

ARTICLE I - PURPOSE

Section 1. The Name of this organization shall be United States Submarine Veterans Inc – Groton Base (USSVI – Groton Base). It may also be referred to as SUBVETS Groton Base.

Section 2. Statement of Purpose (Creed)

- A. 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.

ARTICLE II - POLICY

The organization shall adopt no policy in conflict with the USSVI By-laws or the laws or practices of then U. S. Government.

ARTICLE III - PRINCIPAL OFFICE

The headquarters of the base will be located in the City of Groton, County of New London, State of Connecticut.

ARTICLE IV - 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 V - MEMBERSHIP ELIGIBILITY

Section 1. Qualifications for Membership

- A. The membership of the organization shall consist of the persons qualifying as stated in the National Constitution and Bylaws and who agree to be bound by these bylaws.

Section 2. 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 3. Those members who were accepted for membership prior to and including the closing day of the National Convention and Annual Meeting for 1965 will hereafter be considered charter members of the organization.

Section 4. Those members, who have been discharged from the Armed Forces of the United States, shall have been discharged under honorable conditions.

Section 5. 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 6. All members in good standing shall be issued a membership card.

Section 7. 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 club activities and offer assistance whenever possible.
- E. To subscribe to the bylaws and house rules 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.

ARTICLE VI - MEMBERSHIP DUES

- Section 1. Membership Dues are due and payable on January 1st each year and remain effective until December 31st the following year.
- Section 2. Membership Dues shall consist of both National Dues and Base Dues, except for members who are identified as Life Members of United States Submarine Veterans Inc. Members who are Life Members of United States Submarine Veterans Inc., are not required to pay National Dues, but are still required to pay Annual Base Dues, except those HOLLAND CLUB members discussed in Section 4 of this Article.
- Section 3. Annual Base Dues shall be in the amount of \$10.00.
- Section 4. Groton Base Members of the HOLLAND CLUB will not be required to pay base dues.
- Section 5. Those members with Membership Dues in arrears after January 1st shall be considered as a member not in good standing and shall be removed from the active membership rolls of Groton Base but retained in the database for historical archives. Members who are National Life Members whose dues are in arrears shall be reported to the National Junior Vice-Commander to be changed from members in good standing, to Member at Large (MAL).

ARTICLE VII – OFFICERS EXECUTIVE BOARD

Section 1. The officers of this base shall be:

- (1) The Base Commander
- (2) The Base Vice-Commander
- (3) The Base Secretary
- (4) The Base Treasurer
- (5) The House Committee Chairman (Appointed)
- (6) Immediate Past Base Commander

Section 2. Executive Board General

- (1) The affairs and business of the base shall be managed by an Executive Board of at least five (5) members in good standing of this base.
- (2) This board will consist of four (4) elected officers who are the Base Commander, Vice-Commander, Secretary, Treasurer and the House Committee Chairman.
- (3) The term of office will be two (2) years and any officer may succeed himself to office. The members of this board will assume office and their duties not to exceed thirty (30) days after election to office.
- (4) The Executive Board shall have the control and general management of the affairs and business of the base under the existing bylaws.
- (5) On matters not covered by existing bylaws to investigate thoroughly and submit their findings to the general membership to be voted on, passing on (2/3) two-thirds of votes cast.
- (6) The Executive Board is responsible for preparing a calendar of yearly events to be completed by 1 December for the following year.
- (7) 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.
- (8) Additional participants may be invited by the Base Commander to Executive Board meetings as necessary.
- (9) The Executive Board shall have oversight over the Board of Trustees as well as all other committees.
- (10) The Executive Board shall appoint the Clubhouse Permittee.
- (11) The Immediate Past Base Commander serves as an advisor and nonvoting member of the board

