

UNITED STATES SUBMARINE VETERANS, INCORPORATED
(Incorporated May 1964)

BYLAWS
(Revised September 2006)

ARTICLE I -- RULES OF ORDER

The general procedure of meetings of this organization shall be in keeping with the normal parliamentary procedure set down by Robert's Rules of Order Newly Revised.

ARTICLE II -- DUES (B2/03)

Section 1. The Board of Directors shall annually evaluate and may adjust initiation fees (i.e. the difference between regular annual dues and the amount charged to new members as first year dues), National dues and Life Membership dues/fees as required to compensate for inflation and the needs of the organization. The initiation fees, National dues and Life Membership dues/fees shall be published in the American Submariner and the United States Submarine Veterans, Inc. Policy and Procedures Manual. (B2/03)

Section 2. Members shall pay National dues to their Primary Base Treasurer who shall forward dues to the National Office, except for Members-at-Large (MALs), who shall pay their respective dues to the National Office. Exception: After Feb 15th all delinquent members may be directly invoiced for dues by the National Membership Chair or his representative. (B05/04)

Section 3. In the event a member allows his membership to become delinquent, the initiation fee plus applicable dues will be required for reinstatement. (B2/03)

ARTICLE III -- ANNUAL BUSINESS MEETING

Section 1. The Senior National Officer present at the Annual Business Meeting shall be the presiding officer.

Section 2. The Annual Business Meeting shall validate the elections and report the results for National Officers and Constitution and By Laws Amendments. (B3/03)

Section 3. The Annual Business Meeting shall approve the Annual Budget.

Section 4. The Annual Business Meeting shall determine sponsorship of the National Convention at least three but not more than five years hence.(B11/03)

Section 5. The Order of Business for the Annual Business Meeting shall be: (B1/00)

- A. Call to Order.
- B. Moment of silence for Departed Shipmates.
- C. Invocation.
- D. Salute the Flag.
- E. Reading and acceptance of the minutes of the previous Annual Business Meeting.
- Introduction of National Officers in attendance by name and Base
- F. Board of Directors Report by National Commander.
- G. Report of the Senior Vice Commander.
- H. Report of the Junior Vice Commander.
- I. Report of the National Secretary.
- J. Report of the National Treasurer.
- K. Committee reports as necessary

- L. Unfinished business from previous Annual Business Meeting.
- M. New Business.
- N. Reports of the annual ballot results.
- O. Approval by the membership in attendance of the ballot results.
- P. Swearing in of Officers for the new term.
- Q. Good of the Order.
- R. Closing of the Annual Business Meeting.

ARTICLE IV -- BOARD OF DIRECTORS MEETING (B1/02)

Section 1. The Annual Board of Directors meeting and Special Meetings of the Board of Directors shall conduct and consider any such organizational business as shall come before them. The senior National Officer present shall preside over the Board of Directors meetings and Special meetings of the Board of Directors.

The Board of Directors shall meet a minimum of three times during the organizational year. The meetings will be held:

- Immediately following the Annual Business Meeting
- At a time approximately halfway through the organizational year
- During the week immediately preceding the Annual Business Meeting.

Section 2. Special Meetings of the Board of Directors may be called by the National Commander at any time, or by three members of the Board of Directors.

Section 3. Notice of Special Meetings shall be given by service upon each member of the Board of Directors, in person, or by mail to his last known address, at least ten (10) days prior to the date of the meeting, specifying the time and place of the meeting and the purpose of the meeting.

ARTICLE V -- DUTIES OF OFFICERS

Section 1. NATIONAL COMMANDER:

The duties of the National Commander shall include, but not be limited to:

- A. Act as the Chief Executive Officer and the Chairman of the Board of Directors.
- B. Cause to be called all regular and special meetings of the organization.
- C. Preside over all regular and special meetings of the organization.
- D. Enforce the Constitution and Bylaws.
- E. Direct and supervise the operation of the organization.
- F. Prepare and present the Board of Directors Annual Report at the Annual Business Meeting.
- G. Submit, in writing, to the Board of Directors for confirmation, all appointed officers and committee chairmanships.
- H. Sign all certificates notes, drafts, or bills of exchange, warrants or other orders for the payment of moneys duly drawn by the National Treasurer, except as provided elsewhere in the Constitution and Bylaws, subject to the approval of the Board of Directors.
- I. Be responsible for the promulgation of all pertinent information to the membership of the organization.
- J. Work up, keep current, and pass on immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.
- K. Be an ex-officio member of all committees, except the "Nominations Committee" and the "Resolution Committee".

Section 2. SENIOR VICE COMMANDER

The duties of the Senior Vice Commander shall include, but not be limited to:

- A. Assist the National Commander in the discharge of his duties.
- B. Assume the duties of the National Commander in the event of his absence, illness, or call to eternal patrol.

