

Article I	Rules of Order	Article VIII	Membership	Article XV	Base Management
Article II	Name	Article IX	Membership Dues	Article XVI	Election of Officers
Article III	Emblem	Article X	Structure	Article XVII	Voting
Article IV	Purpose	Article XI	Charter	Article XVIII	Dissolution
Article V	Policy	Article XII	District Meetings	Article XIX	Miscellaneous
Article VI	Amendments	Article XIII	Base Meetings		
Article VII	Fiscal Year	Article XIV	Officers & Responsibilities		

**UNITED STATES SUBMARINE VETERANS INC.**

**DALLAS BASE**

**BYLAWS**

**October 1, 2008**

**Article 1  
RULES OF ORDER**

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

**Article II  
NAME**

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

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

**Article III  
EMBLEM**

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

## **Article IV PURPOSE**

**Section 1.** Statement of purpose: Our purpose -To perpetuate the memory of our shipmates who gave their lives in the pursuit of 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.

**Section 2.** Creed: The statement of purpose shall also be known as the Base's Creed.

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

## **Article V POLICY**

**Section 1.** The base shall not adopt any policy that is in conflict with the laws of the organization and of the United States of America.

## **Article VI AMENDMENTS**

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

**Section 2.** Regular and Life members may submit proposals for amendments in writing to the Base Commander for consideration. The proposed amendment shall state the purpose of the suggested amendment, outline its need and expected benefits. The proposed amendment shall be signed by at least three members in good standing.

**Section 3.** The Base Commander will call a business meeting of the Executive Committee to discuss the merits of the proposed amendment. The Base Commander and members of the Executive Committee will provide their opinion of the proposed amendments merit and present it for discussion and a vote at the next regularly scheduled meeting providing a quorum exists.

**Section 4.** A vote may be taken on a proposed amendment provided a quorum of at least 51% of the members in good standing are present. If not, a vote may be taken at a later meeting when a quorum exists. The amendment may be adopted only if 51% of the quorum present votes favorably for it.

**Section 5.** If any new amendments to the Base Bylaws have been made, during the year, they shall be submitted by 31 March of that year to the District Commander for review to verify compliance with the Organization Bylaws.

## **Article VII Fiscal Year**

**Section 1.** The fiscal year shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup> each year.

## **Article VIII MEMBERSHIP**

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

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

**Section 3.** A member is considered "in good standing" if both National and Base dues have been paid for the current year and/or renewed prior to January 1<sup>st</sup> of the following year. Members in arrears on February 1<sup>st</sup> will have their membership terminated and will be dropped from all rosters.

**Section 4. Regular Members.** Regular membership is restricted to U.S. citizens who have "Qualified in Submarines" in the U.S. Navy and to U.S. citizens who have served on U.S. Submarine Relief Crews while on active duty between Dec 1, 1941 and Sept 1, 1945.

**Section 5. Life Members.** Regular members may become National Life Members by paying the National Life Membership fee established in the National Bylaws. National Life Members will pay no further National dues.

**Section 6. Holland Club.** Any member who has been a good member in good standing for five consecutive years and has been designated "Qualified in Submarines" for over fifty years, upon his choice, may become a member of the "Holland Club". Holland Club members will pay no further National or Base dues. Holland Club membership cards, issued by National, will be stamped "Holland Club" on the front.

**Section 7. Associate Members.** An associate member is any person not eligible for Regular membership that is sponsored by a Regular member. Associate members are eligible for National Life membership. Associate members will normally be limited to those who are uniquely interested in or associated with the Submarine Service in some way. Any naturalized U.S. Citizen who is "Qualified in Submarines" in a currently allied navy may become an associate member. Associate members may vote on Base matters but may not hold Base elected office.

## **Article IX MEMBERSHIP DUES**

**Section 1.** All members will pay membership dues as prescribed by the National Bylaws. Base dues regulations will be identical to National Bylaws. Base dues will be waived if a

transferred member from another Base certifies his dues were paid at his former Base for the current year.

