

**SAN DIEGO BASE**  
**U.S. SUBMARINE VETERANS INC.**  
**BY-LAWS DATED OCTOBER 1, 1975**  
**REVISED 3 OCTOBER 2014**

**ARTICLE I**

**NAME:**

The name of this Chapter shall be San Diego Base of U.S. Submarine Veterans, Inc. (USSVI). 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. The statement of purpose shall also be known as the CREED.

In addition to perpetuating the memory of departed shipmates, we shall provide a way for all submariners to gather for their mutual benefit and enjoyment. Our common heritage as submariners shall be strengthened by camaraderie. We support 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 comes in contact with about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

**ARTICLE III**

**POLICY:**

The Base shall adopt no policy in conflict with the laws and practices of the United States of America or with the Constitution and Bylaws of the "United States Submarine Veterans, Incorporated."

**ARTICLE IV**

**SECTION 1.**

**MEMBERSHIP:**

Membership in this Base shall be in accordance with the National Constitution Article VII Sections 1-6 of U.S. Submarine Veterans, Inc. A member is considered "in good standing" if both National and Local Base dues have been paid for the current year. Beginning on January 1st, a non-renewed member is considered in arrears. Members shall have through 31 January to bring their status up to date. After the above listed dates, members who have not become current in status will be dropped from the rolls of the organization. Life members whose Base dues have not been paid by April 1st will be dropped from the Base. Members may join any number of Bases. One Base shall be selected as primary Base and all others as dual Bases(s). Members may only vote from their primary Base in the District, Regional and National elections of the organization.

## SECTION 2.

### TYPES OF MEMBERSHIP:

Types of Membership are outlined in the USSVI National Constitution. 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.

## SECTION 3.

### BASE MEMBERSHIP DUES:

Dues are in accordance with the Base Dues Schedule which is published yearly in the January Base minutes.

## ARTICLE V

### OFFICERS:

#### SECTION 1.

### ELECTED BASE OFFICERS:

Elected Officers of the Base will be: Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same individual. The term of office for all Officers will be two years, or until their successors have been elected.. All Officers may succeed themselves in office. The term of office for elected officers will begin immediately after the business meeting at which the elections were conducted and the results announced. 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. 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. No elected officer shall be paid for services rendered on behalf of the Base. All Regular and Life members may hold Base Offices but Associate members may only hold Base Offices of Secretary, Treasurer, and appointed offices.

#### SECTION 2.

### APPOINTED BASE OFFICERS:

The term of office for appointed Officers will begin immediately after confirmation and notification by the Board of Directors and will expire at the discretion of the Base Commander. No appointed Officer shall be paid for services rendered on behalf of the Base.

#### SECTION 3.

### BOARD OF DIRECTORS:

- The Board of Directors will be comprised of the elected officers and the duly appointed officers of the Base.
- The Board of Directors shall have the control and general management of the affairs and business of the Base.
- Each duly elected officer will have one vote. In the event of a tie vote, the Base Commander's vote will carry the decision.

- The Board of Directors will approve an annual plan (calendar) and budget for the Base, that is developed by the Ways and Means Committee, each October for the next fiscal year.
- The Board of Directors will submit the annual plan and budget to the Base membership for approval each November.

## ARTICLE VI

### DUTIES OF OFFICERS:

#### SECTION 1.

##### BASE COMMANDER:

- Preside at all Base meetings under Roberts Rules.
- Preside at all meetings of the Board of Directors.
- Act as chairman "Ex-Officio" of all committees except the Nominating Committee.
- Appoint all committees, committee chairmen and appointed officers subject to membership approval at the next regularly scheduled business meeting.
- Represent the Base at official functions.
- Oversee the performance of all Base Officers and committees.
- He shall be responsible for the contents, publication and distribution of chapter publications, and the Monthly Newsletter, "The Silent Sentinel".
- Prepare a "turn-over" package for his relief, containing all information and correspondence relative to the office.

