

**SAN DIEGO BASE
U.S. SUBMARINE VETERANS INC.
BY-LAWS DATED OCTOBER 1, 1975
REVISED 1 JANUARY 2004**

ARTICLE I

NAME:

The name of this Chapter shall be San Diego Base of U.S. Submarine Veterans, Inc. The spoken name may be shortened to SubVets San Diego.

ARTICLE II

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 deeds, dedication, and supreme sacrifice be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States of America and support for a strong U.S. Submarine Force.

To provide for the gathering of all Submariners for their mutual benefit and enjoyment as our common heritage as Submariners shall be strengthened by camaraderie.

ARTICLE III

SECTION 1

MEMBERSHIP:

Membership in this Base shall be in accordance with the National Constitution of U.S. Submarine Veterans, Inc. Article VII, Sections 1 thru 7. Local dues will be \$20.00 initially, with \$10.00 per year renewal, due 1 January of each year.

SECTION 2

ASSOCIATE MEMBERSHIP:

An associate member is a person not eligible for regular membership, but one who is closely associated with a regular member.

PARAGRAPH A

Associate membership is reserved for persons not otherwise eligible for regular membership, but is related to the Submarine Service by their deeds or actions and are not less than sixteen (16) years of age.

PARAGRAPH B

Each regular member may sponsor one other associate member not covered in Sub-Paragraph A of this Article.

PARAGRAPH C

Each associate member shall be sponsored by a regular member. A vote for approval or disapproval must be held at the Business Meeting immediately following the receipt of application for membership. Associate members are not permitted to sponsor other associate members.

PARAGRAPH D

Associate members are allowed to vote on all local matters. Associate members shall not hold an elected office. Associate members may serve in an appointed office.

PARAGRAPH E

Dues for associate members will be the same as for regular members. Associate members are eligible for Life Membership.

PARAGRAPH F

A member-at-large whose National Annual dues are current and upon payment of prescribed Base Dues, may affiliate with San Diego Base.

ARTICLE IV

CHARTER MEMBERSHIP:

All members in good standing on or before January 1, 1976 shall be known as Charter Members of the San Diego Base of the U.S. Submarine Veterans, Inc., provided they maintain continuous membership.

ARTICLE V

SECTION 1

AFFILIATION:

The San Diego Base shall be a member of the National Organization of U.S. Submarine Veterans, Inc., and shall be entitled to representation as provided for in the National By-Laws thereof.

SECTION 2

BY-LAWS:

The National By-Laws of U.S. Submarine Veterans, Inc., shall govern the San Diego Base, and it shall not adopt any policy or purpose and shall take no action in conflict herewith.

PARAGRAPH A

These By-Laws shall be deemed automatically modified and amended to insure at no time to be in conflict with the National By-Laws of U.S. Submarine Veterans, Inc.

ARTICLE VI

SECTION 1

MEETINGS:

The San Diego Base shall conduct at least 11 Business Meetings per year.

SECTION 2

LOCATION:

The date, time and place shall be designated by the Base Commander, subject to approval of the Executive Board and the membership.

SECTION 3

QUORUM:

The membership present at the opening of a meeting will be considered a quorum. Any member who removes himself prior to adjournment will not be considered to nullify or negate the quorum.

ARTICLE VII

SECTION 1

DUES:

Each member will pay annual dues as prescribed by the National By-Laws.

SECTION 2

EFFECTIVE DATE:

Dues are due and payable on January 1st each year and remain effective until December 31st of the same year. Dues not paid by 31 December are delinquent.

SECTION 3

DISENROLLMENT:

All members whose dues are in arrears on April 1st of a current year will be dropped from all rosters.

ARTICLE VIII

SECTION 1

OFFICERS:

The officers of the San Diego Base shall be:
Base Commander; Senior Vice Base Commander; Junior Vice Base Commander;
Secretary; and Treasurer.

SECTION 2

The officers of this article shall be elected and elections shall be at the February Business Meeting immediately preceding March 1st of each year. Installation of elected officers will be held at an “Installation Dinner Ceremony” or the Business Meeting during the month of March, each year.

