

**BY-LAWS FOR THE ALBANY-SARATOGA BASE  
OF THE UNITED STATES SUBMARINE VETERANS INC.  
Revised 3/18/2009**

**Article I - Name**

The Name of this organization is the *Albany-Saratoga Base, United States Submarine Veterans Inc.*

**Article II - Mission**

**Section 1. Mission Statement**

The Mission of this Base is to perpetuate the memory of our shipmates who have given their lives in the pursuit of their duty while serving their country in the United States Submarine Force. That their dedication, deeds, and supreme sacrifice be a constant source of motivation for greater accomplishments. We pledge our loyalty and patriotism to the United States of America and we support a strong U.S. Submarine Force.

**Section 2. Base Activities**

Our purpose shall be to support the above Mission Statement and also to include social activities for our mutual benefit and enjoyment. We encourage these social events to include our families when possible.

**Article III - Membership**

**Section 1. Regular Member**

Membership is open to anyone earning the designation "Qualified in Submarines" in the United States Navy who is on active duty or who has been discharged from the U. S. Navy under honorable conditions.

Membership is also open to anyone who is a regular member of the U.S. Submarine Veterans of World War II.

**Section 2. Associate Member.**

Any person who has an interest in submarines may be an Associate Member. A Regular Member in good standing must sponsor this person; but may sponsor no more than one Associate Member. In the event an Associate Member's sponsor is no longer available, the Base will assume sponsorship. A sponsor is not required for the spouse of a Regular Member or for any naturalized U.S. citizen who is "Qualified in Submarines" for any nation other than the United States and who served honorably for that nation. The number of Sponsored Associate Members may not exceed 10% of Regular Member roster.

Associate Members may not vote in National Elections nor hold any National Office. They may however vote in Base elections and on Base matters and may hold the offices of Secretary and Treasurer. Associate Members are assessed the same dues as Regular members and they shall also be eligible for life membership. (B1/09)

**Section 3. Honorary Member**

An Honorary member is any person who has in the past or presently supports our Base goals and objectives. An Honorary Member is a person whom we wish to publicly honor by this type membership. An Honorary Member may be alive or on eternal patrol.

Any Base member in good standing may nominate a person for Honorary Membership. Upon nomination a 2/3 vote of members present accepts the candidate. Honorary Members may not vote in National or Base elections nor hold any National or Base office. Honorary Members may participate in all other Base activities, including regular meetings and special events, and may otherwise provide input for the good of the order. Honorary Members pay no dues and their membership information is recorded at the local level only.

## **Article IV - Dues**

### **Section 1 Dues Year**

The dues year is from January 1st to December 31st of each year. All dues are payable on or by the January meeting of each year. A member is considered "in good standing" if both his local and national dues are paid for the current year. Members whose dues are not paid by April 1st of the current year will have their membership revoked. Revoked members must pay the New member National dues to be reinstated. New members who join in the last quarter of a year are members for that year and for the following full year.

### **Section 2 National Dues**

The National By-Laws establish national new member, annual member and life member dues.

### **Section 3 Base Dues**

Dues for this Base shall be \$10.00 per year.

## **Article V - Base Officers and Committee Chairmen**

### **Section 1. Elected Base Officers**

The elected officers of this base shall be the Commander, Senior Vice Commander, and Junior Vice Commander. Each office shall be elected for a term of two years. All elected offices will have no term limits. (B1/09)

### **Section 2. Major Appointed Positions**

The Base Commander shall appoint the following positions: **Secretary, Treasurer**, Chief of the Boat (COB), Base Chaplain, Membership, and Public Relations. The Base Commander may also appoint other positions to insure the smooth operation of the Base. The Executive Board shall approve all appointments. (B1/09)

### **Section 3. The Executive Board**

The Executive Board is to be made up of the five Base Officers, the most recent past Commander and the Chief of the Boat. The Base Commander may also appoint one or two additional members in good standing. The Executive Board shall serve as the By Laws committee and shall review the By Laws on an annual basis.

### **Section 4 Breaking a Deadlock of the Executive Board**

In the event that the Executive Board is deadlocked on an issue, it shall be presented to the voting members at the next Base meeting for a binding decision by a simple majority vote.