## **Article X STRUCTURE**

**Section 1.** The Base will consist of at least (5) members in good standing.

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

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

## **Article XI CHARTER**

**Section 1.** Upon the acceptance by the Base of the Organization's Bylaws and Certificate of Incorporation or upon approval of the Base Bylaws by the District 5 Commander. The Base shall be issued a Charter from the Organization. The Charter shall be signed by the National Commander and National Secretary who shall affix the National Seal thereto.

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

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

## **Article XII DISTRICT MEETINGS**

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

## **Article XIII BASE MEETINGS**

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

**Section 2.** The Dallas Base will meet monthly at a place and time approved by the membership. The Base Commander may call a meeting of the Executive Committee to discuss business matters prior to a regular scheduled meeting.

#### **Article XIV OFFICERS AND RESPONSIBILITIES**

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

**Section 2.** Base Commander. The Base Commander is the chief executive of the Base. As such, he shall preside at all functions, business meetings and at the Executive Committee of the Base. It shall be his duty to insure implementation of the Base Bylaws by providing guidance to the membership of the Base and the Executive Committee and of the entire membership. The Base Commander shall have the authority to transact business in the name of the Base, and in cases of emergency, he may act independently in matters which might affect the purpose of the Base. The Base Commander shall appoint and remove chairman of all committees and perform such other duties as his office may require. The Base Commander may delegate duties to other officers or members as he may deem necessary. Not later than September 1<sup>st</sup> of each year the Base Commander shall appoint a Nominating Committee with the duties set forth in Article XVI, Section 1.

**Section 3.** Base Vice-Commander. The Base Vice-Commander shall assume the duties of the Base Commander in his absence, and shall otherwise assist him as requested. The Base Vice-Commander shall maintain a list of all Base property and its location.

**Section 4.** Base Secretary. The Secretary shall keep a permanent record of the minutes of the meetings of the Base and read same at following meetings. The secretary shall also handle all Base correspondence, except that which specifically pertains to other Base members or committees. He shall maintain a current membership roster including a current list of members, their dates of birth and anniversaries etc. and periodically provide all members with a current roster as needs dictate. He will dispatch member get-well-cards and sympathy (immediate family) cards, and keep the Base Commander so informed. He will maintain copies of the Base Bylaws, amendments, charters and other official Base documents as delegated. He will keep all records, papers and correspondence (not otherwise designated) pertaining to the Base. The Secretary may be assisted by the Base Chaplain and Membership Chairman (when appointed) in these duties as necessary.

**Section 5.** Base Treasurer. The Treasurer shall be responsible for the collection of and dissemination of Base funds, The Treasurer shall keep accurate records of all Base monies received or disbursed. Base monies shall be kept in an established Bank account with at least the signatures of the Commander and Treasurer on file with the Bank. As officers change, new signature cards will be initiated and old ones cancelled. An annual audit of treasury records shall be conducted by a qualified candidate appointed by the Executive Committee and/or by any newly elected Treasurer.

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

**Section 7.** Committee Chairman. The Commander may appoint members as Committee Chairman for specific tasks as the need dictates. Committee members may be asked to meet as part of the Executive Committee as needed to perform particular tasks. Committee members serve at the pleasure of the appointing Commander during his term and may either be continued or replaced by the incoming Commander.

## **Article XV BASE MANAGEMENT**

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

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

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

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

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

**Article XVI  
ELECTION OF OFFICERS**

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

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

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

**Article XVII  
VOTING**

**Section 1.** Each member in good standing is entitled to vote. There will be no voting by proxy. Any member not voting will be considered as abstaining.

**Article XVIII  
DISSOLUTION**

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

**Article XIX  
MISCELLANEOUS**

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

**Amendments:**

October 1, 2008

The Dallas base Bylaws were amended to reflect changes made to the "Our Creed" statement in the USSVI National Constitution and Bylaws.