SECTION 3

The term of office of the Base Commander shall be two years. The term of office of all other officers shall be one year. Officers shall be installed in the month of March and their terms shall expire the following March, except for the Base Commander whose term shall expire in March at the end of the second year. Any officer may succeed himself in office, provided he is duly nominated and elected by the Membership.

SECTION 4

Nomination for office shall be made by a Nominating Committee appointed by the Base Commander. This Committee shall consist of at least three active members. This Committee shall present its report to the Executive Board and shall present only the names of members who have consented to serve, if elected.

SECTION 5

Further nominations can be made by any member from the floor at the time of elections, but will not be made after the elections have commenced.

SECTION 6

All elections will be by secret ballot.

SECTION 7

Any vacancy in office shall be filled by appointment of the Executive Board subject to approval by the membership at the Business Meeting immediately following the appointment.

SECTION 8

Any officer missing more than three consecutive meetings without valid reason shall be removed from office. A vote to remove will be taken at the next regular Business Meeting by the membership.

ARTICLE IX

SECTION 1

DUTIES OF OFFICERS:

All officers are to accept their responsibilities in a business-like manner for the good of the San Diego Base of U.S. Submarine Veterans, Inc.

SECTION 2

BASE COMMANDER:

The Base Commander shall preside at all meetings of the Base. He shall conduct all meetings in a business-like manner. The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, 10TH Edition shall govern the Base in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Base may adopt.

PARAGRAPH A

He shall appoint all officers and committees not otherwise provided for and shall serve as ex-officio chairman of all committees, with the exception of the Nominations Committee.

PARAGRAPH B

He shall be responsible for the contents, publication and distribution of chapter publications, and the Monthly Newsletter, THE SILENT SENTINEL.

PARAGRAPH C

He shall not vote at any meeting with the exception of breaking a tie vote.

SECTION 3

SENIOR VICE BASE COMMANDER:

The Senior Vice Base Commander, in the absence of the Base Commander, shall preside at all meetings and perform such duties as are necessary.

PARAGRAPH A

He shall be Chairman of the Building Committee and have the responsibility for having a place for the Base to conduct its meetings.

PARAGRAPH B

He shall be responsible for having an effective recruitment program to increase membership.

PARAGRAPH C

All programs to increase the Treasury, such as lottery's, etc., shall be under his control to ensure that they are according to all laws and regulations.

PARAGRAPH D

He shall be responsible that only members in good standing and bonafide guests are admitted to all meetings.

SECTION 4

PARAGRAPH A

JUNIOR VICE BASE COMMANDER:

The duties shall include but not be limited to execution of the powers and authority in organization matters, when required, in the absence of the Base Commander or Senior Vice Base Commander.

He shall assume any and all duties and responsibilities as assigned by the Base Commander and serve as Temporary Secretary and or Treasurer in the event they are unable to fulfill their responsibilities as set forth in these By-Laws.

SECTION 5

SECRETARY:

In the absence of the Base Commander, the Senior Vice Commander, and the Junior Vice Commander, their duties as set forth in these By-Laws, shall be performed and exercised by the Secretary.

PARAGRAPH A

The Secretary shall keep minutes of all meetings and maintain files for reference. Copies are to go to the Base Commander and District Commander.

PARAGRAPH B

He shall keep a file of all By-Laws and maintain required corrections to same.

PARAGRAPH C

He shall keep a file of all outgoing and incoming correspondence.

PARAGRAPH D

Sufficient funds will be provided the Secretary to carry out the responsibilities of his office.

SECTION 6

TREASURER:

The Treasurer shall be responsible for all funds and securities of the San Diego Base, of U.S. Submarine Veterans, Inc., and deposit such in the name of San Diego Base, U.S. Submarine Veterans, Inc. Such place of deposit must be approved by the Executive Board.

PARAGRAPH A

He shall read and submit a signed copy of the monthly financial reports at the Monthly Business and Executive Meetings and place copies on file with the Base Commander and Secretary for inclusion in the minutes of the Monthly Business meeting with subsequent publication in the Newsletter. This report will include, but not be limited to, a detailed accounting of all receipts, expenditures and financial transactions conducted during the previous month.