Section 3. Duties of the Elected Base Officers

- 1. 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 and, at the duly called meeting of the membership, present a report of the conditions of the business of the base. He shall cause to be called regular and special meetings of the membership and the Executive Board, in accordance with these bylaws. He shall appoint and remove, employ and discharge and fix the compensation of all servants, agents, employees and clerks of this base, all subject to the approval of the Executive Board; he shall sign and make all contracts and agreements in the name of the base. He shall sign all certificates, notes, drafts or bills of exchange, warrants or other orders for the payment of money duly drawn by the Base Treasurer, except as these bylaws otherwise provided for, subject to the approval of the Executive Board. He shall be the primary point of contact for all matters dealing with the U.S. SUBMARINE VETERANS INC. at the District, Regional and National levels of the organization. He shall be responsible for ensuring that all required reports to U.S. SUBMARINE VETERANS INC at the District, Regional and National levels of the organization are submitted properly and on time. He shall be responsible for causing an annual budget to be prepared and submitting it to the Base membership for approval.
- 2. Base Vice-Commander:** He shall be responsible for membership rolls in the manner prescribed by the Executive Board so as to show at all times, the names of the members of this organization, alphabetically arranged, their respective places of residence, their post office address and the year when each person became a member. He shall be responsible for the promulgation of all pertinent information to the officers of the base. During the absences and/or inability of Base Commander to render and perform his duties, or exercise powers, as set forth in these bylaws, or in the laws under which the corporation is organized, the same shall be performed and exercised by the Vice-Commander. And when so acting, he shall have all the powers given to, or imposed upon, the Base Commander.
- 3. Base Secretary:** He shall keep a record of the meetings of the general membership and of the Executive Board in the appropriate books. He shall be the custodian of the records and of the seal and affix the latter when required. He shall be responsible for the contents, publication and distribution of the newsletter. He shall present to the Executive Board at their stated meetings, all communications addressed to him officially by the Base Commander or any other officer or member of the base. He shall attend to all correspondence and perform all duties incident to his office. 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 bylaws, the same shall be performed or exercised by the Base Secretary; and when so acting he shall have all the powers and be subject to all the responsibilities heretofore given to or imposed upon the Base Commander or the Base Vice-Commander. He shall draft calls of meetings, conduct the election of the base officers and be responsible for the giving of notice thereof as required by these bylaws. He shall provide oversight to the Website Committee.
- 4. 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 or banks, trust company or trust companies or safe deposit vaults as the Executive Board may designate. He shall sign, make and endorse in the name of U.S. SUBMARINE VETERANS INC. Groton Base, 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.

- (a). The treasurer shall, if required by the Executive Board, give to the base such security for the faithful discharge of his duties as the board may direct.
- (b) The Treasurer shall cause an annual audit of the records and finances of Groton Base.

Section 4. All vacancies in any office shall be filled by the Executive Board without undue delay at its regular meeting, or at a meeting called especially for that purpose.

ARTICLE VIII – MEETINGS

Section 1. All general meetings shall be held on the first Monday of each month and the location of such meeting shall be at the principal location of the offices of this base. In the event that the first Monday of the month is a National Holiday for New Years, Memorial Day, July 4th, or Labor Day, then the general meetings shall automatically be held on the second Monday of the month instead of the first Monday.

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

Section 3. Quorum – Twenty-one (21) 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 should be called when warranted by the Base Commander.

Section 5. Each member in good standing of USSVI Groton Base shall be entitled to vote in person at any general meeting of this base.

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 IX – COMMITTEES

Section 1. The Executive Board may create new Standing Committees as deemed necessary but those Committees should be added to the Bylaws during the next subsequent change to the Base Bylaws.

Section 2. Committees may be created and discharged as necessary with the exception of Standing Committees, which will be staffed and functioning at all times.

Section 3. Each Committee shall prepare and maintain a Policy and Procedures manual. All Policy and Procedures Manuals as well as subsequent changes will be submitted to the Executive Board for review and approval.

Section 4. This base shall have eleven (11) standing committees, which are:

- (1) House Committee
- (2) Finance Committee
- (3) Board of Trustees
- (4) Scholarship Committee
- (5) Veterans Affairs Committee
- (6) Membership Committee
- (7) Website Committee
- (8) Memorial Committee
- (9) Holland Club Committee
- (10) Building/Restoration Committee
- (11) Base Chaplin

Section 5. All standing committee chairmen may appoint sub-committees, or relegate authority, as he deems necessary to execute his responsibilities.

