

**By-Laws of the
Minneapolis/St. Paul Base**

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

Membership and Annual Dues

Section 1: General

- a) Members who have been discharged from the Armed Forces of the United States of America must have been discharged under honorable conditions.
- b) All members shall be bound by the National Constitution, the National Bylaws, and the Certificate of Incorporation.
- c) **Dues are due and payable on the first day of October. After October 1st a member who has not renewed is considered in arrears. Members whose**

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national dues and/or MSP Base dues are in arrears on January 1st of the current year will be removed from the rolls of the organization. Members are considered to be in good standing, if National and Local dues have been paid for the current year. As of January 31, of the current year, members not paid shall be considered no longer members of USSVI and/or MSP Base.

Section 2: REGULAR Members

- a) Regular membership is restricted to current and former U.S. Military
- b) Personnel, who have been designated "Qualified in Submarines" by authorized U.S. Command Authority.
- c) To be a regular member of the MSP Base, one must also be a National member.

Section 3: Associate Membership:

How about the number of Associate members in a base? No limits defined.

- a) An Associate Member is defined as any person who is not eligible for Regular Membership, but who is related to the Submarine Service by their deeds or actions.
- b) All Associate Members must be at least sixteen (16 years of age). This does not preclude any relative of a Regular Member in good standing from applying for Associate Membership. Such persons must be recommended by a Regular Member in good standing. The application must be taken before membership at a regularly scheduled meeting, and it must be **approved by a majority of the members in attendance**.
- c) Their dues shall be the same as Regular Members. They shall abide by the same rules and by-laws as Regular Members. Associate Members are eligible for life membership. Associate Members may not vote in National Elections and cannot hold National Elected office positions.
- d) Any naturalized US Citizen who is a "Qualified Submariner" of a currently Allied Navy may become an Associate Member and does not require a sponsor. Associate Members may vote on local base matters and may serve as Base Secretary and/or Treasurer.

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- e) In the event an Associate Member's sponsor can no longer sponsor the Associate (e.g. transferred or called on Eternal Patrol) the local base may assume sponsorship of the Associate Member or any appointed position.

WE NEED A DEFINITION OF THE ECLUB Members and their rules for membership. We already have around 10 of them and they will be great for our Base future.

Section 3: HONORARY Members

Again, there is no limit to the number of honorary in a Base!

- a) An Honorary Member is a person who is not eligible for regular membership.
- b) A person may be submitted for honorary membership by any MSP Base member in good standing.
- c) Submissions for honorary memberships require final approval of the Board of the Executive Board.
- d) There are no dues required for honorary members.
- e) The Executive Board shall review the list of Honorary Members annually.

Charter Members: Charter Members of the Minneapolis/St. Paul Base are those members who have been accepted for membership prior to December 31, 1993, and will hereafter be considered Charter Members of the Minneapolis/St. Paul Base.

Section 4 : Holland Club Members:

- a) Any Regular Member in good standing who has been designated "Qualified in Submarines" for fifty (50) years, or more is eligible to become a member of the Holland Club within the organization. Holland Club Members are subject to National Dues to the same extent as other Regular Members of the organization.
- b) Holland Club members are inducted prior to 9/4/2010 are "Grandfathered" and will continue to be designated as National Life Members, but they may be required to pay Base dues as per Base By-laws.

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Section 5: Commodore Membership:

- a) Holland Club members who have attained the age of seventy-five years (75) as of the Date of the Annual Base Meeting (ABM) shall be inducted into the Commodore Club of the Minneapolis/St. Paul Base.
- b) Commodore Members are awarded Life Membership in the Minneapolis/St. Paul Base and are no longer required to pay base dues. However, are still required to be a National Member in good standing.

Section 6: MEMBER-AT LARGE

- a) Any member, who once chooses, or is assigned to, a Base, and who is a National Life Member or whose National annual dues are current, but whose Base dues are in arrears, shall be placed in a category of Member-at-Large by the Membership Chairman.

