

THE
CONSTITUTION AND BYLAWS
OF THE
CINCINNATI BASE
OF THE
UNITED STATES SUBMARINES VETERANS, INC.

APPROVED BY THE MEMBERSHIP
ON

AT THE
BASE ORGANIZATIONAL MEETING

CONSTITUTION AND BYLAWS

OF THE

CINCINNATI BASE

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CONSTITUTION

ARTICLE I - NAME

SECTION 1. OFFICIAL BASE NAME

The name of the Base shall be known as the CINCINNATI BASE of UNITED STATES SUBMARINE VETERANS. INC. (USSVI).

SECTION 2. ALTERNATIVE NAME CONVENTIONS

For the purpose of this document, the term "Base" shall be synonymous with the CINCINNATI BASE of United States Submarine Veterans, Inc.”

The names US SubVets, Inc., US SubVets, US Submarine Veterans, US Submarine Veterans, Inc. or United States Submarine Veterans, Inc., are interchangeable except in legal documents where the name, “United States Submarine Veterans, Inc.”, is to be used at point of first use, and when followed by “(USSVI)”, “USSVI” may be used thereafter in the same document.

SECTION 3. DOCUMENT EFFECTIVITY

This document is in effect upon receipt of authorization by the Base Secretary from the appropriate National officer on -----for fiscal and dues considerations, and shall continue to survive through changes and amendments thereto, provided that such changes and amendments have been documented as provided for herein.

ARTICLE II - EMBLEMS

SECTION 1. OFFICIAL BASE EMBLEMS

The official emblem of the Base shall be the National United States Submarine Veterans emblem.

Other emblems and patches as deemed desired may be authorized by a 2/3 vote of the membership. Such emblems and patches may be found and similarly described in the Base Bylaws

SECTION 2. AUTHORIZATION OF NON-BASE USE OF EMBLEM (S)

Petitions for use of any Base emblem(s) by any person(s), organization(s) or group(s) for non base-related use(s) and/or purpose(s) shall be directed to the Base Commander. Upon his recommendation, the petition shall be considered and if approved will be granted by the Executive Board, in writing, to the requesting party.

ARTICLE III - PURPOSE

SECTION 1. STATEMENT OF PURPOSE

To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country. That their dedication, deeds and supreme sacrifice be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States Government.

SECTION 2. OTHER PURPOSES AND GOALS

In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Submariners to gather for their mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U. S. Submarine Force.

SECTION 3. CREED.

A. The Statement of Purpose for the Base shall be also known as the Base Creed.

ARTICLE IV - POLICY

SECTION 1. POLICY CONFLICTS

The Base shall adopt no policy in conflict with the laws and practices of the United States Government, the Constitution of the United States or the United States Submarine Veterans, Incorporated Constitution and Bylaws.

ARTICLE V - FISCAL YEAR

SECTION 1. BASE FISCAL YEAR

The fiscal year of the Base shall commence on the first day of January and end on the thirty-first day of December of each year.

ARTICLE VI - MEMBERSHIP

SECTION 1. GENERAL

Membership is open to those who are "Qualified in Submarines" and/or have an interest in becoming a member of the US Submarine Veterans, Inc. and the Cincinnati Base

All members shall be bound by the Base Constitution and Bylaws, the Certificate of Incorporation, and the Constitution and Bylaws of the National Organization.

A member is considered to be "in good standing" if both National and Base dues have been paid for the current year.

Members who 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 roles and rosters.

SECTION 2. REGULAR MEMBERSHIP.

Except as provided for in Paragraph B below, Regular Membership is restricted to those U.S. citizens, who have been designated "Qualified in Submarines" by the U.S. Navy and if discharged, so discharged under Honorable conditions from the Armed Forces of the United States. Proof of qualification and honorable service may be requested.

Anyone who is a Regular Member of the U. S. Submarine Veterans of World War II is eligible for Regular Membership in U.S. Submarine Veterans, Inc.

SECTION 3. ASSOCIATE MEMBERSHIP

Associate Membership is reserved for persons not otherwise eligible for Regular Membership, but who are related to the Submarine Service by their deeds or actions, or are a relative of, or closely associated with, a Regular Member. All Associate Members who are not relatives of a Regular Member, must be at least sixteen (16) years of age.

Except as provided for in Paragraph D. below, each Associate Member must be sponsored by a Regular Member in good standing.