Section 6. Dismissal

- (1) The Executive Board shall have the right to dismiss any chairman of a committee unless other provisions are included in the Committee’s Approved Policy and Procedures.
- (2) Each Committee Chair shall have the right to dismiss any member of their committee unless other provisions are included in the Committee’s Approved Policy and Procedures.

Section 7. Committee Chairman will ensure that minutes of each meeting are kept and provide a copy of the minutes to the base secretary. In addition the chairman will work up, keep current and pass on to his relief a folder that includes all correspondence, records, electronic files and other materials in their care.

1. **House Committee:** The chairman of this committee shall be appointed by the Base Commander with the approval of the Executive Board. He shall inherit the right to vote with appointment to his position.

House Committee Responsibilities

- (a) He shall have a working fund on hand no less than five hundred dollars (\$500.00).
 - (b) He shall administrate all activities and functions of the base as directed by the Executive Board.
 - (c) He shall appoint chairman for the Building Committee, Ways and Means Committee and Activities Committee or any other committees as deemed necessary for the fulfillment of his responsibilities.
 - (d) He will make himself and his committees available to the permittee for special occasions whenever needed.
 - (e) He shall submit a report to the Executive Board by the 15th of each month. This report will reflect what has been completed and what is planned for the ensuing months.
2. **Finance Committee:** The chairman of the Finance Committee shall be the base treasurer.
Finance Committee Responsibilities
 - (a) Will prepare an annual budget which will be submitted to the Executive Board by the 15th of November for approval.
 - (b) Will develop and recommend fundraising activities to the Executive Board.

3. **Board Of Trustees:**

- (a) The affairs and business of the Club shall be separate from the affairs and business of this Base, or the USSVI organization. Club business will be managed by a Board of Trustees consisting of at least five (5) but not more than nine (9) members in good standing of this base. The Board of Trustees is responsible to the Executive Board for the overall operation of the club in accordance with State and Federal laws. No member of the Board of Trustees can be serving in a similar position with another organization.
- (b) The membership shall elect members to the Board of Trustees in conjunction with base elections. The members elected to the board will elect the Chairman. The normal term for the Chairman and members will be two years with no limit on the number of terms each board member including the Chairman may serve. No member may be elected to the Board of Trustees while serving on the Executive Board.
- (c) The Chairman shall have the power to dismiss any individual member of the Board for Non-participation in carrying out functions of the Board or for behavior unbecoming a Board member
- (d) The Chairman will appoint members to replace elected member who do not complete their elected term.
- (e) The entire Board of Trustees cannot be dismissed without the unanimous vote of the Executive Board and forwarded to the base membership with a recommendation to dismiss for cause. The Executive Board will assume all responsibilities of the Board of Trustees until the next regularly scheduled base meeting, at which the Executive Board will conduct a special election from the membership to fill all positions on the Board of Trustees.
- (f) Any amendments to existing Bylaws for operation of the Board of Trustees must be presented to a joint meeting of the Board of Trustees and Executive Board with a quorum of 10 members. Any resolution to be passed must have at least four-fifths vote of joint members.
- (g) Members of the Executive Board are prohibited from serving on the Board of Trustees

4. **Scholarship Committee**

The Chairman of this committee shall be appointed by the Base Commander with the approval of the Executive Board. The Chairman will have the authority to appoint and discharge additional committee members. The Chairman, with other committee members, is responsible for the annual scholarship program in accordance with the approved Policies and Procedures.

5. **Veterans Affairs Committee**

The Chairman of this committee shall be appointed by the Base Commander with the approval of the Executive Board. The number of members in this committee will be at the discretion of the Chairman.

