

**UNITED STATES SUBMARINE VETERANS INC.  
SNUG HARBOR BASE  
BY-LAWS**

**ARTICLE I  
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 be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States Government.

**ARTICLE II  
MEMBERSHIP ELIGIBILITY**

**REGULAR MEMBERSHIP**

**Section 1.** Membership is restricted to all personnel having been designated "Qualified in Submarines", and to all personnel who served on a U. S. Submarine, or in a Submarine relief crew while on active duty between December 1, 1941 and September 1, 1945.

**Section 2.** Those members, who have been discharged from the Armed Forces of the United States, shall have been discharged under honorable conditions.

**Section 3.** All applications of new members shall be accompanied by proof, when requested, of eligibility under Section 1 of this article. Form DD214, letter from commanding officer, or a signature of a member in good standing attesting the application to be true to the best of his knowledge, shall be accepted.

**Section 4.** All members in good standing shall be issued a membership card that displays the submarine qualification insignia on one side (Dolphins) and "our creed" on the other side.

**Section 5.** Responsibilities of Members:

- A. To uphold the creed of the submarine veterans organization.
- B. To attend monthly base meetings.
- C. To contribute thoughts, ideas and suggestions for the betterment of the organization.
- D. To participate in base activities, and offer assistance whenever possible.
- E. To subscribe to the bylaws of this base.
- F. To participate in the election of base officers, either in person or through absentee ballot, and elect responsible officers to act as their representatives in carrying out the business of this organization.

**ASSOCIATE MEMBERS**

**Section 6.** An associate member is a person who is not eligible for regular membership but is closely associated with a regular member. (All associate members must be at least sixteen (16) years of age). This does not preclude any relative of a regular member in good standing from applying for Associate Membership.

**Section 7.** Associate Membership is also reserved for persons not otherwise eligible for regular membership, but is related to the Submarine Service by their deeds or actions.

**Section 8.** Each associate member must be sponsored by a regular member in good standing.

**Section 9.** Associate members are eligible for Life Membership.

**Section 10.** Each regular member may sponsor one other associate member not defined in Section 7 above.

**Section 11.** 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.

**Section 12.** Associate members may not vote in the National elections and cannot hold National elected office.

**Section 13.** Associate members may vote on Base matters (if permitted by Base Bylaws) but may not hold elective Base office.

**Section 14.** 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.

**Section 15.** A non U.S. citizen who becomes an Associate Member is not required to pledge.

### **ARTICLE III PRINCIPAL OFFICERS**

The Principal Officers of the Base will be the Base Commander, Vice Commander, Secretary and Treasurer.

### **ARTICLE IV MEETINGS**

**Section 1.** All general meetings shall normally be held on the first Saturday of each month, and the location of such meeting shall normally be at the American Legion Hall in Sebastian, Florida. The meetings will commence at 1200 with a "Social Hour" followed by the Business meeting at 1300. In the event that the first Saturday of the month is a National Holiday for either Christmas, New Years, Memorial Day, or July 4th, then the general meetings shall automatically be held on the second Saturday of the month instead of the first Saturday. When a picnic/meeting is scheduled in lieu of the regular meeting, the meeting will be held at an alternate location and will be announced in advance of the meeting.

**Section 2.** All meetings of this Base shall observe one moment of silence for its departed shipmates.

**Section 3.** Ten (10) members in good standing shall constitute a quorum for the transaction of all business at monthly meetings. Once a quorum has been established, no member abstaining himself shall destroy the established quorum.

**Section 4.** Special meetings or Executive Board meetings may be called when warranted by the Base Commander.

**Section 5.** Each member in good standing shall be entitled to vote in person or by absentee ballot at any general meeting of this base, provided however, that such member's name appears on the membership rolls at least fifteen (15) days prior to such meetings.

**Section 6.** The general procedure of meetings of this base shall be in keeping with the normal parliamentary procedure as set down by Roberts, "Rules of Order", Revised.

**ARTICLE V  
EXECUTIVE BOARD**

**Section 1.** The affairs and business of the base shall be managed by an Executive Board of at least four (4) members in good standing of this base.

**Section 2.** This board will consist of four (4) elected officers: Base Commander, Vice Commander, Secretary, Treasurer.

**Section 3.** The term of office will be one (1) year. Any member in good standing may be elected to office, including previous officers. The members of this board will assume office and their duties as outlined in Article VI.

**Section 4.** The Executive Board shall have the control and general management of the affairs and business of the base under the existing by-laws.

**Section 5.** On matters not covered by existing by-laws, the Executive Board will investigate thoroughly and submit their findings to the general membership to be voted on. A (2/3) two-thirds necessary vote required to act on such matters.

**Section 6.** A member of the Executive Board may be removed from office for cause or without cause by two-thirds (2/3) majority vote of the membership in good standing of this base.

