

THE  
BYLAWS  
OF THE  
COLUMBUS BASE



OF THE  
UNITED STATES SUBMARINES VETERANS, INC.



APPROVED BY THE MEMBERSHIP  
ON  
November 1, 2003  
AT THE  
BASE ORGANIZATIONAL MEETING

# BYLAWS

## OF THE

# COLUMBUS BASE

## TABLE OF CONTENTS

<b>BYLAWS</b> .....	<b>1</b>
<i>ARTICLE I – COLUMBUS BASE EMBLEM</i> .....	<i>1</i>
<i>SECTION 1. SPECIFICATIONS</i> .....	<i>1</i>
<i>ARTICLE II – BASE MEETING PROCEDURE GOVERNANCE</i> .....	<i>1</i>
<i>SECTION 1. PARLIAMENTARY PROCEDURE</i> .....	<i>1</i>
<i>ARTICLE III - MEETINGS</i> .....	<i>2</i>
<i>SECTION 1. MEETING TIMES, PLACES AND PROCEDURES</i> .....	<i>2</i>
<i>SECTION 2. MEMBERS REQUIRED TO ESTABLISH A QUORUM</i> .....	<i>2</i>
<i>SECTION 3. THE ORDER OF BUSINESS</i> .....	<i>2</i>
<i>ARTICLE IV - VOTING</i> .....	<i>3</i>
<i>SECTION 1. VOTING INITIATIVES REQUIRING MAIL-IN BALLOT</i> .....	<i>3</i>
<i>SECTION 2. VOTING INITIATIVES NOT REQUIRING MAIL-IN BALLOTING</i> .....	<i>3</i>
<i>SECTION 3. PROXY VOTING</i> .....	<i>3</i>
<i>SECTION 4. MAILING OF BALLOT</i> .....	<i>3</i>
<i>SECTION 5. REPORTING ELECTION RESULTS AND OTHER BALLOT INITIATIVES</i> .....	<i>4</i>
<i>SECTION 6. ALL OTHER BALLOT RETURNS NOT INVOLVING ELECTIONS</i> .....	<i>4</i>
<i>SECTION 7. BASE MEMBERSHIP MAY ATTEND COUNTING</i> .....	<i>4</i>
<i>ARTICLE V - EXECUTIVE BOARD</i> .....	<i>5</i>
<i>SECTION 1. COMPOSITION, DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD</i> .....	<i>5</i>
<i>ARTICLE VI - OFFICERS</i> .....	<i>6</i>
<i>SECTION 1. BASE OFFICER COMPOSITION, PREREQUISITES AND STRUCTURE</i> .....	<i>6</i>
<i>SECTION 2. VACANCIES</i> .....	<i>7</i>
<i>ARTICLE VII - DUTIES OF OFFICERS</i> .....	<i>7</i>
<i>SECTION 1. COMMANDER</i> .....	<i>7</i>
<i>(Synonymous with “Captain/Commanding Officer”)</i> .....	<i>7</i>
<i>SECTION 2. VICE COMMANDER</i> .....	<i>9</i>
<i>(Synonymous with “Executive Officer”)</i> .....	<i>9</i>
<i>SECTION 3. SECRETARY</i> .....	<i>9</i>
<i>(Synonymous with “Yeoman”)</i> .....	<i>9</i>
<i>SECTION 4. TREASURER</i> .....	<i>10</i>
<i>(Synonymous with “Disbursing Officer”)</i> .....	<i>10</i>
<i>SECTION 5. STOREKEEPER</i> .....	<i>11</i>
<i>(Synonymous with “Supply Officer”)</i> .....	<i>11</i>
<i>SECTION 6. CHAPLAIN</i> .....	<i>11</i>
<i>SECTION 7. CHIEF OF THE BASE</i> –.....	<i>12</i>
<i>(Synonymous with “Chief of the Base” or “Chief of the Boat” - COB)</i> .....	<i>12</i>
<i>SECTION 8. PUBLIC INFORMATION OFFICER (PIO)</i> .....	<i>12</i>
<i>SECTION 9. MEMBERSHIP CHAIRMAN</i> .....	<i>12</i>
<i>(Synonymous with “Recruiting Officer”)</i> .....	<i>12</i>
<i>SECTION 10. NOMINATING COMMITTEE</i> .....	<i>13</i>
<i>SECTION 11. HOLLAND CLUB COMMITTEE CHAIRMAN</i> .....	<i>13</i>
<i>SECTION 12. ACTIVITIES CHAIRMAN</i> .....	<i>15</i>