- C. Execute the powers and authority of the National Commander, when required, in the absence of the National Commander.
- D. Serve as a member of the Board of Directors.
- E. Act as Chairman for the Ways and Means Committee.
- F. Serve as a member of the Scholarship Committee.
- G. Be responsible for the content, publication, and distribution of the National Publication.
- H. Prepare and present an annual report relative to the operation of his office at the Annual Business Meeting.
- I. Work up, keep current and pass on, immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his care.

Section 3. JUNIOR VICE COMMANDER:

The duties of the Junior Vice Commander shall include, but not be limited to:

- A. Execute the powers and authority in organization matters, when required, in the absence of the National Commander and National Senior Vice Commander.
- B. Serve as a member of the Board of Directors.
- C. Act as Chairman of the Membership Committee and maintain an accurate and permanent roll of members and provide membership cards to members in good standing. The Chairman will provide a membership report on a quarterly basis to the National Secretary (NatSec). The report shall be prepared and transmitted to the Nat Sec no later than 15 days following the end of the calendar quarter.
- D. Serve on the Ways and Means Committee.
- E. Serve on the Long Range Planning Committee.
- F. Be Responsible for the direction and control of the National Office and (B2/02)
- G. Prepare and present an annual report relative to the operation of his office at the Annual Business Meeting.
- H. Work up, keep current, and pass on immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his care.

Section 4. NATIONAL SECRETARY:

The duties of the National Secretary shall include, but not be limited to:

- A. Officiate when required in U.S. Submarine Veterans matters in the absence of the National Commander, National Senior Vice Commander, and the National Junior Vice Commander.
- B. Serve as a member of the Board of Directors.
- C. Act as Chairman of the Public Relations Committee.
- D. Serve as a member of the Membership Committee, updating membership changes as reported by the Junior Vice Commander on a quarterly basis. Maintain permanent membership data for the current and past year and be responsible for transfer of all other membership data to the USSVI Archives at Groton Base, CT.
- E. Be the clerk of the organization and keeper of the seal and affix such seal as required.
- F. Be the custodian of all non-financial records and materials, which shall remain U.S. Submarine Veterans property.
- G. Keep permanent records as required by the Articles of Corporation, the National Constitution, and these Bylaws.
- H. Keep permanent records of the proceedings of all National meetings of the Board of Directors.
- I. Prepare and distribute the National Ballot.
- J. Insure that only members in good standing vote on organizational business.
- K. Serve as the official organization correspondent, forwarding to officers and committee chairman such correspondence as may be appropriate to the performance of their duties
- L. Issue a call to all Committee Chairmen for a report of unfinished issues and have these reports published in the fourth quarter issue of the American Submariner. (B3/00)

- M. Work up, keep current and pass on, immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his care.

Section 5. NATIONAL TREASURER:

The duties of the National Treasurer shall include, but not be limited to:

- A. Serve as a member of the Board of Directors.
- B. Serve as a member of the Membership Committee.
- C. Serve as a member of the Ways and Means Committee.
- D. Be the Chief Financial Officer of the organization.
- E. Be the custodian of all financial records of the organization.
- F. Receive and be responsible for the collection of all moneys due and payable to the organization.
- G. Have custody of all organization funds, and shall provide for their safekeeping, retention, disbursement, and investment in a manner acceptable to the Board of Directors.
- H. Make such reports and returns as are required by Federal, State and Local governments, The Articles of Incorporation, The Constitution, and these Bylaws, including the disbursement of appropriate taxes and fees.
- I. Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting principles.
- J. Upon election to the position as National Treasurer, the Treasurer-Elect within 15 days and prior to becoming custodian of the organizations funds shall apply for a personal bond in the amount to be determined at the newly elected Board of Directors meeting held subsequent to the Annual Business Meeting. All costs involved in securing the required personal bond shall be borne by the organization. The outgoing Treasurer shall be responsible to ensure that the present bond has been executed and that the organization is fully protected prior to transferring any funds to the new Treasurer. An incumbent Treasurer shall be required to comply with this requirement.
- K. Work up, keep current, and pass on immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official material assigned to his care.

Section 6. REGIONAL DIRECTORS:

The duties of the Regional Directors shall include but not be limited to:

- A. Be directly responsible to the National Commander for the conduct of organizational business within their Region.
- B. Serve as members of the Board of Directors.
- C. Serve as members of the Scholarship Committee.
- D. Serve as members of the Long Range Planning Committee.
- E. Serve as members of the Memorials and Ceremonies Committee.
- F. Serve as members of the Nominations Committee.
- G. Serve as members of the Public Relations and Publicity Committee.
- H. Perform other such duties as required by the National Constitution and these Bylaws.
- I. Serve as members of the Constitution and Bylaws (C&B) Committee.
- J. Work up, keep current, and pass on immediately to his relief a “Turn Over” folder, including all official correspondence, records, and official material assigned to his care.