#### SECTION 2.

##### BASE SENIOR VICE COMMANDER:

- Assist the Base Commander in the performance of his duties.
- Preside over meetings in the Base Commander's absence.
- Serve on the Board of Directors
- Perform all duties of the Base Commander should he become incapacitated.
- Serve as Base Ways and Means Chairman
- Serve as Building Committee Chairman and assure the Base has a place to conduct meetings.
- He shall assure an effective recruitment program is in place to increase membership.
- All programs to increase the Treasury, such as "fund raisers" shall be under his control to ensure that they are according to all laws and regulations.
- He shall be responsible that only members in good standing and bonafide guests are admitted to all meetings.
- Prepare a "turn-over" package for his relief, containing all information and correspondence relative to the office.

#### SECTION 3.

##### BASE JUNIOR VICE 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.
- Serve on the Board of Directors.
  
- Prepare a "turn-over" package for his relief containing all information and correspondence relative to the office.

#### SECTION 4.

#### SECRETARY:

- Keep the minutes of all Base regularly scheduled meetings and meetings of the Board of Directors.
- Serve on the Board of Directors.
- Answer and keep a record of all Base correspondence.
- Keep a file of all Bylaws and maintain required correction to same.
- Sufficient funds will be provided the Secretary to carry out the responsibilities of his office.

#### SECTION 5.

#### 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.
- He shall read and submit a signed copy of the monthly financial reports at the Monthly Business and Executive Board Meetings and place copies on file with the Base Commander and Secretary for inclusion in the minutes of the Monthly Business meetings 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.
- 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.
- 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.
- All monies in Base functions will pass through the Treasurer.
- He will serve on the Board of Directors.
- Prepare a "turn-over" package for Base Treasurer, containing all information and correspondence relative to the office.

#### ARTICLE VII

#### ELECTION OF OFFICERS;

- The Commander, Vice-Commander, Junior Vice-Commander, Secretary. and Treasurer will

be elected by a majority vote of the members in good standing at the regular meeting held in the month of February.

- Vacancies in these Offices shall be filled by the Base Commander's appointment to complete an unfulfilled term, with approval of the Board of Directors,

## ARTICLE VIII

### MEETINGS:

Meetings of the Base shall be in keeping with the normal parliamentary procedures set down by "Robert's Rules of Order, Revised." The date, time, and place shall be designated by the Base Commander, subject to approval of the Executive Board and the membership. The Base will conduct a minimum of eleven monthly meetings yearly at a time and place announced by the Board of Directors during a prior meeting as published in the newsletter. The Agenda for regularly scheduled meetings shall be:

- Call to Order.
- Pledge of Allegiance.
- Chaplain lead members present in prayer.
- Tolling of the Boats for the current month.
- Observe a moment of Silent Prayer in memory of our departed shipmates.
- Recognition of past and present E-Board members, National and Regional Officers past and present, Guests, and New Members.
- Secretary announce number of members and guests present.
- Approval of previous months minutes.
- Treasurer's report.
- Committee reports.
- Unfinished Business.
- New Business.
- Good of the Order.
- Announcement of upcoming meetings and events.
- Adjournment.

## ARTICLE IX

### EXPENSES:

All elected officers may draw from the Treasury upon proof of expenditure for expenses incurred in the discharge of their duties. The Ways and Means Committee must pre-approve all other expenses before payment by the Treasurer will be authorized.

## ARTICLE X

### QUORUM:

The members present and at least two elected officers shall constitute a quorum for the transaction of all business at a regularly scheduled meeting.

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

Once a quorum has been established, no member absenting himself prior to adjournment will not be considered to nullify or negate the quorum. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

## ARTICLE XI

### VOTING:

Each Regular member in good standing shall be entitled to vote in person at any meeting of the Base regarding National or Base matters. An Associate member in good standing shall be entitled to vote for any Base matter only. There shall be no voting by proxy; any member in good standing not voting will be considered as abstaining.

## ARTICLE XII

### EXECUTIVE BOARD:

- The Executive Board shall consist of all current elected officers, the immediate Past Base Commander, and any and all members who have previously served as a Base Commander of any Chapter.
- 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.
- 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.
- 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 XIII

### COMMITTEES:

Standing Committees, which by their very nature require continuity, shall be reestablished at the start of each elective year. Committees appointed for a specific purpose shall continue until dissolved by the Base Commander.