<i>ARTICLE VIII - MEMBERSHIP DUES.....</i>	<i>16</i>
<i>SECTION 1. PAYMENT OF BASE MEMBERSHIP DUES .....</i>	<i>16</i>
<i>SECTION 2. BASE LIFE MEMBERSHIP .....</i>	<i>16</i>
<i>SECTION 3. MEMBERSHIP CHAIRMAN TO PROCESS NEW MEMBER DUES .....</i>	<i>17</i>
<i>ARTICLE IX - AMENDMENTS .....</i>	<i>17</i>
<i>SECTION 1. CHANGE INITIATION PROCESS.....</i>	<i>17</i>
<i>SECTION 2. PROPOSAL METHODS TO INITIATE BYLAW CHANGE .....</i>	<i>17</i>
<i>SECTION 3. VOTING PLURALITY REQUIRED TO CHANGE AND/OR AMEND.....</i>	<i>17</i>
<i>SECTION 4. AMENDMENT(S) EFFECTIVITY DATE AND PROCESS PROCEDURES.....</i>	<i>17</i>
<i>ARTICLE X - SUSPENSION OF A BYLAW .....</i>	<i>18</i>
<i>SECTION 1. TEMPORARY BYLAW SUSPENSION .....</i>	<i>18</i>
<i>ARTICLE XI - CONFLICTS AND INTERPRETATIONAL DISPUTES .....</i>	<i>18</i>
<i>SECTION 1. CONFLICTS.....</i>	<i>18</i>
<i>SECTION 2. BYLAW INTERPRETATION AND DISPUTE RESOLUTION .....</i>	<i>18</i>
<i>ARTICLE XII - SIGNATURES.....</i>	<i>20</i>
<i>SECTION 1. REVISION SIGNATURES.....</i>	<i>20</i>
<i>SECTION 2. MASTER CONSTITUTION AND BYLAWS GOVERNANCE .....</i>	<i>20</i>

# Columbus Base Bylaw Revisions

<u>Date</u>	<u>Section Revised</u>	<u>Comments</u>
4-Jun-05	Article VI 1 A.	Revised time requirement
8-Oct-05	Article IV 5 A. Article IV 5 B. Article IV 6 B. Article VI 1 D. Article VI 1 E. Article VI 1 K. Article VII 1 M. Article VII 10 B. Article VII 10 C. Article VII 10 D.	Revised date requirement Revised date requirement Revised number of days Revised term start date Revised date requirement Added paragraph Revised date requirement Revised date requirement Revised date requirement Revised date requirement
3-Feb-07	Article VI 1 F. Article VII 12.	Added Activities Chairman Added Activities Chairman
8-Dec-07	Article VIII 2 A.	Change base life membership
15-May-08		Standardized formatting on all pages Revised page numbers Added revisions section to table of contents

# BYLAWS

## ARTICLE I – COLUMBUS BASE EMBLEM SECTION 1. SPECIFICATIONS

- A. The official Columbus emblem/patch shall be a 4” circle, edge to edge.
- B. The background shall be white. The object and its colors will be the likeness of the original emblem developed by the crew of USS COLUMBUS.
- C. The original emblem’s object shall be within the inner ring.
- D. Above the object will be a pair of Dolphins, and below the object will be the Hull Number of the USS COLUMBUS (SSN 762)
- E. Within the outer ring shall be the words, COLUMBUS BASE at the top of the emblem, with the words United States Submarine Veterans, Inc. at the lower part of the emblem.



- F. The center of the Columbus Base Patch will be the center of the USS COLUMBUS’ emblem. The Base’s Patch’s colors will be taken from the USS COLUMBUS’ emblem. The letters “United States Submarine Veterans Inc. and COLUMBUS BASE will be in dark blue

## ARTICLE II – BASE MEETING PROCEDURE GOVERNANCE SECTION 1. PARLIAMENTARY PROCEDURE

- A. The general meeting procedure of this Base shall be in keeping with the procedures and rules set down in the current issue of “Robert’s Rules of Order,” among these include Webster’s New World Robert’s Rules of Order (Macmillan & Schuster), 1999.

## **ARTICLE III - MEETINGS**

### **SECTION 1. MEETING TIMES, PLACES AND PROCEDURES**

- A. The Base shall conduct a Business Meeting in accordance with Section 1 of Article X of the COLUMBUS Base's Constitution, open to all members in good standing. Meetings will be conducted in various locations in Ohio, Indiana and Kentucky, to best accommodate all members, at a date, time and place designated by the Base Commander and approved by the Executive Board.
- B. Such meetings, dates and locations shall be planned one year in advance, with the schedule to be completed no later than December 31st of the outgoing year, to be published in the first Base newsletter issue (if any), by e-mail, or by a Base Commander's Memo, of the new year.
- C. Each meeting shall be hosted by one or more members who will plan the meeting, including speakers, program, etc, as well as determine, select and manage accommodations for lodging, meeting room(s), restaurant and other facilities such as location for Memorial Services, as well as any optional member, relatives and friends free-time activities. Members will be invited and encouraged to volunteer hosting one or more of these Business Meetings.
- D. A location, date, time, map and event agenda will be published in the Base newsletter (or by e-mail or a Base Commander's Memo) in the issue directly preceding the meeting.

### **SECTION 2. MEMBERS REQUIRED TO ESTABLISH A QUORUM**

- A. The minimum number of membership present at the opening of a meeting to be considered to have established a quorum is five (5). Any member who removes himself prior to adjournment will not be considered to remove the quorum.

### **SECTION 3. THE ORDER OF BUSINESS**

- A. The order of business for the Business and other formal meetings shall be as follows:
  - ← Call to order.
  - ← Moment of silence for departed shipmates.
  - ← Opening prayer (Invocation).
  - ← Salute to the flag.
  - ← Reading and acceptance of the minutes of the previous monthly meeting.
  - ← Reading and acceptance of the Treasurer's report.
  - ← Reading of correspondence received.
  - ← Reports of committees.
  - ← Unfinished business.
  - ← New business.
  - ← Announcement of next meeting.
  - ← For the good of the Order.
  - ← Closing prayer (Benediction).
  - ← Adjournment of meeting.