Section 7. DISTRICT COMMANDERS: (B3/02)

The District Commander is directly responsible to the Region Director for the conduct of organizational business within his district.

The duties of the District Commanders shall include but not be limited to:

- A. Assist the Base Commanders within their respective districts in the performance of their duties, to include providing assistance as required to insure the proper operation of base meetings and events, recruiting and retention.

- B. Appoint all District committees, committee chairman and appointed officers as required to conduct District business.
- C. Represent his respective District at official functions.
- D. Assist the Region Director with the oversight of the performance of all Base Commanders within his district; the performance guidelines having been established by the Region Director.
- E. Approve Base bylaws, insuring compliance with National and State laws regulating the operation of the organization within his district (i.e. chartering, maintaining non-profit status, etc.)
- F. Actively promote the establishment of new bases with the assistance of the Base Development Committee.
- G. Perform as liaison with other veteran organizations including SVWWII in their respective areas.
- H. Annually prepare a written report on the 'state of his district' to be given to his Regional Director with copies for publication in each of the District's Base Newsletters.
- I. Serve as a member of the Board of Directors in an advisory capacity but without voting privileges.
- J. Serve as a member of the Base Development Committee.
- K. Serve as members of the Awards Committee, as outlined in Article VI Section 15 (B4-02)
- L. Prepare a "Turn Over" folder for his relief, containing all information and correspondence relative to his office.

ARTICLE VI -- COMMITTEES

Section 1. DEFINITIONS

- A. Standing Committees; Committees which by their very nature require continuity.
- B. Annual Committees; Committees which shall be re-established at the start of each elective year.
- C. Special Committees; Committees appointed as necessary, by the National Commander for a specific purpose.

Section 2. MEMBERSHIP COMMITTEE

- A. The Membership Committee shall be a Standing Committee.
- B. The Membership Committee shall be chaired by the National Junior Vice Commander and have as regular members the National Secretary, National Treasurer and other members as deemed necessary by the National Commander.
- C. The duties of the Membership Committee shall include but not be limited to:
 - 1) Receive applications from new members.
 - 2) Determine eligibility requirements of each applicant.
 - 3) Maintain a permanent record of applications and membership.
 - 4) Provide each new member with a membership packet.

Section 3. SCHOLARSHIP COMMITTEE

- A. The Scholarship Committee shall be a self-supporting Standing Committee. Annual dues receipts are not to be used to fund the committee unless certified as "excess funds" at the end of the accounting year.
- B. The Scholarship Committee shall be chaired by a member appointed by the National Commander and consist of the National Senior Vice Commander and each of the Regional Directors.
- C. The duties of the Scholarship Committee shall include, but not be limited to:
 - 1) Publish a "Call for Applications", including eligibility requirements, in the fourth quarter issue of the National Publication.
 - 2) Fill all requests for applications received by March 15th of the year in consideration.
 - 3) Place in consideration all applications received from eligible applicants by April 15th of the year of consideration.
 - 4) Select the recipients of the scholarship by a majority vote of the committee members.
 - 5) Notify recipients and publish in the National Publication.

Section 4. WAYS AND MEANS COMMITTEE

- A. The Ways and Means Committee shall be a Standing Committee.
- B. The Ways and Means Committee shall be chaired by the National Senior Vice Commander and shall have as regular members the National Junior Vice Commander, the National Treasurer, and other members deemed necessary by the National Commander.
- C. The duties of the Ways and Means Committee shall include, but not be limited to:
 - 1) Prepare and submit an annual budget to the Board of Directors.
 - 2) Monitor performance of operating units against the approved budget throughout the year.
 - 3) Prepare recommendations to the Board of Directors on items of expenditure not within the approved budget.

Section 5. LONG RANGE PLANNING COMMITTEE

- A. The Long Range Planning Committee shall be a Standing Committee.
- B. The Long Range Planning Committee shall be chaired by a member appointed by the National Commander and shall have as regular members the Memorials and Ceremonies Chairman, the Membership Committee Chairman, the Scholarship Committee Chairman, the Regional Directors, and other members deemed necessary by the National Commander.
- C. The duties of the Long Range Planning Committee will include, but not be limited to, conducting Long Range Planning studies in the areas of:
 - 1) Recruitment.
 - 2) Membership Activities.
 - 3) Finances.
 - 4) Ceremonies to commemorate historic or significant events relating to the Submarine Force.
 - 5) Organizational Goals.

