

DRAFT PROPOSAL

Bremerton Base Bylaws

United States Submarine Veterans Incorporated

Established November 5 1981

Proposed Revision Effective January 2027

Revision History

Revised November 19, 2002

Article II amended May 17, 2005

Articles IV, V, VI, VIII, and IX amended October 19, 2010

Articles II, IV, V, VIII, and XI amended October 18, 2011

Article VIII amended October 17, 2015

Articles V and VI amended November 18, 2017

Proposed comprehensive revision effective January 2027

Governing Authority and Name The Bremerton Base of United States Submarine Veterans, Incorporated (USSVI) adopts the Constitution and Bylaws of the national organization. If these Bylaws conflict with the USSVI Constitution, Bylaws, or other controlling national authority, the national authority shall prevail.

The accepted informal name of the organization is Bremerton Subvets. Within USSVI, the organization shall be identified as the Bremerton Base. In communications with the public, outside organizations, and the news media, it may also be identified as the Bremerton Chapter of USSVI.

ARTICLE I RULES OF ORDER

Bremerton Base meetings shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except where those rules conflict with the USSVI Constitution and Bylaws, these Bylaws, or an applicable Base Meeting Manual.

ARTICLE II DUES

Section 1 Annual Dues The Executive Board (E-Board) shall establish the amount of annual Base dues and disseminate that amount to the membership by written instruction, not later than November 30 of the each year.

Section 2 Payment Period Annual dues are due and payable on January 1 of each year and remain effective through December 31 of that year.

Section 3 Delinquency A member whose annual dues remain unpaid on February 1 shall be dropped from the membership roster, subject to any controlling national membership requirements.

Section 4 Base Life Membership Eligibility for Base Life Membership shall coincide with current National Life Membership requirements. National Life Membership must be obtained before or at the same time as Base Life Membership. The E-Board shall establish and disseminate by written instruction the Base Life Membership dues, available payment methods, and any installment-payment procedures.

ARTICLE III BASE MEETINGS

Section 1 Regular Meetings The Bremerton Base shall conduct regular business meetings at dates, times, and locations designated by the Base Commander.

Section 2 Quorum Five members in good standing, including at least two elected officers, shall constitute a quorum for the transaction of business at a Base meeting. Once established, a quorum shall not be broken by the departure of a member.

Section 3 Special and E-Board Meetings The Base Commander may call a special meeting or an E-Board meeting whenever warranted.

Section 4 Voting Rights Each member in good standing whose name has appeared on the membership roster for at least 15 days may vote in person at a Base meeting. At an E-Board meeting, only members of the E-Board may vote.

ARTICLE IV BASE MEMBERSHIP

Section 1 Regular Membership Regular membership is restricted to United States personnel designated as Qualified in Submarines by the United States Navy. Any elected Base officer may request proof of qualification.

Section 2 Founding Members Founding Members are those who participated in the original establishment of the Bremerton Base in March 1981: Tudor Davis, Thomas Fiacco, Richard Litscher, William Dean, Kenneth Kerns, and Charles Whitlock.

Section 3 Charter Members All members in good standing on or before July 17, 1982, shall be known as Charter Members of the Bremerton Base. The original charter membership consisted of 119 members.

Section 4 Associate Membership A person who does not qualify for Regular Membership may become an Associate Member when sponsored by a Regular Member in good standing. Associate Members may not vote in National elections. They may vote in Base elections and on other business presented at a Base meeting. Only E-Board members may vote at E-Board meetings. Associate Members may serve in elected or appointed Base positions except Base Commander or Base Vice Commander.

Section 5 Life Members A Regular or Associate Member may become a Base Life Member by satisfying the requirements established in Article II, Section 4.

ARTICLE V ELECTED OFFICERS

Section 1 Composition and Authority of the E-Board The E-Board controls and manages the affairs and business of the organization. It consists of the immediate Past Base Commander and the elected Base Commander, Base Vice Commander, Junior Vice Commander, Secretary, Treasurer, and Chief of the Boat. All members in good standing, any appointed officers, committee chairpersons, and project managers may attend E-Board meetings and provide information or advice, but they may not vote. Three E-Board members constitute a quorum. Once established, a quorum shall not be broken by the departure of a member.

Section 2 Responsibilities The E-Board is responsible for long-range planning concerning recruitment, membership activities, finances, ceremonies, and other organizational goals. It may adopt and disseminate written policies, instructions, and manuals consistent with these Bylaws and controlling national authority.

Section 3 Terms of Office Each elected officer shall serve a term of two years or until a successor is elected and installed. The Base Commander and Base Vice Commander may not hold the same office for more than two consecutive terms (four consecutive years).

Section 4 Meeting Schedule Regular E-Board meetings shall normally be held before general business meetings.

Section 5 Vacancies The remaining E-Board members shall fill a vacancy on the E-Board for any unexpired term by majority vote.

Section 6 Removal from Office An E-Board member may be removed from office for cause by a two-thirds vote of the E-Board.