## **ARTICLE IV - VOTING**

### **SECTION 1. VOTING INITIATIVES REQUIRING MAIL-IN BALLOT**

- A. Except for the following, Mail-in Balloting is not a required election or voting procedure, but may be used in special circumstances, as deemed appropriate by the Base Commander with the approval of the Executive Board.
- B. The mailing of a ballot to all members in good standing is required for the election of officers.
- C. Any change in the Constitution and/or Bylaws deemed by the Base Commander and the Executive Board to be of such significance as to make a marked change upon Base activities, will be promptly scheduled for a Mail-in Ballot vote by the membership.

### **SECTION 2. VOTING INITIATIVES NOT REQUIRING MAIL-IN BALLOTING**

- A. Unless otherwise determined, as provided for in Paragraph 1. A. above, voting by secret ballot, show of hands, voice or standing is at the discretion of the Commander (unless otherwise required by Robert's Rules of Order), on any or all other voting initiatives, not covered by Sections 1 and 2 above, presented to the membership at a regularly schedule Business Meeting.

### **SECTION 3. PROXY VOTING**

- A. Proxy voting by the membership will not be permitted for any reason. Any member in good standing not voting will be considered abstaining.

### **SECTION 4. MAILING OF BALLOT**

- A. With respect to any vote or question to be submitted to the members of the Base by a Mail-in Ballot, the timely mailing of the ballot to each member at the member's last known mailing address shall be deemed adequate notice and delivery to the Member of the ballot.
- B. The mail service may consist of using US mail and/or e-mail. It is the sole responsibility of the member to inform the Base of any change(s) in the member's address.

## SECTION 5. REPORTING ELECTION RESULTS AND OTHER BALLOT INITIATIVES

- A. ~~All completed election ballots are to be mailed to the Nominating Committee to be received by no later than April 22 of the election year.~~

***All completed election ballots are to be mailed to the Nominating Committee to be received by no later than NOV. 22 of the election year.*** Changed 8 October 2005

- B. ~~Upon receipt, the Nominating Committee, as prescribed for in Article VI, Section 10, shall be assembled for the purpose of validating and counting balloted votes for the election of officers and any initiatives on the same ballot, reporting the results of the election and initiatives, if any, to the Base Secretary, no later than May 1 of the election year.~~

***Upon receipt, the Nominating Committee, as prescribed for in Article VI, Section 10, shall be assembled for the purpose of validating and counting balloted votes for the election of officers and any initiatives on the same ballot, reporting the results of the election and initiatives, if any, to the Base Secretary, no later than DEC. 1 of the election year.***  
Changed 8 October 2005

## SECTION 6. ALL OTHER BALLOT RETURNS NOT INVOLVING ELECTIONS

- A. For all other initiatives, involving a Mail-in ballot, the Commander shall appoint a three-man ad hoc "Ballot Committee," chaired by the Secretary.

- B. ~~All completed ballots must be returned to the Ballot Committee within fourteen days of ballot mailing. Ballots delinquent five (5) days or more will not be counted.~~

***All completed ballots must be returned to the Ballot Committee. Returned ballots must be post-marked within 14 days of ballot mailing. Delinquent ballots (those not post-marked within 14 days of ballot mailing) will not be counted.*** Changed 8 October 2005

- C. Upon receipt of all qualifying ballots, the ad hoc committee shall validate, count and report the results of the voting ballots to the Secretary, who shall send copies thereof to the Base Commander and Executive Board, and the Committee dissolved, having completed its assignment.

## SECTION 7. BASE MEMBERSHIP MAY ATTEND COUNTING

- A. Any member of the Base in good standing shall have the right to attend the opening and counting of the ballots.
- B. Any Member, who desires to present their ballot to the Nominating and/or the Ballot Committee in person vice mail, may do so.