Section 6. MEMORIALS AND CEREMONIES COMMITTEE

- A. The Memorials and Ceremonies Committee shall be a self-supporting Standing Committee. Annual dues receipts are not to be used to fund the committee unless certified as “excess funds” at the end of the accounting year.
- B. The Memorials and Ceremonies Committee will be chaired by a member appointed by the National Commander and consist of the Regional Directors and other members as deemed necessary by the National Commander.
- C. The duties of the Memorials and Ceremonies Committee shall include, but not be limited to:
 - 1) Solicit worthwhile Memorial projects from the Long Range Planning Committee and Bases in support of the purpose of the organization.
 - 2) Recommend that the Board of Directors officially sanction those projects which will support the purpose of the organization.
 - 3) Assign a Project Manager; Project Managers may be the National Organization, or any Base, District or Region.
 - 4) Assist the assigned Project Manager, as necessary, in the planning, fund raising, scheduling, and conduct of the Memorial Ceremony.

Section 7. PUBLIC RELATIONS AND PUBLICITY COMMITTEE

- A. The Public Relations and Publicity Committee shall be a Standing Committee.
- B. The Public Relations and Publicity Committee shall be chaired by the National Secretary and consist of the Regional Directors and other members as deemed necessary by the National Commander.
- C. The duties of the Public Relations and Publicity Committee shall include, but not be limited to:
 - 1) Publicity promoting a positive image of the organization.
 - 2) Assisting all officers of the organization in developing promotional materials to advertise the organization and organizational events.

Section 8. NOMINATIONS COMMITTEE

- A. The Nominations Committee shall be an Annual Committee.
- B. The Nominations Committee shall be chaired by a member appointed by the National Commander and consist of the Immediate Past National Commander, the Regional Directors, and other members deemed necessary by the National Commander, except Elected National Officers may not serve on this committee.
- C. The duties of the Nominations Committee will include:
 - 1) Issue a "Call for Nominations" of eligible candidates for National Office by publishing said call in the fourth quarter issue of the National Publication.
 - 2) Forward names of all eligible nominees to the National Secretary for ballot preparation and mailing.
 - 3) In those cases where no nominees have been presented, or all candidates have withdrawn, accept names in nomination, of eligible members, from the floor of the Annual Business Meeting.

Section 9. RESOLUTIONS COMMITTEE

- A. The Resolutions Committee shall be an Annual Committee.
- B. The Resolutions Committee shall be chaired by a member appointed by the National Commander and consist of the Immediate Past National Commander and other members as deemed necessary by the National Commander, except that Nationally elected officers may not serve on this committee.
- C. The duties of the Resolutions Committee shall include but not be limited to:
 - 1) Issue a "Call for Resolutions" by publishing said call in the fourth quarter issue of the National Publication and publish all valid resolutions in the second quarter issue of the National Publication.
 - 2) Insure the Proposed Resolutions:
 - a) Are complete statements which will stand on their own merit.
 - b) Clearly state the intent of the author and the section of the organization policy affected.
 - c) Reflect the estimated or actual cost, if any, to the organization.
 - d) Are signed and dated by the author.
 - 3) Forward proposed resolutions to the Chairman, Bylaws Committee for review.

Section 10. NATIONAL ARCHIVES COMMITTEE (NAC) (B2/00)

- A. The NAC shall be a standing Committee.
- B. The NAC shall be chaired by the Archive Custodian, who in turn will report to the National Secretary (NatSec).
- C. The committee shall consist of a minimum of three members. The Archive Custodian, the National Historian and a person selected by each if needed. In addition, one other member in good standing with an interest in the preservation of the heritage and the archives of USSVI selected by the National Secretary will serve on this committee.
- D. The duties of the Archive Committee shall include, but not be limited to:
 - 1) Provide guidance to the committee Chairman in the archiving of USSVI records
 - 2) Report on an annual basis to the NatSec on matters pertaining to objective projections and accomplishments.
 - 3) Conduct an audit review on funds expended on a calendar year basis.
 - 4) The Chairman, with the assistance of the committee members, shall provide a written annual report that will be presented to the general membership at each Annual Business Meeting by the Chairman, one of the committee members or by the National Secretary in their absence.
 - 5) Prepare and provide materials as requested or that may be of historical value or importance to the National Historian.
 - 6) Prepare recommendations to the NatSec on projected annual budget.

Section 11. BASE DEVELOPMENT (B6/02)

- A. The Base Development Committee shall be a standing committee. The Committee Chairman shall be appointed by the National Commander. The Committee shall include all District Commanders, with additional committee members appointed as necessary.