PARAGRAPH B

The Treasurer's books will be audited annually, during the month of September and prior to being relieved, by an Auditing Committee. This Committee will consist of three active members appointed by the Executive Board. The Executive Board may require any additional audits as deemed necessary.

PARAGRAPH C

He will receive dues paid from the Membership and new members that have been collected by the Membership Committee Chairman and forward to National that portion of the dues required by them in accordance with existing By-Laws.

PARAGRAPH D

All monies in Base functions will pass through the Treasurer.

ARTICLE X

EXPENSES:

All elected officers may draw from the Treasury upon proof of expenditure for expenses incurred in the discharge of their duties.

PARAGRAPH A

The Ways and Means Committee must pre-approve all other expenses not covered in this article before payment by the Treasurer will be authorized.

ARTICLE XI

EXECUTIVE BOARD:

The Executive Board shall consist of all current elected officers and the immediate Past Base Commander, and any and all members who have previously served as a Base Commander, either Local or National offices.

PARAGRAPH A

A simple majority of the Executive Board shall constitute a quorum. Once a quorum has been established, it cannot be nullified or negated by a member absenting himself.

PARAGRAPH B

The Executive Board will take action on all matters referred to them by the Membership. All other actions are to be considered a recommendation until the minutes are read and accepted at the next general membership meeting.

PARAGRAPH C

All elected members of the Executive Board and the immediate past Base Commander will have one vote each, with the exception of the current Base Commander, who will only vote to break a tie.

ARTICLE XII

TRANSACTIONS:

There will be absolutely no soliciting, selling or bartering, etc., at any San Diego Base function unless reviewed and authorized by the Executive Board. The Executive Board will not approve any such action unless it is deemed beneficial to the Base.

ARTICLE XIII

CHANGE OF BY-LAWS:

Any member may submit a typewritten change to these By-Laws to the Executive Board for consideration and recommendation. It will then be read at the next three monthly business meetings. At the third meeting, the membership will then vote to accept or not accept. No change can be withdrawn after the first reading.

ARTICLE XIV

AUXILIARY:

The Auxiliary shall be known as the Ladies Auxiliary of the San Diego Base of U.S. Submarine Veterans, Inc.

PARAGRAPH A

They may have their own By-Laws, but they shall not conflict with San Diego Base, U.S. Submarine Veterans, Inc. By-Laws.

PARAGRAPH C

The counterpart of the Base Commander in the Ladies Auxiliary shall be known as the President and the Vice Commander shall be the Vice President.

PARAGRAPH D

Membership will consist of wives of members in good standing.

ARTICLE XV

COMMITTEES:

Standing Committees, which by their very nature require continuity; Annual Committees, which shall be reestablished at the start of each elective year; and Special Committees, appointed as necessary by the Base Commander for a specific purpose.

SECTION 1

MEMBERSHIP COMMITTEE:

The Membership Committee shall be a Standing Committee and will be chaired by an active member appointed by the Base Commander. The Junior Vice Base Commander, Secretary, and Treasurer will make up the Committee and assist the Chairman with their particular expertise.

PARAGRAPH A

The duties of the Membership Committee shall include but not be limited to:

- Receive applications from new members.
- Determine eligibility requirements of each applicant.
- Maintain a permanent record of applications and membership.
- Provide each new member with a membership packet.
- Receive monies (dues) from new members and member renewals.
- Be responsible for maintaining a current list of members

SECTION 2

SCHOLARSHIP COMMITTEE:

The Scholarship Committee shall be a self-supporting Standing Committee. Annual dues receipts are not to be used to fund the Committee unless certified as “excess funds” at the end of the accounting year. (Fiscal year 1 January YR – 31 December YR)

PARAGRAPH A

The Scholarship Committee shall be chaired by a member appointed by the Base Commander and consist of the Senior Vice Base Commander, the Junior Vice Base Commander and such other active members as deemed appropriate.

SECTION 3

WAYS AND MEANS COMMITTEE:

The Ways and Means Committee shall be a Standing Committee.