Section 7 Duties of the Base Commander The Base Commander shall:

- A.** Serve as the chief executive officer and chair of the E-Board
- B.** Call and preside over regular and special Base meetings
- C.** Enforce the USSVI National Constitution and Base Bylaws and direct Base operations
- D.** Represent the Base at official functions and/or designate such representation as deemed appropriate
- E.** Submit appointed officers and committee chairpersons in writing to the E-Board for confirmation
- F.** Sign certificates, notes, drafts, warrants, or other orders for the payment of funds drawn by the Treasurer, subject to E-Board approval and controlling authority
- G.** Ensure that pertinent information is distributed promptly to the membership
- H.** Serve as an ex-officio member of all committees except the Nominations Committee and Resolution Committee
- I.** Maintain a current turnover file containing official correspondence, records, and materials, and transfer it promptly to the successor

Section 8 Duties of the Base Vice Commander The Base Vice Commander shall:

- A.** Assist the Base Commander in the performance of official duties
- B.** Assume the duties and authority of the Base Commander during the Commander's absence, illness, or call to Eternal Patrol
- C.** Serve as a member of the E-Board
- D.** Chair the Ways and Means Committee and serve on the Membership and Publicity Committee
- E.** Audit the Base financial records each January and report their accuracy or deficiencies to the E-Board at its February meeting
- F.** Maintain a current turnover file and transfer it promptly to the successor

Section 9 Duties of the Junior Vice Commander The Junior Vice Commander shall:

- A.** Assist the Base Commander and Base Vice Commander in the performance of their duties
- B.** Perform the duties of the Base Vice Commander during that officer's absence or when that office is vacant
- C.** Preside at Base meetings when both the Base Commander and Base Vice Commander are absent
- D.** Serve as a member of the E-Board and the Membership and Publicity Committee
- E.** Perform other duties assigned by the Base Commander or E-Board that are consistent with these Bylaws
- F.** Maintain a current turnover file and transfer it promptly to the successor

Section 10 Duties of the Base Secretary The Base Secretary shall:

- A.** Officiate in Base matters when required in the absence of the Base Commander, Base Vice Commander, and Junior Vice Commander
- B.** Serve as a member of the E-Board and the Membership and Publicity Committee

- C.** Chair the Public Relations Committee
- D.** Serve as clerk of the Base and custodian of all nonfinancial Base records and materials
- E.** Maintain records required by the Articles of Incorporation, national and Base governing documents, and these Bylaws
- F.** Keep permanent minutes of Base meetings and collect and preserve the historical records of the Base and its membership
- G.** Prepare and distribute the Base ballot and ensure that only eligible members vote on Base business
- H.** Serve as the official Base correspondent and forward communications to the appropriate officers and committee chairpersons
- I.** Maintain a current turnover file and transfer it promptly to the successor

Section 11 Duties of the Base Treasurer The Base Treasurer shall:

- A.** Serve as a member of the E-Board, Membership and Publicity Committee, and Ways and Means Committee
- B.** Serve as chief financial officer and custodian of the Base's financial records
- C.** Receive and collect funds due to the Base
- D.** Safeguard, retain, disburse, and invest Base funds in a manner approved by the E-Board
- E.** Maintain accounts appropriate to the Base's structure and activities in accordance with generally accepted accounting principles
- F.** Complete the annual summary financial report and submit it to the National Treasurer
- G.** Prepare required reports and returns and pay applicable taxes and fees
- H.** Maintain a current turnover file and transfer it promptly to the successor

Section 12 Duties of the Chief of the Boat The Chief of the Boat shall:

- A.** Serve as Master at Arms and Parliamentarian at Base meetings
- B.** Ensure that only members in good standing and bona fide guests are admitted to meetings
- C.** Symbolically toll the bell for Lost Boats at meetings
- D.** Maintain custody of Base ceremonial property
- E.** Serve as point of contact and officer in charge for the annual breakfast meeting, Base picnic, and Christmas party
- F.** Maintain a current turnover file and transfer it promptly to the successor

ARTICLE VI APPOINTED BASE OFFICERS AND POSITIONS

Section 1 Appointment and Tenure The appointed Base officers and positions are Chaplain, Newsletter Editor, Webmaster, Storekeeper, and Parade Float Manager. Their service begins after E-Board confirmation and notification. They serve at the pleasure of the Base Commander and may be removed or replaced at the Commander's discretion.

Section 2 Base Chaplain The Base Commander shall appoint the Chaplain. The Chaplain shall advise the Base on matters concerning the spiritual life of the membership and may recommend potential successors to the Base Commander.

Section 3 Newsletter Editor The Base Commander shall appoint the Puget Soundings Newsletter Editor. The Editor shall gather, edit, and publish Base news, announcements, photographs, and other appropriate material using the publication and distribution system approved by the E-Board. The Editor shall distribute each issue through the Base's authorized electronic and print channels, maintain an accessible digital archive, preserve publication records, manage any approved advertising or newsletter income and expenses, report material budget matters to the Base Commander and E-Board, and maintain a current turnover file for the successor.