- B. The duties of the Base Development Committee Chairman shall include, but not limited to:
- 1) The consolidation of material necessary to provide guidance for establishing new Bases within the organization. The Chairman shall be responsible for the currency of the Base Development Handbook (BDH), an official document of the organization, which is to be used by the Bases as the handbook directs.
 - 2) Preparing and maintaining an up-to-date handbook with instructions in Base formation. Guidance and information to be included in the BDH will periodically be provided by the Base Development Chairman and the Board of Directors. All modifications to the handbook must be approved by the Board of Directors. (B6/96)
 - 3) The Chairman will correspond with the Base organizer and District Commander as necessary to ensure a smooth transition to chartering the Base.

Additional member assignments to the Base Development Committee will be as determined by the National Commander.

Section 12. CONSTITUTION AND BYLAWS COMMITTEE

- A. The Constitution and Bylaws (C&B) Committee shall be a standing committee
- B. The Chairman shall be appointed by the National Commander. The committee shall consist of the Chairman and the three Regional Directors. Additional members may be appointed as required.
- C. The duties of the C & B Committee Chairman and the committee shall include, but not be limited to:
- 1) Issue a Call for Constitution and Bylaws proposed amendments by publishing said call in the fourth quarter issue of the National Publication and publish all valid proposed amendments in the second quarter issue of the National Publication.
 - 2) Insure the Proposed Amendments:
 - a) Are complete statements which will stand on their own merit.
 - b) Clearly state the intent of the author and the section of the organization policy affected.
 - c) Reflect the estimated or actual cost, if any, to the organization.
 - d) Are legible, limited to one agenda item, and conform to procedures as established by the Committee Chairman.
 - e) Are signed and dated by the author.
 - 3) When proposed amendments to both the National Constitution and the National Bylaws are received for review, ensure there are neither duplicated nor frivolous submissions on identical subjects, and place them in the proper wording for inclusion into the Constitution or Bylaws when passed. In the event of conflict between two or proposed amendments, determine if they are essentially the same and compose wording without change to the original intent and make the decision as to whether one or both proposed amendments are acceptable to be placed on the ballot. The committee shall make a conscious effort to identify and remedy any proposed amendment that may cause a ripple effect.
 - 4) Upon completion of review and with the committee's comments attached, submit proposed amendments to amend the Constitution and Bylaws to the National Secretary no later than 1 May of the election year, for preparation of the National Ballot.

Section 13. NATIONAL HISTORIAN (B2/00)

- A. The National Historian shall be a member of the National Archives Committee
- B. The National Historian shall be appointed by the National Commander and confirmed by the Board of Directors.
- C. The National Historian shall serve until relieved and shall turn over all related material to his relief.
- D. The duties of the National Historian shall include, but not be limited to:
- 1) Collect and preserve for future generations all historic documents in USSVI.
 - 2) Collect and create a historical summary of USSVI.
 - 3) Act as a source of historical wisdom and facts concerning USSVI in support of both continued growth and our Statement of Purpose.
 - 4) Provide USSVI Historical information to the Editor, American Submariner, National and other Officers of USSVI as requested.

Section 14. VETERANS AFFAIRS (B4/00)

- A. The Veterans Affairs Committee shall be a standing committee. The National Commander shall appoint the Committee Chairman.
- B. The duties of the Veterans Affairs Committee Chairman shall include, but be not limited to:
 - 1) Maintain liaison with the Veterans Administration (VA) through the various media available to him and personal contact as required with the VA
 - 2) Develop a network of contacts (Base Veterans Affairs POC) within each Base so information may be disseminated quickly and effectively to the membership.
 - 3) Maintain a summarized column in the American Submariner of items of importance for the membership regarding their Veterans Benefits and changes there to with the details available to the Base VA POC.

Section 15. AWARDS (B5/00)

- A. The Awards Committee shall be a standing committee. The National Commander shall appoint the Committee Chairman.
- B. The Awards Committee Chairman shall have as his committee members the elected District Commanders as specified by this organization's Constitution.
- C. The duties of the Awards Committee Chairman shall include, but not be limited to:
 - 1) Establish criteria for awarding the Joe Negri award to a worthy member of United States Submarine Veterans on an annual basis. The selection process shall be without bias.
 - 2) He shall utilize the District Commanders recommendations in establishing the criteria and once criteria are established, require the District Commanders to canvas their District's Bases for candidates. The recommendations from the District Commanders shall be shared so that each District Commander may review the recommendations and qualifications of the proposed awardees.
 - 3) This shall be done in the same manner as those committee members presently review Scholarship Applications.
 - 4) The Chairman shall call for a vote of the committee members at a time prior to the Annual Business meeting and announce the winner at that time.
 - 5) At the Convention Banquet, the Chairman, with the assistance of the National Commander shall make this prestigious presentation of the award to the recipient
- D. The Awards Committee shall review, as they deem necessary, if any other awards should be considered, including special awards, etc.
- E. The Awards Committee shall determine the appropriate item for presentation to the recipient.
- F. The Awards Committee work and expenses shall be a budgeted item in the Annual Budget.