PARAGRAPH A

Chaired by the Senior Vice Base Commander, and shall have as regular members, the Junior Vice Base Commander, and any other members deemed necessary by the Base Commander.

PARAGRAPH B

The duties of the Ways and Means Committee shall include, but not be limited to:

Prepare and submit an annual budget to the Executive Board.

Monitor performance of operating units against the approved budget throughout the year.

Prepare recommendations to the Executive Board on items of expenditure not within the approved budget.

Approve/disapprove expenditures submitted for payment to the Treasurer for payment.

SECTION 4

NOMINATIONS COMMITTEE:

The Nominations Committee shall be an Annual Committee, chaired by an active member appointed by the Base Commander, and shall include active members as deemed necessary, and will include the immediate Past Base Commander.

PARAGRAPH A

The duties of the Committee will include:

Issue a “Call for Nominations” of eligible candidates for election by publishing said call in the January issue of the Newsletter. Forward names of all eligible nominees to the Secretary to prepare and mail ballots. In those cases where no nominees have been presented, or all candidates have withdrawn, accept names in nomination, of eligible members, from the floor of the Business Meeting.

ARTICLE XVI

BASE STOREKEEPER (BSK):

The Base Storekeeper (BSK) is an appointed officer.

PARAGRAPH A

The BSK purchases generic Submarine memorabilia in volume, thereby relieving the Base of paying premium prices for items purchased.

The BSK will shop for the best price and affix at least a 10% “markup” to the nearest dollar on all items in inventory for resale.

PARAGRAPH B

All expenditures (Invoices) for resale items will be presented to the Ways and Means Committee for payment approval/disapproval and forwarded to the Treasurer for payment in the case of approved purchases.

PARAGRAPH C

The BSK will keep an accurate inventory of all items in his charge and safeguard as necessary those items, reporting every three months at the Monthly Business Meeting results of transactions in the three months prior.

PARAGRAPH D

The BSK will have authority to initiate purchase and/or procurement in cases where immediate action will benefit the Base by reason of discount or price paid, provided he notifies the Chairman of the Ways and Means Committee of such action within five days of initiation of the action.

ARTICLE XVII

PARLIAMENTARIAN:

The Parliamentarian will be an appointee of the Base Commander.

PARAGRAPH A

The Parliamentarian advises the Base Commander and other officers, committees, and members on matters of parliamentary procedure. His role during a meeting is purely an advisory and consultative one since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquires.

ARTICLE XVIII

CHAPLAIN:

The Chaplain will be an appointee of the Base Commander.

PARAGRAPH A

He recites or leads invocations and benedictions where such prayers are offered at the opening and or closing of meetings or other events. He will be responsible for appropriate services in the case of member's demise and will appoint an Assistant Chaplain to assist in these matters, and to act as Chaplain in his absence.

ARTICLE XIX

CHIEF OF THE BOAT:

The Chief of the Boat will be the immediate previous Base Commander.

PARAGRAPH A

The Chief of the Boat will assist in maintaining order on the floor during meetings and is in charge of physical arrangements of the meeting place. He will assume additional duties and responsibilities as assigned by the Base Commander.

ARTICLE XX

NEWSLETTER EDITOR:

The Newsletter Editor will be an appointee of the Base Commander.

PARAGRAPH A

The Newsletter Editor will be responsible for the publication of THE SILENT SENTINAL, the monthly publication of the Base.

PARAGRAPH B

Expense incurred in the performance of publication will be presented to the Ways and Means Committee for payment authorization and forwarded to the Treasurer for reimbursement.

ARTICLE XXI

WEBMASTER:

The Webmaster will be an appointee of the Base Commander.

PARAGRAPH A

The Webmaster will be responsible for creation and maintenance of the Base Web Page on the Internet.

PARAGRAPH B

Expense incurred in the performance of creating and maintaining the Web Page will be presented to the Ways and Means Committee for payment authorization and in turn forwarded to the Treasurer for reimbursement.

1 January 2004

These By-Laws are accepted and approved, as amended, in accordance with existing National By-Laws by the District Commander.

**/s/Charles R. POWERS
Charles R. POWERS
Secretary**