Veterans Affairs Committee Responsibilities;

- (a) Maintain a database with name, address, phone number and point of contact of the USSVI National Veterans Affairs Chairman, the Local Federal Veterans Administration Office, the Groton Subbase Retired Activities Office (RAO), TRICARE/TRICARE for Life, the local Social Security Office, Fleet Reserve Association and all other organizations whose purpose and activities are to educate and inform veterans of their rights and benefits.
- (b) Serve as a point of contact within the base for questions and information required by the membership, which apply to veterans' rights and benefits.
- (c) Poll the membership yearly for any recommendations and questions, which they may have pertaining to veterans' rights and benefits.
- (d) Report as necessary the current status of legislation, findings and decisions, which are related to membership recommendations and questions.
- (e) Draft recommendations and or requests to local legislators for action on subjects of importance to the membership. Subject drafts will be submitted to the Executive Board for approval or to the membership for vote prior to being dispatched.

6. **Membership Committee**

The Chairman of this committee shall be appointed by the Vice-Commander with the approval of the Executive Board.

The number of members in this committee will be at the discretion of the Chairman.

Membership Committee Responsibilities;

- (a) Process all new and renewal membership applications.
- (b) Convert all applications, renewals, dues and donations into a base membership database.
- (c) Prepare all required reports both membership and dues as required by National and Groton Base.

7. **Website Committee**

The Chairman of this committee shall be appointed by the Base Secretary with the approval of the Executive Board.

The number of members in this committee will be at the discretion of the Chairman.

Webmaster and Committee Responsibilities;

- (a) The Webmaster will establish and maintain a website for Groton Base under the direction of the Base Secretary.
- (b) The website will be owned by the organization (USSVI Groton Base).
- (c) The committee will be responsible for providing an estimated cost of operations annually to the Executive Board for approval prior to the end of each calendar year.

8. Memorial Committee

The Chairman of this committee shall be appointed by the Base Commander with the approval of the Executive Board.

The number of members in this committee will be at the discretion of the Chairman.

Memorial Committee Responsibilities

- (a) Shall be responsible for all care, maintenance, and preservation of the U.S. SUBMARINE VETERANS WWII NATIONAL MEMORIAL EAST, and any USSVI Memorial established by Groton Base.
- (b) Shall be responsible for all care, maintenance, stowage and usage of the Lost Boat Flags.
- (c) Shall be the primary point of contact for all matters dealing with the usage, as well as care and maintenance, or proposed changes to the U.S. SUBMARINE VETERANS WWII NATIONAL MEMORIAL EAST, and any USSVI Memorial established by Groton Base. The Memorial Chairman will be the principle liaison with the City of Groton in all matters dealing with either the U.S. SUBMARINE VETERANS WWII NATIONAL MEMORIAL EAST, or any USSVI Memorial established by Groton Base.
- (d) Shall be responsible for coordination and set up of all Groton Base Memorial Services.
- (e) Shall be responsible for the tracking of all funds, expenditures, fundraising, budgets and finances dealing with U.S. SUBMARINE VETERANS WWII NATIONAL MEMORIAL EAST, and any USSVI Memorial established by Groton Base.
- (f) Shall keep the Executive Board advised of all matters dealing with either the U.S. SUBMARINE VETERANS WWII NATIONAL MEMORIAL EAST, and any USSVI Memorial established by Groton Base.

9. Holland Club Committee

The Chairman of this committee shall be appointed by the Base Commander with the approval of the Executive Board.

Holland Club Committee Responsibilities:

- (a) Shall liaison with the Membership Committee and be responsible for determining, and tracking all Groton Base members eligibility for the Holland Club in accordance with all USSVI National Directives.
- (b) Shall be responsible for the coordination of the Groton Base Holland Club Ceremony ensuring that all members eligible for the Holland Club are appropriately recognized in this Ceremony.

10. Building/Restoration Committee:

The Chairman of this committee is appointed by the Chairman of the House Committee with the approval of Executive Board.

- (a) The chairman will be responsible for renovations and repairs to the building.
- (b) Appoint members to the committee based on experience and availability.
- (c) Raise funds to complete building improvement projects.

