

# **United States Submarine Veterans, Inc.**

## **Minneapolis/St. Paul Base**

**April 22, 2023**

### **By-Laws**

#### **Article I**

##### **Rules of Order**

**Section 1:** The general rules and procedure of this organization shall be in keeping with the parliamentary procedures set forth by “Roberts Rules of Order, revised.”

#### **Article II**

##### **Annual Dues**

**Section 1:** Annual Dues will cover the period from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive, which shall constitute the official fiscal year of the **Minneapolis/St. Paul Base, United States Submarine Veterans, Inc.**

**Section 2:** Should the application of any new member not be accepted; all dues of those applicants shall be refunded.

**Section 3:** Every active member of this organization shall pay National dues as prescribed by the National Board of Directors. The **Minneapolis/St. Paul Base** annual dues shall be determined by the Executive Board.

**Section 4:** If a Life Member transfers to another base, his or her Life Membership dues less one tenth (1/10) of the same for each year or portion there-of that he or she has been a member of this base, shall be refunded or transferred to their new State or Base at the members option.

## **Article III**

### **Meetings**

**Section 1:** The Annual Base Meeting (ABM) normally will be held in April of any given year. This shall be when the Election of Officers is held.

**Section 2:** Meetings shall be held in accordance with Article V of the Base Constitution. All regular meetings of the Minneapolis/St. Paul Base shall be conducted in even months of any given year on the first weekend at a meeting place to be designated by the Executive Board. If a conflict exists in this requirement, the Executive Board may move the date by giving proper notice to the members by current notice procedure.

The following protocol shall apply.

1. Call to order.
2. Opening prayer.
3. Pledge of Allegiance to the Flag of the United States of America.
4. "Tolling of the Boats" Followed by a 'Moment of Silence' for departed shipmates.
5. Introduction of National Officer, Regional Officers, District Officers, and other important guests.
6. Reading of the minutes of the previous meeting.
7. Treasurers report.
8. Executive Board report.
9. Appointed Officers report.
10. Old Business.
11. New Business.
12. Good of the Order.
13. Election of Officers (To be conducted at the annual meeting (ABM)).
14. Closing prayer.
15. Adjournment.

## **Article IV**

### **Election of Officers**

**Section 1:** The base officers of the Executive Board (E-Board) shall consist of the Commander, Vice Commander, Secretary, Treasurer, Chief of the boat (COB), Master at Arms (MAA) and other Officers as deemed necessary by the E-Board. They shall be nominated and elected by a vote of members in good standing with a quorum being present, and prior to the National Convention. The offices of Commander and Vice Commander are restricted to Regular Members in good standing.

**Section 2:** If there is not a slate of candidates for office, a nominating committee of three (3) members in good standing shall be appointed by the Base Commander. That committee shall present a slate of prospective officers at the regular annual base meeting (ABM). Nominations from the floor can be accepted before the elections takes place.

**Section 3:** The term of office for the elected officers shall be one (1) year, commencing immediately after the election at the annual Base meting (ABM).

**Section 4:** Any vacancy in an officer position shall be filled by the Base Commander and the successful candidate will serve out the unexpired term, except in the case of Base Commander in which the unexpired term shall be served by the Vice Commander.

## **Article V:**

### **Appointments**

**Section 1:** The Base Commander, with the approval of the Executive Board, shall select members for other offices such as Chaplin, Storekeeper, and any others that they may deem necessary.

**Section 2:** Any vacancy in an appointed office shall be filled by the Base Commander, with the approval of the Executive Board, and the successful candidate shall serve out the unexpired term.

## **Article VI:**

### **Duties of the Officers**

**Section 1:** The duties of Base Commander shall include, but is not limited to, presiding over all meetings of the Organization, serving on the Executive Board, providing a meeting place for all meetings. Be ex-officio of all committees and appoint committees not provided for.

**Section 2:** The duties of Vice Commander shall include, but limited to, assisting the Commander in the performance of his duties, preside at the meetings in the absence of the Commander. Serve as the membership chairperson of the organization and shall serve on the Executive Board. The Vice Commander shall automatically assume the duties of the Commander should that office become vacant for any reason.

**Section 3:** The duties of the Secretary shall include, but not limited to, the taking and keeping of the minutes of all base meetings. Answer and keep a record of all base correspondence and shall serve on the Executive Board.

**Section 4:** The duties of the Treasurer shall include, but not limited to, accepting and keeping a record of all monies collected and received. Disburse such monies as necessary under the direction of the membership and shall serve on the Executive Board.

**Section 5:** The duties of the Chief of the Boat (COB) shall include, but not limited to, assisting the Treasurer in the performance of their duties and maintaining the good and order of the organization and shall serve on the Executive Board.

**Section 6:** The duties of the Master at Arms (MAA) shall include, but not limited to, locating and determining meeting locations and related business, and maintaining the good and order of the Organization and shall serve on the Executive Board.

## **Article VII**

### **Obligations and Liabilities**

**Section 1:** There are no Obligations or Liabilities of any kind which would subject any individual or group who are members of the United States Submarine Veterans, Inc. There is a duty of Honor that all officers upon the completion of their term of office to turn over all properties and monies of the base and to fully brief their successor.

## **Article VIII**

### **Amendments**

**Section 1:** These By-Laws may be amended at the annual base meeting (ABM) of any given year by a two-thirds (2/3) vote of the membership present. Any member in good standing may present a proposed amendment of the By-Laws to the E-Board at their meeting to be presented at the next general membership meeting.

## **Article IX**

### **Standing Rules**

#### **Section 1:**

- A.** All members shall be required to be a member of the National Organization and a base of their choice.
- B.** Any base must have a least seven (7) members in good standing.
- C.** The United States flag shall be prominently displayed in the meeting room during the meeting and the Pledge of Allegiance shall be recited at the opening of any meeting.
- D.** The presiding officer of any organized meeting may at their option elect to have the names of all Submarines lost and the tolling of a “muted” ships bell after each name is read.