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UNITED STATES SUBMARINE VETERANS INC.



DALLAS BASE

BYLAWS

Original - April 1, 1998

Revised - January, 09, 2012

Article I CHARTER

Section 1. Upon the acceptance by the Base of the Organization's Bylaws and Certificate of Incorporation or upon approval of the Base Bylaws by the District 4 Commander. The Base shall be issued a Charter from the Organization. The Charter shall be signed by the National Commander and National Secretary who shall affix the National Seal thereto.

Section 2. Issuance of the Charter signifies authorization of the Base to carry out the purpose of the Organization under the name United States Submarine Veterans, Incorporated and authorizes the use of the National Emblem in carrying out their purpose.

Section 3. If the Base fails to comply with the National Bylaws, the Base will have thirty (30) days, after notification in writing by an Officer of the Organization, to correct the deficiency or cause their Charter to be revoked. If the Base's Charter is revoked, all members in good standing will be reassigned to other Bases nearest their homes.

Article II STRUCTURE

Section 1. The Base will consist of at least (7) members in good standing.

Section 2. The Base will be governed by a duly elected or appointed Base Commander and Executive Committee. The Executive Committee will consist of elected and appointed members. Appointed members will be appointed by the Base Commander and will normally consist of Committee Heads. Committee heads serve at the discretion of the

Commander and may be re-appointed or replaced at the discretion of a new incoming Commander.

Section 3. A ladies auxiliary may be formed by the membership if they so desire.

Article III NAME

Section 1. The name of this base shall be the Dallas Base of the United States Submarine Veterans, Incorporated as approved by the minutes.

Section 2. The term “base” shall be synonymous with “The Dallas Base” of The United States Submarine Veterans, Incorporated, and the term “Organization” shall be synonymous with “The United States Submarine Veterans, Incorporated.

Article IV EMBLEM

Section 1. The emblem of the base is an oval with “DALLAS BASE” bracketed along the inside edge of the oval at the top and the words “United States Submarine Veterans Inc.” bracketed along the inside edge at the bottom. A depiction of the “State Flag of Texas” shall appear centered in the oval with a depiction of the “Qualified in Submarines” breast insignia (Dolphins) above the Texas Flag and a depiction of a Submarine Silhouette shall be below the Texas Flag.

Article V RULES OF ORDER

Section 1. The general procedures of meetings of this base shall be in keeping with the procedures outlined in the Base Development Handbook and the normal parliamentary procedures set down by Roberts’s Rules of Order, Newly Revised.

Article VI PURPOSE PURPOSE/CREED

Section 1. Statement of purpose/creed: Our organization's purpose is "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 be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States of America and its Constitution”.

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.

Section 2. Purpose/Creed: The first paragraph of Section 1 (above) can be read as the abbreviated purpose/creed at any base meeting or gathering.

Section 3. The Base shall be a non-profit organization.

Article VII POLICY

Section 1. The Base shall not adopt any 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 VIII Fiscal Year

Section 1. The fiscal year shall commence on January 1st and end on December 31st each year.

Article IX BASE MEETINGS

Section 1. The Dallas Base must hold at least one meeting per fiscal year to retain the Local Base Charter. All meetings will observe a "Moment of Silence" in memory of and respect for our departed shipmates as outlined in the Base Development Handbook.

Section 2. Meetings of the Dallas Base shall be in keeping with the normal parliamentary procedures set down by "Robert's Rules of Order, Revised."

Section 3: The Dallas Base will conduct monthly meetings at a time and place announced by the Executive Board and published in the newsletter.

Section 4: The agenda for regularly scheduled meetings shall be:

- a. Call to Order.
- b. Invocation and Moment of Silence in memory of our departed shipmates.
- c. Pledge of Allegiance to the Flag.
- d. Tolling of the Boats.
- e. Introduction of: National Officers, Regional Officers, Guests, and New Members.
- f. Minutes of Previous Meeting.
- g. Treasurer's Report.
- h. Executive Board Report.
- i. Old Business.
- j. New Business.
- k. Good of the Order.
- l. Announcement of upcoming meetings and events.

Article X MEMBERSHIP

Section 1. All veteran members of the U.S. Armed Forces who have been discharged, retired, etc. must have received an Honorable Discharge.

Section 2. All members shall be bound by the Organization's Bylaws and the Certificate of Incorporation.

Section 3. A member is considered "in good standing" if both National and Base dues have been paid for the current year. Members in arrears on January 31st will have their membership terminated and will be dropped from all rosters.

Section 4. Regular membership. Is restricted to current and former U.S. Military Personnel, who have been designated "Qualified in Submarines" by authorized U.S. Navy Command Authority, or are regular members of the U.S. Submarine Veterans of World War II.