Section 16. National Convention Committee (B5/02)

- A. The Convention Committee shall be a standing committee. The committee chairman shall be appointed by the National Commander, with additional committee members appointed as necessary.
- B. The duties of the Convention Committee shall be to promulgate and disseminate guidelines for preparing proposals when a Base is planning to bid on the National Convention. The Convention Committee shall make themselves available to any Base seeking assistance or information on hosting the National Convention.
- C. A written proposal to the National Senior Vice Commander must contain, but is not limited to, the following information:
 - 1. The location city of the proposed National Convention.
 - 2. The name of the host hotel.
 - 3. The host hotel guaranteed room rate and the current tax rate.
 - 4. The date the host hotel will start accepting reservations.
 - 5. The number of rooms in hotel for handicapped guests.

6. The availability of airport shuttles, indicate cost or no cost.
7. Where convention headquarters and meeting(s) will be held, if other than the host hotel.
8. Approximate range of banquet tickets.
9. RV Parks in the area with approximate distances from the host hotel.
10. Points of interest in the area.

Section 17. BASE COMMANDERS GROUP (B7/02)

- A. The Base Commanders Group (BCG) is a Standing Committee.
- B. The purpose of the BCG is to
 - a. Share information helpful to the daily operation of the Bases,
 - b. Consider and debate issues of concern to the organization as a whole and
 - c. Report recommendations to the Board of Directors via the National Commander.
- C. The BCG is an advisory group to the USSVI Board of Directors.
- D. Any member who is a currently serving USSVI Base Commander is automatically a member of the BCG.
- E. All National Officers, National Committee Chairmen and Past Base Commanders are invited to participate as non-voting members.
- F. Members of the BCG will annually select
 - a. A Chairman who will represent them directly to the organization's National Commander;
 - b. A Moderator for the BCG-BBS;
 - c. A BCG Secretary.
- G. The method of communication for the BCG may include (but will not be limited to) a BCG newsletter distributed via the Internet POC network and a Internet Forum (BCG-BBS).

SECTION 18: TECHNOLOGY COMMITTEE

- 1 The Technology Committee shall be a standing committee.
- 2 The committee will be chaired by the CHIEF TECHNOLOGY OFFICER (CTO) who is appointed by the National Commander, and shall have as regular members, the National Office Manager, National Webmaster plus other members deemed necessary by the National Commander and/or requested by the CTO.
- 3 The duties of the committee shall include, but not be limited to:
 - Act as strategic planner and architect for the national technology programs/applications with emphasis on the national database and website.
 - Stay abreast of technologies that are both available and applicable to the organization at both the national and local level, and make recommendations to the Board of Directors.
 - Recommend a technology budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting. (B2/04)

ARTICLE VII -- ANNUAL ELECTIONS

Section 1: NOMINATIONS FOR NATIONAL OFFICE

- A. Any member in good standing may nominate any other member in good standing for any elected National Office, provided that:
 - 1) The Nominee for National Office shall be in accordance with Constitution Article XI Section 1 paragraph (b) and the nomination is accompanied by a letter from the Nominee indicating his willingness to accept the nomination and willingness to serve if elected.(B7/95)
 - 2) The Nomination Letter includes details of the nominees qualifications in less than one hundred (100) words.

3) The Nomination is received by the Nomination Committee Chair on or by April 30th or 100 days prior to the ABM, whichever comes first, of the election year. (B3/04)

Section 2: CAMPAIGNING

- A. Each candidate for National Office will be provided one full column of space in the second quarter Issue of the National Publication free of charge for campaign purposes.
- B. Candidates may purchase additional space in the National Publication at the rate and terms provided for in the National Publication.

Section 3: NATIONAL BALLOT (B8/02)

- A: During the ninety days (90) immediately preceding the Annual Business Meeting and in time to permit at least thirty days (30) for the members to cast and return their ballots in a manner as directed by the National Secretary, who shall have conveyed to each member in good standing a national electoral ballot. (B4/04)
- B: The Ballot shall, at minimum, contain the following information:
 - 1.) The names, in alphabetical order, of all qualified candidates for each Nationally Elected Office and one additional blank line for each office with a clearly defined space opposite each name and the write in line for the member to indicate his choice.
 - 2.) The proposed changes to the Constitution and Bylaws, in the order received by the Chairman of the Constitution & Bylaws Committee, with a clearly defined space opposite each amendment for the member to indicate his choice.
 - 3.) Instructions as the National Secretary deems necessary, to insure the secrecy and validity of the ballot, and its delivery to him by, or at, the Annual Business Meeting.
- C. In the event an official ballot is lost, defaced or incorrectly executed by a member or if the member fails to receive a ballot, additional ballots may be obtained upon request to the National Secretary provided that such request is made with sufficient time to permit the return of the executed ballot by, or at, the Annual Business Meeting.
- D. The National Secretary shall provide official ballots to Members in Good Standing.
 - 1) The National Secretary may authorize Base Commanders to reproduce the ballot & distribute copies to members as necessary.
 - 2) The National Secretary shall cause the National Ballot to be posted on the Official USSVI Web Site. (B7/00)
- E. The secret ballot vote must be conducted by the National Secretary even if each National Office has only one candidate nominated for it.