**ARTICLE V - EXECUTIVE BOARD**  
**SECTION 1. COMPOSITION, DUTIES AND**  
**RESPONSIBILITIES OF THE EXECUTIVE BOARD**

- A. The Executive Board shall have the responsibility for the general management of the affairs and business of the organization and will take action on all matters referred to them by the membership, either directly, or indirectly through the assignment of the matter to the appropriate authority in the Base Chain of Command for action, who will advise the Board of the matter's resolution and disposition.
- B. The Executive Board shall consist of all elected officers, and the immediate Past Commander as a nonvoting Advisory Board Member, provided that he completed his term of office in good stead. Appointed officers may attend Executive Board meetings for input, but may not vote.
- C. The current Base Commander shall act as the Chairman of the Executive Board.
- D. In the event the Past Base Commander resigns or for whatever reason vacates his position, such position will not be filled until the current Base Commander joins the Board as the Past Base Commander and Advisory Board Member. In the event the Past Base Commander elects not to join the Board, the position will remain vacant until properly filled by a succeeding Past Commander.
- E. The Commander shall be the primary arbiter of member disputes regarding any aspect of the Base's business activities including interpretation of Bylaws. The aggrieved member may appeal to the Executive Committee for a review of the Commander's adjudicated decision.
- F. Upon notification of the adjudicated ruling by the Executive Board, the Member shall have three business days to inform the Commander of his intent to appeal the Executive Board ruling by bringing it to the membership for a vote at the next regularly scheduled Business Meeting. Absent such notification of intent within the time-frame allotted, the ruling shall be considered the final response to the member's dispute, else, the outcome of the vote of the membership shall be considered his final response.
- G. No further or other appeal process is available to the member unless the continued dispute relates to a provision that is in conflict with the USSVI Constitution and Bylaws in which case the issue will be sent to the District Commander for final adjudication.
- H. Decisions of the Executive Board between regularly scheduled Business Meetings shall be presented, in total, to the membership at the next regularly scheduled business meeting as an "Advise and Consent" notification.
- I. Absence of any objection(s) by the membership to such notification shall be deemed "Implied Consent" and therefore shall be considered to be formal approval of the action(s) taken by the Executive Board. If any objections are made, following a motion to accept, the motion will be appropriately opened for discussion, and resolution made as a result of a vote on the motion or other appropriate actions taken.

- J. Executive Board Meetings shall be open to any and all members in good standing. Emergency Board Meetings notwithstanding, the membership shall be given reasonable advance notice of any special Executive Board Meetings, to facilitate and accommodate their attendance.
- K. Three members of the Executive Board shall constitute a quorum. Once a quorum has been established, it cannot be removed by a member absenting themselves.

## ARTICLE VI - OFFICERS

### SECTION 1. BASE OFFICER COMPOSITION, PREREQUISITES AND STRUCTURE

- A. As required by Article VIII, Section 1., Paragraph A. of the Constitution, elected Base Officers shall include the following:

- ← Commander
- ← Vice Commander
- ← Secretary
- ← Treasurer

~~The prerequisite for Base office is that a Nominee must be a Regular or Life Member in good standing a minimum of twelve consecutive months.~~

***The prerequisites for nomination, election, and/or appointment to an elective Base officer position are as follows:***

***For the offices of Commander and Vice-Commander: must be a Regular Member, in good standing for a minimum of six (6) consecutive months.***

***For the offices of Secretary and Treasurer: must be a Regular or Associate Member, in good standing for a minimum of six (6) consecutive months. Changed 4 June 2005***

- B. The term of office for Base officers, will be two (2) years or until their successors have been elected.
- C. No officer shall serve more than two (2) consecutive terms in the same position. However, such officer shall be eligible to serve again after a one (1) year absence.
- D. ~~The term of office for elected officers of the Base will begin immediately after the business meeting during which the results of the election has been announced.~~  
***The term of office for newly elected and/or re-elected base officers will begin the first day of January following their election/re-election. Changed 8 October 2005***
- E. ~~Elections shall be conducted each April. All Members in good standing are eligible to cast their vote.~~  
***Elections shall be conducted each November. All Members in good standing are eligible to cast their vote. Changed 8 October 2005***

- F. ~~Appointed officers shall consist of a Chaplain, Storekeeper, COB (Chief of Base or Chief of Boat), Public Information Officer, Parliamentarian, and Committee Chairmanships as may be needed and appropriate to more efficiently execute functions, appointed by the Base Commander and confirmed by the Executive Board.~~

***Appointed officers shall consist of a Chaplain, Storekeeper, COB (Chief of Base or Chief of Boat), Public Information Officer, Parliamentarian, Activities Chairman, and Committee Chairmanships as may be needed and appropriate to more efficiently execute functions, appointed by the Base Commander and confirmed by the Executive Board.***

**Changed 3 February 2007**

- G. Such appointments will be coterminous with the term of office of the appointing officer unless earlier terminated by vote of the Executive Board.
- H. The term of office for appointed officers will begin immediately after confirmation and notification by the Executive Board of the Base.
- I. Elected and appointed officers of the Base will carry out their duties as prescribed by the Base Bylaws.
- J. No officer shall be paid any salary for services rendered on behalf of the organization.
- K. ***Following installment of new officers, all out-going officers (if any) will assist all incoming officers (if any) in the creation and filing of any/all necessary reports and/or other documents as may be required. This includes, but is not limited to, all USSVI (national, regional, district, or other) and all government entities (national, state, local, or other).***  
**Item K Added 8 October 2005**

## **SECTION 2. VACANCIES**

- A. The Base Commander will, upon receipt of a resignation of any officer, appoint at his sole discretion, an "eligible" member to fill the duration of the vacated term. The appointed Member may stand for election to two consecutive full terms to that position.

## **ARTICLE VII - DUTIES OF OFFICERS**

### **SECTION 1. COMMANDER**

(Synonymous with "Captain/Commanding Officer")

#### **The Commander shall, but not necessarily be limited to:**

- A. Act as the Base Chief Executive Officer with the responsibility and authority (unless otherwise restricted by the Base Constitution and Bylaws), to act for and on behalf of the Base in the day-to-day management and operation of the Base's affairs and business.
- B. Cause to call all regular and special meetings of the Base and preside over them.
- C. Enforce the National and Base Constitution and Bylaws.