- (d) Maintain a record of completed and proposed future repairs; to be made with estimated costs until all costs are paid.
- (e) Negotiate required contracts to complete renovations or repairs for the approval of the Executive Board

11. Base Chaplin

The Base Chaplin is appointed by the Base Commander with the approval of the Executive Board

- (a) Responsible for Groton Base Members Final Calling Hours and Personal Memorial Service.
- (b) Submits required reports to National; regarding the passing of Groton Base members.
- (c) Provides Eternal Patrol Certificates to the Next of Kin.
- (d) Visits members of Groton Base who are on the Binnacle List.
- (e) Provides spiritual programs as required for the operation of the organization.

ARTICLE X - VOTING

Section 1. Each member is entitled to vote, provided that member is in good standing, at the time his ballot is counted.

Section 2. There shall be no voting by proxy; any member not voting will be considered abstaining.

Section 3. Nomination and election of Base Officers.

- (a) The chairman of the Base Nominating Committee shall conduct the nominations for the (4) elected officers. The Base Secretary shall conduct the election for the (4) elected officers.
- (b) The chairman of the Base Nominating Committee shall issue a call for nominations of eligible candidates for base officers to all members in good standing on or before February 1st.
- (c) Nominations shall be submitted by any member in good standing on or before April 1st; to the chairman of the Nominating Committee but only if such nominations are accompanied by a written consent of the nominee that he will accept the nominations and serve if elected. The qualifications of the nominee, not to exceed 100 words, shall accompany nominations. Upon receipt of all nominations as aforesaid, the officer conducting the nominations shall have published in the Base publication the names and qualifications, in alphabetical order, of all candidates properly nominated, at least thirty (30) days prior to the monthly meeting. Nominations, when called for, may be made from the floor at the meeting and shall be accepted upon the oral or written consent of the nominee that he accepts the nominations and will serve if elected.
- (d) All elections of base officers shall be conducted by the Base Secretary at the meeting. Such elections shall be conducted by secret ballot referendum vote of the members in good standing.
- (e) Every bona fide candidate for base office, or his authorized delegate, may address the membership at the meeting for not more than five (5) minutes. The candidate, or his authorized delegate, shall also have the right to request distribution of campaign literature in behalf of his candidacy; and the officer conducting the election shall comply with all reasonable requests of any candidate to distribute such literature, by mail or otherwise, to all members in good standing, provided, however, that such distribution shall be at the candidate's own expense.
- (f) During the thirty (30) days immediately preceding the meeting and in time to permit at least twenty (20) days for members to cast and return their ballots, ballot forms and envelopes as hereafter prescribed shall be mailed by the Base Secretary to each member in good standing to his last known address. The names, in alphabetical order, of all qualified candidates shall be printed or typed on the ballot with one (1) additional space for write-in vote, opposite of which shall be a box to be filled in by the member voting to signify the candidates of his choice. Such ballot shall also set forth in printed or typed form such instructions as the Base Secretary considers necessary to insure the secrecy of the ballot and its execution and mailing, or personal delivery at the meeting within the prescribed period. The secret ballot vote must be conducted by the Base Secretary notwithstanding the fact that only one candidate is nominated for a given office. The instructions shall also include directions that there may be no voting by proxy.

- (g) After the ballots for base offices have been executed and returned in accordance with the instructions thereon, the Base Secretary shall deliver them unopened to the Base Commander at the meeting. The Base Commander shall appoint three (3) members in good standing, to act as tellers, none of whom may be a candidate for any office. The tellers will, separately, tabulate all votes for each office. Each candidate for office shall be entitled, upon request, to appoint one (1) observer who shall be permitted to witness the counting of the ballots. The Base Secretary shall decide any disputes concerning the validity of any ballots cast or the eligibility of any member to vote.
- (h) The candidate receiving the highest number of votes for particular office shall be certified by the tellers as elected to such office and the results of each election shall be communicated to the chairman of the general business meeting, who shall announce the results at such meeting.

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

ARTICLE XI - BYLAW AMENDMENTS

Section 1. Any member in good standing may submit resolutions to amend these bylaws to the Executive Board

Section 2. All resolutions to amend these bylaws shall be approved by the Executive Board

Section 3. Proposed changes to the bylaws will be announced at the monthly business meeting; then published in the news letter. The secretary will call for a vote on the proposed amendment at the business meeting following distribution of the news letter.

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.