Section 4: PROCEDURE

- A. Any issues to be brought before the Annual Business Meeting shall be first presented to the membership for vote at the local Base. The tally of that vote shall be presented at the Annual Business Meeting, each Base presenting the votes of its members. If a Base cannot be represented at the Annual Business Meeting, that Base's Commander shall forward in writing to the National Secretary, the tally of that Base's vote, that tally to be recorded at the National Business Meeting. The tally of the vote shall be considered as binding.
- B. The Presiding Officer shall appoint three (3) members in good standing to act as tellers to separately tabulate the results, provided that none of the appointees shall be a candidate for National Office nor have submitted a resolution under consideration in the National Ballot.
- C. Each candidate for National Office, upon his request, shall be entitled to appoint one observer to witness the counting of the ballots.
- D. Disputes:
 - 1) The National Secretary shall decide any disputes concerning the validity of the ballots cast or counted, or the eligibility of any member voting, provided that the National Secretary is not a candidate for National Office.

- 2) Should the National Secretary be a candidate for National Office or otherwise be unable to receive disputes then the immediate past National Commander or other past National Officer appointed by the National Commander, if the immediate past National Commander is unavailable, shall receive election disputes.
- E. The candidate receiving the highest number of votes for a particular office shall be certified by the tellers as elected to such office; the results of each election shall be communicated to the Presiding Officer of the Annual Business Meeting who shall announce the results at said meeting.

Section 5: BIENNIAL ELECTION FOR REGIONAL DIRECTORS (B1/06)

- A. The Regional Directors shall be elected by a majority vote (51%), or where appropriate, the plurality vote shall rule, of the voting members in good standing within the Region; prior to the National Convention and Annual Business Meeting. Each member must have at least 30 days to cast his ballot. The National Senior Vice Commander shall conduct the Regional elections.
- B. Any Region Director vacancy shall be filled by the National Commander by appointment, within ninety (90) days. (B6/04)

Section 6: ANNUAL ELECTION FOR DISTRICT COMMANDERS

- A. The District Commanders shall be elected by a majority (51%) vote, or where appropriate, the plurality vote shall rule, of the voting members in good standing within the district; prior to the National Convention and Annual Business Meeting. Each member must have at least thirty (30) days to cast his ballot. The appropriate Regional Director shall conduct the District Elections.
- B. Any District Commander vacancy shall be filled by the appropriate Regional Director appointment, normally within ninety (90) days.

ARTICLE VIII -- AMENDMENTS

Section 1. Any member in good standing may submit proposed amendments to amend these Bylaws by forwarding the proposed amendments to the Chairman of the Constitution and Bylaws Committee on or by April 1st or 100 days prior to the Annual Business Meeting, whichever comes first, of the election year in which they are to be considered. (B2/06)

Section 2. These bylaws shall be amended by simple majority vote (51%) or, where appropriate, the plurality vote shall rule at the Annual Business Meeting of the organization; provided the proposed changes have been placed on the National Ballot and provided to all members in good standing, as detailed in ARTICLE VII of the Bylaws. (B2/06)

Section 3. Amendments, which are passed, will become effective at the close of the Annual Business Meeting of the election year. (B2/06)

Section 4. Amendments submitted by the membership and passed shall remain in place for a period a period of three (3) years from acceptance and may be changed by ballot in their fourth year. Should at any time in that period the amendment be deemed by the Board of Directors as not in the best interest of the organization, they, and only they, may submit an amendment at the next balloting opportunity to change it without waiting the entire three (3) year period. The results of that ballot will start a new three-year period.

ARTICLE IX -- GENERAL BUSINESS

Section 1. Any business of the organization not otherwise prescribed in the Constitution and Bylaws may be conducted on the floor of the Annual Business Meeting and voted on orally or by a show of hands; a majority vote (51%) of the members present and in good standing shall be required for a favorable vote.

Section 2. Business involving the commitment of organization funds in excess of ten percent (10%) of the Annual Budget shall require a two-thirds (2/3) majority of votes cast by members in good standing for a

favorable vote, providing that the written ballot is provided to all members in good standing at their last known address and a period of thirty (30) days is allowed for members to respond.