- D. Direct and supervise the operation of the Base.
- E. Prepare and present an annual report to the membership.
- F. Approve member requests for needed acquisition of non-storekeeper Base-related goods and services, for amounts not exceeding \$200 per request, and the payment thereof, without Executive Board approval. Copies of the approved/denied request shall be sent to the member and Treasurer for action.
- G. Approve requests exceeding \$200 in writing, with copies to the member and Treasurer and forwarded to the Executive Board for their approval, returning the approved/denied request to the member, and if approved by the Executive Board, to the Treasurer for action.
- H. Approve member expenses for payment upon presentation of appropriate documentation and receipts that have been properly reviewed, and reconciled by the Treasurer with the requests/approvals in Paragraph G above.
- I. Negotiate and enter into binding contracts and agreements, for and on behalf of the Base, with a simple majority approval of the Executive Board.
- J. Appoint all officers and committee chairmen as required and/or needed by the Base, in accordance with Base Bylaws, subject to Executive Board confirmation, ensuring all such officers and committee chairmen promptly receive written notice of their confirmation.
- K. Cause the updating of all officer and committee chairman Position/Job Description narratives, when change occurs or as needed when a new position has been created.
- L. Promulgate all pertinent information to Base membership in a timely manner.
- M. ~~Appoint a three (3) member Nominating committee, comprised of Regular Members in good standing, by February first of each year. The immediate Past Commander will serve on, and be the Chairman of this committee. In the absence of the immediate Past Commander or the position is declined by him, a Chairman will be appointed by the Base Commander, from the three appointed members of the Nominating Committee.~~  
***Appoint a three (3) member Nominating committee, comprised of Regular Members in good standing, by September first of each year. The immediate Past Commander will serve on, and be the Chairman of this committee. In the absence of the immediate Past Commander or the position is declined by him, a Chairman will be appointed by the Base Commander, from the three appointed members of the Nominating Committee.*** Changed 8 October 2005
- N. Work up, keep current and pass on, immediately to his relief of Command, a “turn over” folder including all official correspondence, records and official materials received, assigned and/or entrusted to his care during his term(s) of office.
- O. Write the Commander’s column in the Base newsletter.

## **SECTION 2. VICE COMMANDER**

(Synonymous with “Executive Officer”)

**The Vice Commander shall, but not necessarily be limited to:**

- A. Act as the Executive Officer of the Base, and as Second in Command.
- B. Preside at all meetings and perform such duties as are necessary, in the absence of the Base Commander.
- C. Be responsible for ensuring that only members in good standing and bonafide guests are admitted to any meeting.
- D. Write the Vice Commander’s column in the Base newsletter
- E. May be assigned functional management responsibilities for various committees including standing and ad hoc, as deemed desirable and appropriate and assigned by the Base Commander including but are not necessarily limited to:
  - 1) Advertising Resources
  - 2) Ballot and Balloting
  - 3) Base Historian and Archivist
  - 4) Color Guard
  - 5) Constitution and Bylaws
  - 6) Convention Bid and Implementation Committees
  - 7) Membership
  - 8) Memorial Maintenance and Services
  - 9) Nominating
  - 10) Scholarship
  - 11) Speaker and Program
  - 12) Ways and Means

## **SECTION 3. SECRETARY**

(Synonymous with “Yeoman”)

**The Secretary shall, but not necessarily be limited to:**

- A. Keep minutes of all meetings and maintain files for reference, providing a complete copy thereof to the Base Commander.
- B. Report the minutes of the most recent business meeting in the Secretary’s column of the Base newsletter edition that immediately follows such business meeting.
- C. Be the Custodian of the current Master Constitution and Bylaws, as well as the Archivist of all prior Master Constitutions and Bylaws and shall turn over to the incoming Secretary such archival stewardship.

- D. Promptly distribute to the membership, following membership approval, any change(s) and/or amendment(s) to the Constitution and/or Bylaws, in the form of any addenda to, and/or page replacements for, such changes and/or amendments as required.
- E. Be responsible for preparing and distributing the Base Newsletter, unless such duties have been assigned by the Commander to another member or a Public Information Officer, and respond to the frequency of newsletter publication as determined by the Base Commander.
- F. Inform the Commander and retain a file of, all outgoing and incoming correspondence.
- G. Act as Base Parliamentarian in his absence, or if none appointed, also ensuring that a current copy of Robert's Rules of Order is available at each meeting for reference.
- H. Prepare and distribute ballots to all Regular Members in good standing for any election required by the Base Bylaws to follow such balloting procedures.
- I. Receive, as prescribed in Article IV of the Base Bylaws, the ballot validation and count results from the Nominating and/or Ballot Committee and be bound as an official proxy to vote the results thereby given.
- J. Be provided sufficient funds to carry out the responsibility of his office, (which includes printing the newsletter and postage for mailings if such duties are assigned).
- K. Write "The Yeoman's Shack" column for Base Newsletter.