Section 5. Life Members. Regular members may become National Life Members by paying the National Life Membership fee established in the National Bylaws. National Life Members will pay no further National dues. Dallas Base members cannot become a Dallas Base Life member unless he is first or at the same time a USSVI Life Member.

Section 6. Holland Club. Any member in good standing who has been designated "Qualified in Submarines" for over fifty (50) years, upon his choice may become a member of the "Holland Club". Holland Club members inducted prior to September 4, 2010 are exempt from National dues, and pay Base dues on a voluntary basis. All inductees after September 4, 2010 are required to pay both National and Base dues.

Section 7. Associate Members.

An Associate Member is a person who is not eligible for regular membership but is closely associated with a Regular Member.

- a. Each Associate Member must be sponsored by a Regular Member in good standing.
- b. Associate Members are eligible for Life Membership.
- c. Associate Membership is reserved for persons not otherwise eligible for regular membership, but who are related to the Submarine Service by their deeds or actions. All Associate members who are not relatives of a regular member must be at least (16) years of age.
- d. Each Regular Member may sponsor one Associate Member in addition to family members.
- e. Anyone who is presently serving, or has served, in a currently allied Navy, and is Qualified in Submarines, may become an Associate Member, and does not require a sponsor.
- f. Associate Members may not vote in the National elections and cannot hold National elected office.

- g. Associate Members may vote on Base matters and may hold elective Base offices of Secretary and/or Treasurer.
- h. In the event an Associate Member's sponsor can no longer sponsor the Associate Member (i.e. transferred or called to eternal patrol) the Base may assume sponsorship of the Associate Member.

Article XI MEMBERSHIP DUES

Section 1. Base Membership Dues will be ten dollars (\$10.00) per fiscal year, \$27.50 for 3 years or \$45.00 for 5-years. Base Life Membership Dues are \$250.00 (thru age 45), \$200.00 (age 46 to 55), \$150.00 (age 56 to 65), \$100.00 (age 66 to 75), and \$50.00 (age 76 and up). Dues are due and payable on or before January 1 each year; dues not paid by 1 February are considered lapsed.

Article XII ELECTION OF OFFICERS

Section 1. No later than September 1st of each even year, the Base Commander shall appoint a Nominating Committee for the purpose of preparing a proposed slate of candidates for the following odd year's elective offices. This committee shall select, obtain the consent of and present a list of nominated members for each elective office to the Base Commander on or before the regular scheduled meeting date in October of the election year. The Base Commander will then at the October meeting, announce the selected nominees to the membership present.

Section 2. Voting for new Base officers will take place at the regular Base meeting in November of each even year. Nominations may be accepted from the floor at this time with the prior consent of the nominee. If two or more candidates are running for the same office, a secret ballot will be used. New elected officers will assume their official duties during the January (odd year) meeting following the November election and serve a complete term of two years.

Section 3. Should the office of the Base Commander become vacated for any reason, the Base Vice-Commander shall automatically assume the vacated office. A new Vice-Commander shall be appointed by the new Base Commander with the advice and consent of the Executive Committee. The new Base Commander and appointed Base Vice-Commander will serve out the remaining unexpired term of their respective offices. The same procedure shall apply for the replacement of any other Base officer.

Article XIII OFFICERS AND RESPONSIBILITIES

Section 1. The Base shall have the following officers elected from the membership. Base Commander, Base Vice-Commander. Secretary and Treasurer. Their duties are set forth below.

Section 2. Base Commander. The Base Commander is the chief executive of the Base. As such, he shall preside at all functions, business meetings and Executive Committee

Meetings. It shall be his duty to insure implementation of the Base Bylaws by providing guidance to the membership of the Base and the Executive Committee and of the entire membership. The Base Commander shall have the authority to transact business in the name of the Base, and in cases of emergency, he may act independently in matters which might affect the purpose of the Base. The Base Commander shall appoint and remove chairman of all committees and perform such other duties as his office may require. The Base Commander may delegate duties to other officers or members as he may deem necessary. Not later than September 1st of each even year the Base Commander shall appoint a Nominating Committee with the duties set forth in Article XVI, Section 1. The Base Commander is restricted to two (2) consecutive two year terms. If no one steps up to run for office at the conclusion of his two terms he may run for another term with the Base Members approval. This approval can be asked for prior to the election at the November Meeting.

Section 3. Base Vice-Commander. The Base Vice-Commander shall assume the duties of the Base Commander in his absence, and shall otherwise assist him as requested. The Base Vice-Commander shall maintain a list of all Base property and its location. There are no limits on terms served by the Base Vice Commander

Section 4. Base Secretary. The Secretary shall keep a permanent record of the minutes of the meetings of the Base and read same at following meetings. Alternatively, the minutes may be posted on the base website. The secretary shall also handle all Base correspondence, except that which specifically pertains to other Base members or committees. He shall maintain a current membership roster including a current list of members, their dates of birth and anniversaries etc. and periodically provide all members with a current roster as needs dictate. He will maintain copies of the Base Bylaws, amendments, charters and other official Base documents as delegated. He will keep all records, papers and correspondence (not otherwise designated) pertaining to the Base. The Secretary may be assisted by the Base Chaplain and Membership Chairman (when appointed) in these duties as necessary. There are no limits on terms served by the Base Secretary.