Section 4 Webmaster The Base Commander shall appoint the Webmaster. The Webmaster shall maintain the official Base website and serve on the Membership and Publicity Committee.

Section 5 Storekeeper The Base Commander shall appoint the Storekeeper. The Storekeeper may obtain submarine memorabilia from qualified vendors and offer it for sale to raise revenue for Base obligations. The Storekeeper shall maintain records of acquisitions, sales, expenses, profits, and inventory; make products available for member review at meetings when practicable; and submit an annual written report to the chair of the Ways and Means Committee by June 30.

Section 6 Parade Float Manager The Base Commander shall appoint the Parade Float Manager. The Manager shall schedule upkeep and improvements, ensure that the float's systems and documents are in order, coordinate maintenance with the NWRCPOA, report the float's condition and repair needs to the Base Commander and E-Board, and prepare the float for authorized travel, parades, and displays.

ARTICLE VII COMMITTEES

Section 1 Definitions Standing Committees perform continuing Base functions. Annual Committees expire at the end of the calendar year. The Base Commander may appoint a Special Committee for a defined purpose; it shall be disbanded when that purpose is completed or when the E-Board determines that it is no longer necessary.

Section 2 Standing Committees The Base Commander shall appoint the chair of each Standing Committee and shall serve as an ex-officio member of each committee except as otherwise provided in these Bylaws. The Standing Committees are:

- A. Membership and Publicity Committee.** This committee recruits new members, supports the retention of current members, maintains accurate membership status information, reports membership status at business meetings, and publicizes Base events through authorized communication channels.
- B. Ways and Means Committee.** This committee prepares an annual budget and recommends or carries out authorized methods of obtaining the funds needed to meet budgeted expenses.

Section 3 Nominations Committee The Nominations Committee is an Annual Committee consisting of three members in good standing. The immediate Past Base Commander shall chair the committee. If the immediate Past Base Commander is unable or unwilling to serve, the Base Commander shall appoint another Past Base Commander or, if none is available, another member in good standing as chair. The Base Commander shall appoint the remaining committee members no later than July 1. The committee expires at the end of the calendar year.

ARTICLE VIII BIENNIAL ELECTIONS

Section 1 Oversight The chair of the Nominations Committee shall conduct the nomination process for the six elected offices: Base Commander, Base Vice Commander, Junior Vice Commander, Secretary, Treasurer, and Chief of the Boat.

Section 2 Nomination Process and Timeline The committee chair shall call for nominations from the membership on or before August 30. A member in good standing may submit a nomination on or before October 30, provided the nominee is a member in good standing and has agreed to accept the nomination and serve if elected. The chair shall publish the names of properly nominated candidates in alphabetical order at least 30 days before the election. Additional nominations may be accepted from the floor on election day if the nominee gives oral or written consent. Elections shall normally be held at the November business meeting, and the newly elected officers shall be installed in January.

Section 3 Voting Procedures If more than one candidate seeks an office, the election shall be decided by secret ballot of the eligible members in attendance. If only one candidate seeks an office, the election may be decided by a show of hands of the eligible members in attendance.

ARTICLE IX BASE MEETING MANUALS

Section 1 Authority The order of business, ceremonial procedures, meeting scripts, and other recurring meeting practices shall be established in one or more Base Meeting Manuals approved and disseminated by the E-Board.

Section 2 Consistency A Base Meeting Manual may supplement these Bylaws but may not amend or conflict with the USSVI Constitution and Bylaws, these Bylaws, or other controlling authority. In the event of a conflict, the controlling authority shall prevail.

Section 3 Maintenance The Base Commander shall ensure that the Base Meeting Manuals remain current and available to the officers and membership through authorized Base communication channels.

ARTICLE X FISCAL YEAR

The fiscal year of the organization begins on January 1 and ends on December 31.

ARTICLE XI BYLAW AMENDMENTS

Section 1 Submission A member in good standing may submit a proposed amendment to these Bylaws to the E-Board.

Section 2 Presentation Each proposed amendment shall be placed on the Base Commander's docket and read to the membership.

Section 3 Notice and Approval These Bylaws may be amended at a general business meeting by a two-thirds vote of the Regular Members in attendance, provided that the proposed amendment has been delivered or made available to the membership at least 30 days before the vote. Notice shall be sent to each member's last known email address or mailing address and may also be published in the Base newsletter, on the Base website, or through another electronic communication system approved by the E-Board. A member is responsible for keeping current contact information on file with the Base.

Section 4 Effective Date An amendment takes effect when certified as adopted unless the amendment states a later effective date.

Section 5 Record of Vote The Secretary shall record in the official minutes the vote count on each proposed amendment.

Certification

Adopted by the membership of Bremerton Base, United States Submarine Veterans, Incorporated, on _____, to take effect _____.

Base Commander

Date

Base Secretary

Date