## **SECTION 4. TREASURER**

(Synonymous with "Disbursing Officer")

### **The Treasurer's duties shall be, but not necessarily limited to:**

- A. Be responsible for all funds and securities of the Base and deposit such in the name of the "Columbus Base - United States Submarine Veterans." Such place of deposit must be approved by the Executive Board.
- B. Provide an audit of all member submitted receipts for expense reimbursement, reconciling receipt of goods and/or services with items ordered. If such payment is to be made for any item or items that required a written approval of the Commander, the Treasurer will pay the member, advising the Commander of the payment.
- C. Pay all expenses approved by the Commander and/or the Executive Committee in a timely manner.
- D. Read the Quarter Ending Financial Statements at the Business and Executive Board meetings and place copies on file with the Base Secretary.
- E. Audit the Books of Account annually and prior to being relieved of duties, for whatever reason, by an auditing committee. This committee will consist of three active Regular

Members appointed by the Executive Board. The Executive Board may require additional audits at any time as deemed necessary and appropriate.

- F. Collect dues and forward to National that portion of the dues required by them in accordance with existing National Bylaws.
- G. Ensure that all moneys received from and/or paid on behalf of Base functions shall pass through the Treasury.
- H. Pay Chaplain's Expenses in accordance with the USSVI Chaplain's Manual.
- I. Write the Disbursing Officer's Report for the Base newsletter including a report of the prior period and Year-to-date financial statements.

## **SECTION 5. STOREKEEPER**

(Synonymous with "Supply Officer")

**The Storekeeper shall, but not necessarily be limited to:**

- A. Procure Submarine, Veteran, Navy, Military and other Base-related supply and stores items from National and/or other supplier source inventories as appropriate to Base need.
- B. Manage the Base inventory to have available and sell such store and supply items to members, presenting and arraying them at all Regular Business meetings.
- C. Obtain administrative cost and profit margin pricing, if any, from the Treasurer.
- D. Markup and sell such inventoried items to the membership and other interested parties, at a price that will ensure a reasonable surplus return to the Base Treasury.
- E. Process all financial transactions through the office of Treasurer.

## **SECTION 6. CHAPLAIN**

**The Chaplain shall, but not necessarily be limited to:**

- A. Perform all duties in accordance with the National USSVI Chaplain's Manual.
- B. Receive sufficient funds to carry out the responsibility of his office, which include mementos needed in visiting the sick, funerals, and other services.
- C. Plan and coordinate the execution of an annual Memorial Service.
- D. Write the Chaplain's column in Base newsletter.

## **SECTION 7. CHIEF OF THE BASE**

(Synonymous with “Chief of the Base” or “Chief of the Boat” - COB)

**The Chief of the Base’s duties shall be, but not necessarily limited to:**

- A. Lead the membership in the Pledge of Allegiance at all functions.
- B. Toll the bell for each submarine at Base Memorial Services.
- C. Take muster prior to each meeting, delivering the count to the Yeoman.
- D. Fill in for a missing officer at a meeting at the request of the Commander.
- E. Manage Raffles, Door Prizes, etc.
- F. Serve as Sergeant-of-Arms when required and/or desired by Commander.

## **SECTION 8. PUBLIC INFORMATION OFFICER (PIO)**

**The duties of the Public Information Officer shall, but not necessarily be limited to:**

- A. Produce all marketing and promotional material required for membership expansion.
- B. Proactively develop Press Releases and other publicity notices to media.
- C. Be the official spokesman for the Base in all public relations matters.
- D. Produce Base newsletter and be responsible for its distribution to the membership.
- E. Submit expenses for the Base newsletter development, including production and mailing costs with appropriate supporting documentation to the Base Commander who will ensure prompt payment by the Base Treasurer.

## **SECTION 9. MEMBERSHIP CHAIRMAN**

(Synonymous with “Recruiting Officer”)

**The Membership Chairman’s duties shall be, but not necessarily limited to:**

- A. Maintain a current Membership List.
- B. Develop recruiting programs and literature as appropriate.
- C. Ensure PIO, Webmaster, Chaplain, Commander and VA POC have most current list.
- D. Prepare and distribute Control Reports to National.
- E. Turn over all moneys collected in the form of dues to the Treasurer.



- F. Forward an information packet either by regular mail or E-mail to the prospective member, when informed about a prospective member.
- G. Provide each new member with a current copy of the Base's Constitution and Bylaws, as received from the Base Secretary, and any other Base related orientation material developed internally and/or received from other sources.

## **SECTION 10. NOMINATING COMMITTEE**

**The Nominating Committee's duties shall be, but not necessarily limited to:**

- A. Advise Committee candidates that no member of the Committee will be eligible for election to office while serving as a member of the Nominating Committee.
- B. ~~Nominate officers each election year. Nominations may also be made to this committee from the floor at the business meeting prior to March 15 of the election year.~~  
***Nominate officers each election year. Nominations may also be made to this committee from the floor at the business meeting prior to OCT 15 of the election year. Changed 8 October 2005***
- C. ~~Submit candidates' names and biographical data to the Secretary by March 15 of election year.~~  
***Submit candidates' names and biographical data to the Secretary by OCT 15 of election year. Changed 8 October 2005***
- D. ~~Validate, count, and report election results to the Base Secretary by May 1 of the election year~~  
***Validate, count, and report election results to the Base Secretary by DEC 1 of the election year. Changed 8 October 2005***

Ensure that all nominated candidates submit a personal biography to the Nominating Committee, prior to publishing the ballot, in order to be considered an eligible candidate.