Each Regular Member in good standing may sponsor one Associate Member not defined in Paragraph 4. A. above.

Any Naturalized U.S. Citizen who is a "Qualified" Submariner of a currently allied Navy may become an Associate Member and does not require a sponsor.

In the event an Associate Member's sponsor can no longer sponsor the Associate Member for example, no longer a member of the Base or called to Eternal Patrol, the Base may assume such sponsorship, upon the majority vote of the membership at a regularly scheduled meeting

SECTION 4. BASE LIFE MEMBERSHIP

Base Life Membership shall be limited to members who are Life Members of USSVI. The fees and structure for Base Life Membership are as prescribed in the Bylaws.

ARTICLE VII - MEMBERSHIP DUES

SECTION 1. NATIONAL DUES

Every member of the organization shall pay National membership dues as prescribed in the National Bylaws.

SECTION 2. BASE DUES

A. Base Members shall pay Base dues as prescribed in the Base Bylaws, Article VII .1. A.

ARTICLE VIII - OFFICERS

SECTION 1. BASE OFFICERS

Elected Base officers shall include the following:

Commander
Vice Commander
Secretary
Treasurer.

Provisions, prerequisites and requirements for nomination and election of Base officers shall be as defined in the Base Bylaws.

ARTICLE IX - THE EXECUTIVE BOARD

SECTION 1. EXECUTIVE BOARD OF THE BASE

The Executive Board shall be responsible for the general management of Base business affairs and be responsive to the needs of the membership.

The composition, duties, functions, processes and general procedures of the Executive Board shall be as prescribed in the Base Bylaws.

ARTICLE X - MEETINGS

SECTION 1. BUSINESS AND OTHER MEETINGS

The Base shall hold a Business Meeting no less than four times per year. Meeting times, places, and procedures will be as established in the Base bylaws.

Special Base membership and and/or Executive Board meetings may be called from time to time, and held at such times and places deemed advisable and appropriate by the Base Commander with the approval of the Executive Board.

In all cases, except for a meeting of vital Base importance such as the calling of an “emergency meeting,” the membership shall be given a “best efforts” notice to accommodate their attendance.

Procedures and processes for scheduling and conducting Base meetings, including Quorum definition, order of business, etc., will be as prescribed in the Base Bylaws

ARTICLE XI - VOTING

SECTION 1. ESTABLISHMENT OF VOTING PROCEDURES

Voting on Base matters will be as established in Base Bylaws.

ARTICLE XII – AMENDMENTS TO CONSTITUTION

SECTION 1. SUBMITTING AMENDMENT/CHANGE PROPOSALS

Any member may submit changes to the Base Constitution by submitting the proposed change(s) in writing to the Executive Board for consideration and recommendation. The Executive Board, shall promptly submit all accepted proposals to the voting membership.

SECTION 2. PROPOSAL ACCEPTANCE

Proposals for Constitutional amendments and/or changes may be accepted by either of the following means.

By a majority vote of the Executive Board

By a petition signed by twenty percent (20%) of the voting members or five (5) voting members, whichever is larger.

B. Procedures for voting constitutional changes amendments are as prescribed in the Base Bylaws.

SECTION 3. MEMBERSHIP PLURALITY REQUIRED TO APPROVE

A. Constitutional Amendments require a two-thirds (2/3) vote of approval by the members voting.

SECTION 4. AMENDMENT(S) EFFECTIVITY DATE, PROCEDURES AND PROCESSES

Amendments to the Constitution which have been approved by the membership for implementation, will become effective when officially announced during a regularly scheduled Business Meeting and will apply to any and all voted-upon issues 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.

Amendments that have been passed will be made a part of a redrafted Master of the Base's Constitution by the Base Secretary, including the newly passed change(s), addition(s) or deletion(s) as soon as practical.

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 change number and date of the change, italicized and in parenthesis, for reference and continuity purposes. See example in the Base Bylaws, Article V, Section 1, Paragraph C.

The Master shall be duly signed by the Base Commander and Vice Commander, witnessed by the Base Secretary and filed and kept by the Base Secretary with all other superseded Masters, beginning with the Base's original Constitution, numbered consecutively according to the date the changed Master was filed.

ARTICLE XIII – CONFLICTS AND INTERPRETATIONAL DISPUTES

SECTION 1. CONFLICTS

In the event of any conflict between any part or parts of the Base Constitution and Bylaws of this organization, the wording and intent of the Constitution shall prevail.