### SECTION 1.

#### WAYS AND MEANS COMMITTEE:

The Ways and Means Committee shall be a standing Committee. 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. Their duties shall include, but not be limited to:

- Prepare and submit an annual budget to the Executive Board in October of each year.
- 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 to the Treasurer for payment.

### SECTION 2.

#### MEMBERSHIP COMMITTEE:

The Membership Committee shall be a Standing Committee and will be chaired by an active member appointed by the Base Commander. The remaining members of the Committee will be appointed by the Base Commander. Their duties 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 memberships.
- Provide each new member with a membership packet.
- Receive monies (dues) from new members and member renewals and remit to the Treasurer.
- Be responsible for maintaining a current list of members.

#### SECTION 3.

#### SCHOLARSHIP COMMITTEE:

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

#### SECTION 4.

#### NOMINATIONS COMMITTEE:

The Base Commander will appoint a Nominating Committee, which will include the immediate Past Base Commander, and a Committee Chairman, in November of the year immediately preceding the election. The duties of the Committee will include: Issue a "Call for Nominations" of eligible candidates for election by publishing said call in the December issue of the Newsletter. The slate of nominees shall be submitted to the Membership in February for voting. Additional nominations may be made by any member in good standing from the floor of the January meeting. Such person nominated must be present and agree to stand for the nomination to the office proposed. No further nominations may be considered after the Election begins.

#### SECTION 5.

#### BASE STOREKEEPER (BSK):

The Base Storekeeper is an appointed office. He shall purchase generic Submarine memorabilia in volume, thereby relieving the Base of paying premium prices for items purchased. He shall shop for the best price and affix at least a 10% "markkup" to the nearest dollar on all items in inventory for resale. 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 after such approval. 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.

#### SECTION 6.

#### CHAPLAIN:

The Chaplain will be an appointee of the Base Commander. 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 who have departed on "Eternal Patrol" and will appoint an Assistant Chaplain to assist in these matters, and to act as Chaplain in his absence. He shall also report on the "binnacle" list at the meetings.

## SECTION 7.

### PARLIAMENTARIAN:

The Parliamentarian will be an appointee of the Base Commander. 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 inquiries.

## SECTION 8.

### CHIEF OF THE BOAT (COB):

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

## SECTION 9.

### NEWSLETTER EDITOR:

The Newsletter Editor will be an appointee of the Base Commander. He will be responsible for the publication of The SILENT SENTINEL, the monthly publication of the Base. Expenditures 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.

## SECTION 10.

### WEBMASTER:

The Webmaster will be an appointee of the Base Commander. The Webmaster will be responsible for creation and maintenance of the Base Web Page on the Internet. Expenses incurred in the performance of creating and maintaining the Web Page will be presented to the Ways and Means Committee for payment authorization and forwarded to the Treasurer for reimbursement.

## ARTICLE XIV

### AMENDMENTS:

Any member in good standing may submit recommendations to amend these Bylaws by forwarding a proposed change to an elected Officer of the Base. Proposed change recommendations must:

- Be complete statements which stand on their own merit.
- Clearly state the intent of the author and the section of organization policy affected.
- Reflect the estimated or actual cost, if any, involved.
- Be signed and dated by the author.

These Bylaws shall be amended by a majority vote of the votes cast at a regularly scheduled meeting of the Base; provided that the proposed changes have been 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 XV



STANDING RULES:

Standing Rules relating to the administration of the Base shall be made as attachment to these Bylaws. Standing rules may be adopted, changed, or suspended at any regular meeting without previous notice, as any other ordinary action of the Base may be.

ARTICLE XVI

DISSOLUTION:

In the event the Base dissolves or discontinues activities all assets and monies of the organization shall be turned over to the National Senior Vice-Commander.

6 October 2014

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

Bob M. M. 12/24/14  
District Commander Signature and Date

Jack Ferguson 12/24/14  
Jack Ferguson, San Diego Base Secretary and Date