**ARTICLE VI  
OFFICERS**

Section 1. The officers of this base shall be:

- A. The Base Commander
- B. The Base Vice-Commander
- C. The Base Secretary
- D. The Base Treasurer

Section 2. Nomination and election of Base Officers shall be:

- A. At the September base meeting, the Base Commander shall appoint a Nominating Committee consisting of three (3) members who shall conduct the nominations for the (4) elected officers.
- B. The Nominating Committee shall issue a call for nominations of eligible candidates for base officers to all members in good standing and shall report the slate of candidates at the October base meeting.
- C. Nominations shall be submitted by any member in good standing on or before October 1st, to the Nominating Committee but only if such nomination has the consent of the nominee that he will accept the nomination and serve if elected. The Base Commander shall also call

for nominations from the floor at the October base meeting. Upon receipt of all nominations, the Nominating Committee shall have published in the October Base newsletter a ballot listing the names, in alphabetical order, of all candidates properly nominated. There shall also be a provision for "write ins" for each office.

- D. The members will have until the November meeting to return their ballots to the Base Commander.
- E. The results of the election will be announced at the December base meeting.
- F. The candidate receiving the highest number of votes for a particular office shall be considered to be "duly elected."
- G. The officers elected for the ensuing year will be installed at the December base meeting and will assume their duties on January 1st.

### Section 3. Duties of Officers

#### **Base Commander**

He shall preside at all meetings of the general membership and Executive Board. He shall be present at all meetings of the Executive Board. He shall cause to be called regular and special meetings of the membership and the Executive Board, in accordance with these bylaws.

#### **Base Vice Commander**

He shall assist the Base Commander in conducting the business of the Base and shall act in the Base Commander's place during his absence or in case the Base Commander becomes incapacitated for any reason.

#### **Base Secretary**

He shall keep a record of the meetings of the general membership and of the Executive Board in an appropriate books. He shall be the custodian of the records. He shall be responsible for the contents, publication and distribution of the monthly newsletter. During the absence and/or inability of the Base Commander or the Base Vice-Commander to render and perform their duties or exercise their powers as set forth in these by-laws, he shall act in these capacities.

#### **Base Treasurer**

He shall have the care and custody of and be responsible for all the funds and securities of the base and deposit all such funds in the name of the base in such bank as agreed to by the Executive Board. He shall sign, make and endorse in the name of "USSVI-SNUG HARBOR" all checks, drafts, warrants and orders for the payment of money and pay out and dispose of the same and receipt therefore; under the direction of the Base Commander and Executive Board. He shall exhibit at all reasonable times his books to any member of the Executive Board or any member of the base, upon application. He shall render a statement of the condition of the finances of the base at each regular monthly meeting of the general membership and at such other times as may be required of him. He shall keep such records at a place to be designated by the Executive Board. He shall do and perform all the duties pertaining to the office of treasurer. The Treasurer shall make the year end financial report to the National Treasurer. The Base Commander will appoint an Audit Committee to audit the financial records of the Base at least once a year.

### **ARTICLE VII**

#### **QUALIFICATIONS FOR MEMBERSHIP**

The membership of the organization shall consist of the persons qualifying as stated in these Bylaws and who agree to be bound by these by-laws. There

shall be no other qualification for membership other than those set forth herein.

**ARTICLE VIII  
COMMITTEES**

The Base Commander will appoint such committees, as he deems necessary for the proper conduct of the Base's business.

**ARTICLE IX  
MEMBERSHIP DUES**

**Section 1.** The annual dues for this base shall be \$10 per year plus the prescribed National dues. Life Members and Holland Club members are exempt from paying National dues and are only required to pay the Base dues. Annual dues are required to be paid by December 31st. Any member who has not paid their dues by April 1st, will have their "member in good standing" status revoked and will be removed from the rolls. In the event that a Life Member fails to pay his Base dues, he will revert to Member-at-Large (MAL) status.

**Section 2.** Annual dues will cover the period from January 1st to December 31st.

**ARTICLE X  
FISCAL YEAR**

**Section 1.** The fiscal year of the organization shall commence on the first day of January and end on the thirty-first day of December in each year.

**ARTICLE XI  
BY-LAW AMENDMENTS**

**Section 1.** Any member in good standing may submit resolutions to amend these By-Laws to the Executive Board thirty days prior to the meeting in which the proposed amendment resolution will be voted on.

**Section 2.** All resolutions to amend these by-laws shall be approved by the Executive Board, and be placed on the base ballot for vote by the membership.

**Section 3.** Voting to amend these by-laws shall be conducted by the Base Secretary at the monthly meeting. Such voting shall be conducted by secret ballot referendum vote of the membership in good standing.

**Section 4.** All amendments certified as being passed shall become effective the day voted on.

**Section 5.** The Base Secretary shall preserve for one (1) year the ballots and all other records pertaining to the balloting under his supervision.

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