SECTION 2. CONSTITUTIONAL INTERPRETATION AND DISPUTE RESOLUTION

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

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.

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 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.

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.

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 XIV - DISSOLUTION

SECTION 1. ASSET DISPOSITION

In the event of Base dissolution, all assets and moneys of the same shall be turned over to the National Senior Vice President of the United States Submarine Veterans, Inc.

ARTICLE XV - SIGNATURES

SECTION 1. REVISION SIGNATURES

The CINCINNATI BASE, by a vote of its membership on _____, has caused the Base Master Constitution document to be updated, to reflect the will of the membership, and to be filed as Revision # _____ to the original Master Base Constitution, as of the first date appearing below.

SECTION 2. MASTER CONSTITUTION AND BYLAWS GOVERNANCE

Upon the complete signing and witnessing of this document, as identified below, it shall become the Master Constitution that together with the current Master Base Bylaws, shall govern the CINCINNATI 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

Base Vice Commander

Date

Witness - Base Secretary

Date **BYLAWS**

ARTICLE I – CINCINNATI BASE EMBLEM

SECTION 1. SPECIFICATIONS

The official Cincinnati emblem/patch, shall be a 4” circle, edge to edge.

The background shall be white and the object and its colors will be the likeness of the original emblem developed by the crew of USS CINCINNATI.

The original emblem's object shall be within the inner ring.

Above the object will be a pair of Dolphins, and below the object will be the Hull Number of the USS Cincinnati (SSN 693)

Within the inner and the outer ring, shall be the words, CINCINNATI BASE at the top of the emblem, with the words United States Submarine Veterans, Inc. at the lower part of the emblem.

The colors will be: CINCINNATI BASE the object's "C" and inner and outer ring will be in red. The letters "United States Submarine Veterans Inc., and the Cincinnati's Hull Number will be in Blue

ARTICLE II – BASE MEETING PROCEDURE GOVERNANCE

SECTION 1. PARLIAMENTARY PROCEDURE

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

The Base shall conduct a Business Meeting in accordance with Section 1 of Article X of the CINCINNATI 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.

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) or by a Base Commander's Memo, of the new year.

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.

A location, date, time, map and event agenda will be published in the Base newsletter (or by a Base Commander's Memo) in the issue directly preceding the meeting.

SECTION 2. MEMBERS REQUIRED TO ESTABLISH A QUORUM

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

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.

The mailing of a ballot to all members in good standing is required for the election of officers.

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

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 1) and 2) above, presented to the membership at a regularly schedule Business Meeting.

SECTION 3. PROXY VOTING

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

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.

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

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.

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.

SECTION 6. ALL OTHER BALLOT RETURNS NOT INVOLVING ELECTIONS

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

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.

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

Any member of the Base in good standing shall have the right to attend the opening and counting of the ballots.

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 AND DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

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.

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.

The current Base Commander shall act as the Chairman of the Executive Board.

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.

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.

Upon notification of the adjudicated ruling by the E-Board, the Member shall have three business days to inform the Commander of his intent to appeal the E-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.

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.

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.

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.

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.

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

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 term of office for Base officers, will be two (2) years or until their successors have been elected.

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.

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.

Elections shall be conducted each April. All Members in good standing are eligible to cast their vote.

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.

Such appointments will be coterminous with the term of office of the appointing officer unless earlier terminated by vote of the Executive Board.

The term of office for appointed officers will begin immediately after confirmation and notification by the Executive Board of the Base.

Elected and appointed officers of the Base will carry out their duties as prescribed by the Base Bylaws.

No officer shall be paid any salary for services rendered on behalf of the organization.

SECTION 2. VACANCIES

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:**

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.

Cause to call all regular and special meetings of the Base and preside over them.

Enforce the National and Base Constitution and Bylaws.

Direct and supervise the operation of the Base.

Prepare and present an annual report to the membership.

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.

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.

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 7) above.

Negotiate and enter into binding contracts and agreements, for and on behalf of the Base, with a simple majority approval of the Executive Board.

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.

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.

Promulgate all pertinent information to Base membership in a timely manner.

Appoint 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.

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.

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:**

Act as the Executive Officer of the Base, and as Second in Command.

Preside at all meetings and perform such duties as are necessary, in the absence of the Base Commander.

Be responsible for ensuring that only members in good standing and bonafide guests are admitted to any meeting.