ARTICLE X -- LADIES AUXILIARY

Section 1. Effective September 1, 1996 a Ladies Auxiliary to the United States Submarine Veterans Inc. shall be re-established and shall be known as "Ladies Auxiliary of the United States Submarine Veterans, Incorporated."

Section 2. The Ladies Auxiliary shall be governed by the National Bylaws of the USSVI.

Section 3. The Ladies Auxiliary may adopt their own Bylaws, however, they must not conflict with the National Bylaws.

Section 4. A Base may adopt an Auxiliary at their own discretion; however, the adopted Bylaws shall be approved by the District Commander prior to implementation.

Section 5. Membership in the Ladies Auxiliary shall be limited to Wives, Widows, Sisters, Mothers and Daughters not less than 16 years of age.

Section 6. Each member shall be permitted to sponsor one female member not covered by the requirements listed in paragraph 5.

Section 7. The Ladies Auxiliary will nominate and elect their own Base officers and may nominate and elect a National Commander and a National Vice-Commander. The National Commander (or the National Vice Commander in the absence of the National Commander) shall become a non-voting member of the National Board of Directors of the USSVI. (B7/03)

ARTICLE XI -- FINANCES

Section 1: Budget

The Board of Directors shall approve or amend the Annual Budget submitted by the Ways and Means Committee and submit it for approval at the Annual Business Meeting per Article III, Section 3. The approved budget will be published in the first issue of the National Magazine following the Annual Business Meeting.

Section 2: Budget for publication of National Magazine.

The editor of the National Magazine will submit a budget to the Board of Directors via Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.

Section 3: Office Expenses:

Normal and reasonable expenses (envelopes, stationery, stamps, etc., and prudent and relevant telephonic communications) are authorized reimbursements for National Officers, Appointed Officers, Regional Directors and District Commanders. Internet access with an on-line service is not considered to be cost effective and therefore not subject to reimbursement. This is not to be taken as restricting in any way the expenses of the National Editor in printing, assembling, and mailing the National Magazine, nor is it to restrict him in use of the telephone in carrying out his duties as Editor.

Section 4: Personal Expenses:

The National Commander, Senior Vice Commander, Junior Vice Commander, Secretary, National Treasurer, Past National Commander, Region Directors and Editor of the National Magazine are authorized reasonable

hotel and travel (airfare or automobile) expenses to attend National Conventions. No spousal expenses are authorized. Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and economy class air travel.

Section 5: National Conventions:

- A. Any profits generated by the Host Activity from a National Convention will be split 90% to Host Activity and 10% to the General Fund of the National Treasury. The National Treasurer is responsible for auditing the financial accounts of the Host Activity. (B6/00)
- B. The Host Activity shall seek complimentary hotel accommodations for use by the National Officers. This will not be possible in some cases; however, when feasible, the use of complimentary rooms by National Officers will help defray expenses charged to the National Treasury.
- C. As soon as possible after a National Convention, and in any event within 90 days, the Chairman of the Host Activity shall submit a financial report showing authorized revenues, expenses and any profits or losses, to the National Treasurer. Upon his acceptance, the National Treasurer will provide a copy to the Editor of the National Magazine for publication.

Section 6: Financial Reports:

- A. The National Treasurer shall submit a financial report at the National Convention for publication in National Magazine. The report shall include, as a minimum; Revenues: Dues, Interest, Other, Total receipts. Expenses: National Magazine, Office Expenses, Personal Expenses (hotel and travel). Audits, Other, Total Liabilities. The report can be either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.
- B. The Chairman of the Scholarship Committee and Chairman of the Memorial and Ceremonies Committee shall each submit a Financial Report at the National Convention for publication in the National Magazine. The reports shall include, as a minimum; Revenues: Donations, Interest, Other, Total Revenues. Expenses: Scholarships awarded (if applicable), Memorial expenses (if applicable), Office expenses, Other, Total expenses. Assets: Cash, Securities, Other, Total Assets. The report can be for either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.
- C. Immediately following the close of each calendar year, the National Treasurer shall provide a Financial Report request to every Base for information to be included in the USSVI Tax Exempt Organization Tax Return (IRS Form 990). Bases with their own IRS Determination Letter for 501 c status will not be included in this request. Every Base shall complete the requested Financial Report for their Base and return it to the National Treasurer on or before March 1st. Any Base that fails to provide the required financial information may be omitted from the USSVI tax return and reported to both the Internal Revenue Service and their State Tax Authority. Any Base not included in the USSVI Tax Return is required to pay tax on their income or obtain their own Tax Exempt Determination Letter from the IRS. (B1/01)