Section 5. Base Treasurer. The Treasurer shall be responsible for the collection of and dissemination of Base funds, The Treasurer shall keep accurate records of all Base monies received or disbursed. Base monies shall be kept in an established Bank account with at least the signatures of the Commander and Treasurer on file with the Bank. As officers change, new signature cards will be initiated and old ones cancelled. An annual audit of treasury records shall be conducted by a qualified candidate appointed by the Executive Committee and/or by any newly elected Treasurer. There are no limits on terms served by the Base Treasurer.

Section 6. All financial records pertaining to income and expenditures for each year (Jan-Dec) shall be retained for a period of four years and then destroyed jointly by the Base Commander and Treasurer.

Section 7. Committee Chairman. The Base Commander may appoint members as Committee Chairman for specific tasks as the need dictates. Committee members may be asked to meet as part of the Executive Committee as needed to perform particular tasks.

Committee members serve at the pleasure of the appointing Base Commander during his term and may either be continued or replaced by the incoming Base Commander.

Article XIV BASE MANAGEMENT

Section 1. Elected officers of the Base and the immediate Past Base Commander shall constitute the Executive Committee. Appointed committee members may serve on the Executive Committee for special purposes at the discretion of the Base Commander.

Section 2. The Executive Committee shall recommend Base policies and changes to Base policies to the membership, shall formulate and supervise Base projects and programs, shall approve special entertainment where appropriate and review and recommend amendments of the Bylaws to the Base membership. The Executive Committee shall function as the general supervision and administration of the Base. All Base officers and the immediate past Base Commander shall attend all meetings of the Executive Committee and shall have an equal voice and vote in establishing the policies of the Base. Executive Committee meetings will be held as required, and at a time and place as designated by the Base Commander. The Executive Committee may establish a written set of operating procedures, if desired.

Section 3. A quorum is necessary for conducting all Executive Committee meetings. A quorum shall be equal to at least one member more than 50% of the Executive Committee.

Section 4. No officer of the Base or any other member of the Base shall receive any compensation for services rendered. However, any member may be reimbursed for approved expenditures in connection with Base business.

Section 5. The Executive Committee shall insure that all books, papers, files, records, monies and other Base property is conveyed to incoming officers from outgoing officers in accordance with the "Oath of Office" each officer swears to in the Base Development Handbook.

Article XV VOTING

Section 1. Each regular and associate member in good standing shall be entitled to vote in person at any meeting of the Base; provided however, that the member's name appeared on the membership roll at least fifteen days prior to such meeting.

Section 2: There shall be no voting by proxy; any member in good standing not voting will be considered as abstaining.

Article XVI AMENDMENTS

Section 1. These Bylaws are binding on all officers and members of the Base, but may be amended under procedures set forth herein.

Section 2. Regular and Life members may submit proposed amendment changes in writing to the Base Commander for consideration. The proposed amendment change shall:

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

Section 3. The Base Commander will call a business meeting of the Executive Committee to discuss the merits of the proposed amendment(s). The Base Commander and members of the Executive Committee will provide their opinion of the proposed amendments merit and present it for discussion and a vote at the next regularly scheduled meeting, provided that the proposed changes have been distributed to all members in good standing at their last known address two weeks prior to such meeting.

Section 4. These Bylaws shall be amended by a majority of the votes cast at a regularly scheduled meeting of the Base.

Section 5. Amendments approved by the base as set forth in Sections 2, 3 and 4 (above) shall be submitted to the District Commander for verification of compliance with the Organization's bylaws not later than one (1) month following the Base approval.

Article XVII DISTRICT MEETINGS

Section 1. Bi-annually a District Four Base will host a District Four Convention, the date and location determined at the preceding District Four Convention. The dates are not to conflict with the National Convention. District Four Bases desiring to host a Convention must place their bids in the form of a proposal at least one year prior to the Convention they wish to host. The District Four Convention will be open to all members.

ARTICLE XVIII STANDING RULES

Section 1: Standing Rules relating to the administration (not parliamentary) of the Base shall be made as attachment to these Bylaws.

Section 2: 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 XIX
MISCELLANEOUS

Section 1. The use of the Base's name, including any National or Base emblems, will not be, in any way, connected with advertisement.

Article XX
DISSOLUTION

Section 1. In the event the Base is dissolved, all assets and monies of the Base shall be turned over to the National Senior Vice-Commander.