Write the Vice Commander’s column in the Base newsletter

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:

Advertising Resources
Ballot and Balloting
Base Historian and Archivist
Color Guard
Constitution and Bylaws
Convention Bid and Implementation Committees
Membership
Memorial Maintenance and Services
Nominating
Scholarship
Speaker and Program
Ways and Means

SECTION 3. SECRETARY (Synonymous with “Yeoman”) **The Secretary shall, but not necessarily be limited to:**

Keep minutes of all meetings and maintain files for reference, providing a complete copy thereof to the Base Commander.

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.

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.

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.

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

Inform the Commander and retain a file of, all outgoing and incoming correspondence.

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.

Prepare and distribute ballots to all Regular Members in good standing for any election required by the Base Bylaws to follow such balloting procedures.

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.

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).

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:**

Be responsible for all funds and securities of the Base and deposit such in the name of the "Cincinnati Base - United States Submarine Veterans." Such place of deposit must be approved by the Executive Board.

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.

Pay all expenses approved by the Commander and/or the Executive Committee in a timely manner.

Read the Quarter Ending Financial Statements at the Business and Executive Board meetings and place copies on file with the Base Secretary.

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.

Collect dues and forward to National that portion of the dues required by them in accordance with existing National Bylaws.

Ensure that all moneys received from and/or paid on behalf of Base functions shall pass through

the Treasury.

Pay Chaplain's Expenses in accordance with the USSVI Chaplain's Manual.

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:**

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.

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.

Obtain administrative cost and profit margin pricing, if any, from the Treasurer.

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.

Process all financial transactions through the office of Treasurer.

SECTION 6. CHAPLAIN **The Chaplain shall, but not necessarily be limited to:**

Perform all duties in accordance with the National USSVI Chaplain's Manual.

Receive sufficient funds to carry out the responsibility of his office, which include mementos needed in visiting the sick, funerals, and other services.

Plan and coordinate the execution of an annual Memorial Service

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) **A. The Chief of the Base's duties shall be, but not necessarily limited to:**

Lead the membership in the Pledge of Allegiance at all functions.

Toll the bell for each submarine at Base Memorial Services.

Take muster prior to each meeting, delivering the count to the Yeoman.

Fill in for a missing officer at a meeting at the request of the Commander.

Manage Raffles, Door Prizes, etc.

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:

Produce all marketing and promotional material required for membership expansion.

Proactively develop Press Releases and other publicity notices to media.

Be the official spokesman for the Base in all public relations matters.

Produce Base newsletter and be responsible for its distribution to the membership.

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:

Maintain a current Membership List.

Develop recruiting programs and literature as appropriate.

Ensure PIO, Webmaster, Chaplain, Commander and VA POC have most current list.

Prepare and distribute Control Reports to National.

Turn over all moneys collected in the form of dues to the Treasurer.

Forward an information packet either by regular mail or E-mail to the prospective member, when informed about a prospective member.

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:

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.

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.

Submit candidates’ names and biographical data to the Secretary by March 15 of election year.

Validate, count, and report election results to the Base Secretary by May 1 of the election year

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:

Maintain a Base list of current Holland Club Members.

Maintain an Initiate Eligibility List by Qualification Date.

Notify National Holland Club Director of an Initiate's eligibility.

Secure New Member Initiation Kit.

Plan, coordinate and execute induction ceremonies.

Communicate and coordinate with National Holland Club Director.

Coordinate and be responsible for all Base Holland Club activities.

Write Holland Club column in Base newsletter.

ARTICLE VIII - MEMBERSHIP DUES

SECTION 1. PAYMENT OF BASE MEMBERSHIP DUES

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:

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.

Those persons joining the Base in mid year will be assessed pro-rata dues for the remaining period of that year.

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.

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.

A member is considered "in good standing" if both National and Base dues have been paid for the current year.

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

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.

SECTION 3. MEMBERSHIP CHAIRMAN TO PROCESS NEW MEMBER DUES

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

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

Proposals may be accepted by either of the following means:

By a majority vote of the Executive Board.

By a petition signed by twenty percent (20%) of the voting members of 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

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.

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.

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.).

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

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

A temporary suspension of any Bylaw shall be applicable to that one particular meeting only and no other, and only for the purpose intended.

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. 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

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.

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.

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.

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.

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

The CINCINNATI 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

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 CINCINNATI 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

Base Vice Commander

Date

Witness - Base Secretary

Date