## **SECTION 11. HOLLAND CLUB COMMITTEE CHAIRMAN**

**The Holland Club Committee Chairman shall, but not necessarily be limited to:**

- A. Maintain a Base list of current Holland Club Members.
- B. Maintain an Initiate Eligibility List by Qualification Date.
- C. Notify National Holland Club Director of an Initiate's eligibility.
- D. Secure New Member Initiation Kit.
- E. Plan, coordinate and execute induction ceremonies.

- F. Communicate and coordinate with National Holland Club Director.
- G. Coordinate and be responsible for all Base Holland Club activities.
- H. Write Holland Club column in Base newsletter.

## **SECTION 12. ACTIVITIES CHAIRMAN**

***The Activities Chairman duties shall be, but are not necessarily be limited to:***

- A. Directly responsible to the Executive Board.***
- B. Provide base activity/event recommendations to the Executive Board.***
- C. PRIMARY contact for all base activities/events.***
- D. PRIMARY “overall coordinator” for all base activities/events including, but not limited to:***
  - 1) Tolling of the Bells ceremony***
  - 2) Submarine Birthday Dinner***
  - 3) Holiday Dinner, including (on a rotating basis) the identification of charity to receive toy donations.***
  - 4) Annual Awards dinner and ceremony, including Holland Club inductions.***
  - 5) Parades, including recommendation of those in which the base will participate.***
  - 6) Special Activities including, but not limited to: placing flags on veterans’ graves; special “meet and greet” events for visiting submarine crew members.***
- E. As relates to Monthly Business meetings, the Activities Chairman shall NOT be responsible for the general agenda or program. The Activities Chairman shall, however, be the primary contact and coordinator for the following:***
  - 1) Identification of location***
  - 2) Negotiating the details with the identified location: dates and times, to ensure availability; listing of meeting in location’s calendar of events, as a matter of public information; negotiation (but not approval) of any necessary contracts or written agreements.***
- F. The Activities Chairman shall NOT be responsible for any tasks related to base officer meetings or Executive Board meetings.***
- G. Seek/recruit volunteers/sponsors for activities/events, to act as “detail” coordinators and planners. The Activities Chairman shall NOT be solely responsible for all “detail planning” of activities and events.***
- H. Have ultimate responsibility for tasks related to activities/events including, but not limited to:***
  - 1. Location recommendations***
  - 2. Location reservations (including contact with those in charge of accepting reservations)***
  - 3. Negotiating dinner prices and other miscellaneous costs.***
  - 4. Speakers (including identification, contact, scheduling)***

**Section 12 Added 3 February 2007**

## ARTICLE VIII - MEMBERSHIP DUES

### SECTION 1. PAYMENT OF BASE MEMBERSHIP DUES

- A. All Base Members (including Associate and Holland Club Members) except for those who have paid for a Base Life Membership, shall be required to pay Base Membership dues, in addition to any National USSVI dues required, as follows:
- B. The annual Base Membership dues are currently set at ten dollars (\$10.00). Such Base Membership rate shall endure until this subparagraph has been appropriately amended.
- C. Those persons joining the Base in mid year will be assessed pro-rata dues for the remaining period of that year.
- D. Base dues received by those joining in October will be considered "Dues paid," for the remainder of that year, and for the following calendar year.
- E. Base Dues are due and payable on or before January 1st of each year and considered delinquent if not paid by that date. Such dues paid by such date will remain effective until December 31st of that year.
- F. A member is considered "in good standing" if both National and Base dues have been paid for the current year.
- G. Members whose National and/or Base dues are in arrears on April 1st of the current year will have their continuous membership in good standing terminated and will be dropped from all lists and rosters.

### SECTION 2. BASE LIFE MEMBERSHIP

~~A. The fees, dues and structure for Base Life Membership shall be the same as those for a National Life Membership. Holland Club Membership, however, does not automatically bestow Base Life Membership upon the member, nor provide an exemption from paying Base Dues.~~

**A. The fees, dues, and structure for Columbus Base Life Membership shall be as follows:**

- **Holland Club members will not automatically receive Columbus Base Life Membership.**
- **Columbus Base Life Membership will be available to USSVI National Life Members only, including USSVI National Associate Life Members.**
- **Columbus Base Life Membership cards will be issued.**
- **Columbus Base Lifetime Membership dues shall be based on the member's age as of the first day of the year in which life membership is purchased:**

<b>AGE</b>	<b>COST</b>
<b>76+</b>	<b>No Charge</b>
<b>56 - 75</b>	<b>\$ 100.00</b>
<b>Birth - 55</b>	<b>\$ 200.00</b>

**Changed 8 December 2007**

## **SECTION 3. MEMBERSHIP CHAIRMAN TO PROCESS NEW MEMBER DUES**

- A. When USSVI membership applications are received by the Base Membership Chairman, the chairman will ensure that all required documents are current and complete. Upon verification of completeness, the required documents and dues will be then forwarded to the Base Treasurer who will then forward any necessary documents and payment to National.

## **ARTICLE IX – AMENDMENTS**

### **SECTION 1. CHANGE INITIATION PROCESS**

- A. Any member may submit a change to these Bylaws by a written change proposal to the Executive Board with supporting reasons for consideration and recommendation. The Executive Board shall promptly submit all accepted proposals to the voting membership for a vote. The Board will communicate its reasons for any rejection to the proposing member.

