the five elected offices to all members on or before August 30. Nominations shall be submitted by any member in good standing on or before October 30, to the Chairman of the Nominating Committee, but only if such nominations are accompanied by consent of the nominee that he will accept the nomination and serve if elected and he must be a member in good standing. Upon receipt of all nominations, the Chairman of the Nominating Committee shall have published the names, in alphabetical order, of all candidates properly nominated, at least thirty days prior to the date of elections. Additional nominations, when called for, shall be made from the floor, on the day of the election, and shall be accepted upon the oral or written consent of the nominee that he accepts the nomination and will serve if elected. Elections will normally be held at the business meeting in November. The new officers shall be installed during the month of January. (Amd 10-19-10 & 10-18-11)

Section 3. For any position with more than one candidate, elections shall be by secret ballot vote of attending members in good standing. If any position has only one candidate, election may be determined by simple showing of raised hands of attending members in good standing. (Amd 10-18-15)

ARTICLE IX. ORDER OF BUSINESS AT BASE MEETINGS

Section 1. The order of business at the base membership meetings shall be determined by the Base Commander and shall include, as a minimum, the following items as appropriate. (Amd 10-19-10)

- A. Salute to the Flag.
- B. The USSVI Creed.
- C. Moment of silence for our departed shipmates.
- D. Tolling of the Boats for the current month. . (Amd 10-19-10)
- E. Introduction of National, Regional, District and other visiting Base Officers in attendance stating name and office. (Shall include Bremerton Base members that may hold an upper echelon office).
- F. Introduction of new members, potential new members and guests.
- G. Secretary's reading of the minutes of the last meeting.
- H. Treasurer's financial report.
- I. Reports of standing committees.
- J. Reports of annual committees
- K. Reports of special committees.
- L. Unfinished Business
- M. New business:
 - (1) Resolutions
 - (2) Other business
- N. Special Orders:
 - (1) Nominations from the floor for election of officers
 - (2) Validation and counting of ballots for officers
 - (3) Introduction of new officers
- O. For the good of the Order.
- P. Closing of monthly business meeting.

ARTICLE X. FISCAL YEAR

The fiscal year of the organization shall commence on the first day of January and end on the last day of December.

ARTICLE XI. BY-LAW AMENDMENTS

Section 1. Any member in good standing may submit recommendations to amend these Bylaws to the E-Board

Section 2. All recommendations to amend these Bylaws shall be placed on the Base Commander's docket to be read to the membership.

Section 3. These bylaws may be amended at a general business meeting of the Bremerton Base by a two-thirds vote of the regular members attending, providing that prior notice of the proposed amendments shall have been given to the membership at least 30 days in advance. Notification may be by posting on the Base webpage, newsletter, email or mail. (Amd 10-18-11)

Section 4. All amendments certified as being passed shall become effective immediately.

Section 5. The secretary shall record in the minutes' book the vote count pertaining to the balloting under this article.