How do you determine their Base commitment if they are a Life Member NOT paying dues?

Members-at-Large whose National Annual dues are current or who are National Life Members will retain National benefits (i.e. receipt of National magazine and voting on National issues).

A Member-at-Large may affiliate with MSP Base at any time by remitting ?

Section 7: Dues Members of this organization shall pay dues as follows

- 1) **National dues** as prescribed by the National Board of Directors. You must be a National member to join any Base. If National dues are NOT PAID by December 31st, their membership is TERMINATED, and they will NOT receive the ***American Submariner Magazine***
- 2) **Base dues** are dependent on the age of the applicant as defined by the application form. NO BASE DUES are paid by Honorary Members or **EClub members**

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- 3) Should the application of any new member not be accepted, all Base dues of those applicants shall be refunded.
- 4) Life Base and National Membership dues variations are as follows:
- 5) **Life USSVI Membership:** A Life USSVI Membership fee must be paid to National to become a **Life USSVI Member**. There are no exceptions to payment of a fee to become a National Life Member
- 6) **Life Base Membership:** A Base member will become a Life Base Member when and pay NO BASE DUES when they 1) pay a fee (prorated based on their age), 2) **reach the age of 75, or 3) become a Commodore Member.** **This is the same thing. Does it need to be specified?**
- 7) If a **Life Base Member transfers** to another base, his or her Life Base Membership dues less one tenth (1/10) of the same for each year or portion of that he or she has been a member of this base, shall be refunded or transferred to their new State or Base of the member's option.

Article III

Meetings

Section 1: The Annual Base **Business** 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 Business meetings of the Minneapolis/St. Paul Base shall be conducted in even months of any given year of 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.

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The following protocol shall apply for all Business Meetings.

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 the National Officer, Regional Officers, District Officers, and other important guests.
6. Reading of the minutes of the previous meeting.
7. Treasures report
8. Executive Board report.
9. Appointed Officers report.
10. Old Business.
11. New Business.
12. Announcements.
13. Election of Officers (To be conducted at the annual meeting (ABM)).
14. Closing prayer.
15. Adjournment.

Section 3: Base Functions

Base Functions are non-Business Meetings sponsored by the base such as the Christmas Party, Picnic and regular get togethers. **And shall be designated as EVENTS!**

The following protocol shall apply for all Base Functions.

Suggestion: May be easier to specify the steps eliminated from a Business Meeting.

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.

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5. Introduction of the National Officer, Regional Officers, District Officers, and other important guests.
6. Announcements
7. Closing Prayer
8. 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 the Commander and Vice Commander are restricted to Regula Members in good standing.

Section 2: If there is not a slate of candidates for the 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 take 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 meeting (ABM).

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

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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, Webmaster, Recruiter, and any others that they 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 at the pleasure of the Executive Board.

Article VI

Duties of the Officers

Section 1: The duties of the Base Commander shall include, but are 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 the Vice Commander shall include, but not 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 are not limited to, the taking and keeping of minutes of all base meetings. Answer and keep a record of all base correspondence and shall serve on the Executive Board.

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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 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 of the 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 of the order of the Organization and shall serve on the Executive Board.

Section 7: The duties of the Chaplain are to perform the opening and closing prayers at base meetings and functions, and to provide aid and comfort to members and their immediate families in need.

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. to any recourse from members or outside agencies. It is the responsibility of members to act in accordance with the Purpose and Creed of the USSVI.

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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.

Commented [KB1]: Include information about the USSVI insurance policy that will support Base members for any legal liability issues. Ask Dave Harms for details.

Article VIII

Amendments

Section 1: The By-Laws may be amended at the annual base meeting (ABM) of any given year by two-thirds (2/3) vote of the membership present if a quorum is present. Any member in good standing may present a proposed amendment of the By-Laws to the Executive 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 at 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 read.

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