### **SECTION 2. PROPOSAL METHODS TO INITIATE BYLAW CHANGE**

- A. Proposals may be accepted by either of the following means:
  - 1) By a majority vote of the Executive Board.
  - 2) By a petition signed by twenty percent (20%) of the voting members or five (5) voting members, whichever is the larger.

### **SECTION 3. VOTING PLURALITY REQUIRED TO CHANGE AND/OR AMEND**

- A. Amendments of Bylaws require a simple majority vote of approval by the members voting.

### **SECTION 4. AMENDMENT(S) EFFECTIVITY DATE AND PROCESS PROCEDURES**

- A. Amendments to the Bylaws, which have been approved by the membership, will become effective when officially announced during a regularly scheduled Business Meeting and will apply to any and all voted-upon issues the results of which were announced during that same Business Meeting, including but not necessarily limited to, other amendments, elections of officers, appointments etc., unless otherwise directed in the body of the amendment passed.

- B. Amendments, including the newly passed change(s), addition(s) and/or deletion(s) that have been approved by the membership and announced at the above meeting will be made a part of a redrafted Master of the Base's Bylaws by the Base Secretary, as soon as practical.
- C. Any such changes, additions, and/or deletions will have identified, immediately following the specific change to the document, or immediately following any other prior change/date notation(s), the sequential change number and date of the change, italicized and in parenthesis, reference and continuity purposes (See example in Base Bylaws, Article V, Section 1, Paragraph C.).
- D. The Bylaws Master shall be duly signed by the Base Commander and Vice Commander, witnessed by the Base Secretary. The new Bylaws Master, shall be filed and kept by the Base Secretary with all other superseded Masters, beginning with the Base's originating Bylaws, numbered consecutively according to the date the changed Master was filed.

## **ARTICLE X - SUSPENSION OF A BYLAW**

### **SECTION 1. TEMPORARY BYLAW SUSPENSION**

- A. To avoid disrupting the orderly continuance of a business meeting by a standing Bylaw, which creates or may create an impasse, the suspension of which would be for the best interests of the Base, a temporary suspension of that Bylaw may be accomplished by a two thirds (2/3) majority vote of the established Quorum in attendance
- B. A temporary suspension of any Bylaw shall be applicable to that one particular meeting only and no other, and only for the purpose intended.
- C. No temporary suspension shall be considered a precedent for any actual or similar suspension at another time. All Bylaw suspensions, therefore, are considered individual events and are applicable to no other.

## **ARTICLE XI - CONFLICTS AND INTERPRETATIONAL DISPUTES**

### **SECTION 1. CONFLICTS**

- A. A. In the event of any conflict between any part or parts of the Bylaws and Constitution of this organization, the Constitution shall prevail.

### **SECTION 2. BYLAW INTERPRETATION AND DISPUTE RESOLUTION**

- A. The Base Commander shall be the primary authority regarding the interpretation of any Article(s), Section(s), and/or Paragraph(s) of the Base Bylaws.

- B. Any dispute(s) brought to the attention of the Base Commander by any Regular Member in good standing, regarding the interpretation of any Article(s), Section(s) and or Paragraph(s), either within the Bylaws and/or between the Bylaws and the Constitution, shall be adjudicated by the Commander, with the concurrence of the majority of the Executive Board.
- C. Upon notification of the adjudicated ruling, the Member shall have three business days to inform the Commander of his intent to appeal the ruling by bringing it to the membership for a vote at the next regularly scheduled Business Meeting. Absent such notification of intent within the time-frame allotted, the ruling shall be considered the final response to the member's dispute, else, the outcome of the vote of the membership shall be considered the member's final response.
- D. No further or other appeal process is available to the member unless the continued dispute relates to a provision that is in conflict with the USSVI Constitution and Bylaws in which case the issue will be sent to the District Commander for final adjudication.
- E. If necessary and/or appropriate, the Commander shall cause the disputed Bylaw Article(s), Section(s) and or Paragraph(s) to be rewritten, to reflect any adjudicated or voted upon change and/or to correct any ambiguity inherent in the Article(s), Section(s) or Paragraph(s) challenged and/or disputed.

**ARTICLE XII - SIGNATURES**  
**SECTION 1. REVISION SIGNATURES**

- A. The COLUMBUS BASE, by a vote of its membership on \_\_\_\_\_, has caused the Base Master Bylaws document to be updated, to reflect the will of the membership, and to be filed as Revision # \_\_\_\_\_ to the original Master Base Bylaws, as of the first date appearing below.

**SECTION 2. MASTER CONSTITUTION AND BYLAWS**  
**GOVERNANCE**

- A. Upon the signing of this document, this date, it shall become the Master Bylaws document that together with the current Master Base Constitution, shall govern the COLUMBUS BASE of the US Submarine Veterans, Inc.

On this, the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_

\_\_\_\_\_  
Base Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness – Base Secretary

\_\_\_\_\_  
Date

SIGNATURES ON FILE

\_\_\_\_\_  
Base Vice Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness - Base Secretary

\_\_\_\_\_  
Date