### **Section 5 Vacated Offices**

In the event the Commander's office is vacated, the ranking Vice Commander shall assume the duties of the Commander. Any other vacated elected office will be filled by appointment by the Executive Board to fill the balance of the term of that office. At the end of the term the appointee is eligible to be elected to and serve his own term of office. (B1/09)

### **Section 6 Termination of an Officer**

The Executive Board may remove any officer not fulfilling the duties of his office. That officer may appeal his termination to the Regular Base Members. The appeal will be by secret ballot and will be determined a majority vote. The two highest-ranking Base Commanders will count the vote. Section 5 of this Article will replace any vacancy.

## **Article VI – Duties of Base Officers**

### **Section 1 Commander**

The Base Commander presides over all Base Executive Board and Base meetings. He shall appoint Committee Chairmen as detailed in Article V, Section 2 and, with cause, call special membership or committee meetings. The Base

Commander and the Base Officers shall conform to the Base by Laws and those of the United States Submarine Veterans Inc.

### **Section 2a Senior Vice Commander**

The Senior Vice Commander shall, in the absence of the Base Commander, preside at all Base meetings. After ninety consecutive days of the Base Commander's absence, other than for illness, or if the Base Commander resigns, he shall assume the duties of the Base Commander for the remainder of the elected term.

### **Section 2b Junior Vice Commander**

The Junior Vice Commander shall assist the Senior Vice Commander in all his duties. He shall serve as Senior Vice Commander in his absence or if the office of the Senior Vice Commander is vacated.

### **Section 2c Duties of The Vice Commanders**

The Vice Commanders shall establish as a minimum the Social, Ways and Means and Resolution Committees. The Vice Commanders shall appoint chairmen and serve as Ex-officio chairman for these committees. The Vice Commanders shall appoint the Editor of a Newsletter and support the Editor in the mailing of the Newsletter. This mail/e-mail information will include at least the time, date and place of the next meeting, upcoming business and events, dues reminders and a welcome aboard introduction of new members.

### **Section 3 Secretary**

The Base Secretary shall give notice to every member of all base meetings.  
Shall keep minutes of all Base Meetings, and present those of the previous meeting at the current meeting.  
Shall maintain the Base Sailing List of members in good standing and of those less than 90 days in arrears.  
Shall publish in the minutes the names of those members whose dues are delinquent.  
Shall conduct the election process to insure that those voting are members in good standing.  
Shall maintain a muster log for all Base Meetings.  
Shall present to the General and Executive Board meetings all correspondence and communications addressed to the Base, its officers and its members.

### **Section 4 Treasurer**

The Base Treasurer shall maintain a checking account for the Base and a savings account if needed.  
Shall receive and deposit all dues and moneys of the Base, and shall dispense these moneys as directed by the Base Commander. All bills in excess of \$50.00 shall be presented to the Base Commander for approval.  
Shall deposit all such funds in the name of the *Albany-Saratoga Base, United States Submarine Veterans Inc.*  
Shall inform the Base Secretary of all dues received.  
Shall forward national dues at least monthly to the National Office.  
Shall submit Control Reports as directed by the National Membership Office.  
Shall prepare a monthly Treasurer's Report that shall be read at the next Base meeting.  
Shall present his books for audit at least annually to any base member the Base Commander shall name.  
Shall prepare an annual Treasurer's Report on the forms provided by the National Office. [Internet download]  
Shall file this annual Base Treasurers form with the National Treasurer by the date required.

## **Article VII – Distribution of Resources**

No officer or member shall be paid any salary for services rendered on behalf of the Base. In the event of the dissolution of this Base, all assets and moneys of the same shall be turned over to the National Senior Vice Commander.

## **Article VIII – Meetings**

### **Section 1. Membership Meetings**

The Base Commander shall establish meeting time, dates and locations.

### **Section 2. Robert's Rules of Order**

Meetings shall be conducted in accordance with the parliamentary procedures of Robert's Rules of Order. The Base Commander may appoint a Parliamentarian to aid in the proper conduct of meetings.

### **Section 3. Quorum**

One elected Officer and four Regular Members in good standing shall constitute a quorum for the transaction of any business at a duly called meeting. Once a quorum is established, it shall remain in effect as long as there is at least one Officer and two Regular Members in good standing present.

### **Section 4. Voting**

Each member present in good standing (all membership dues paid) shall be eligible to vote at meetings. A simple majority (unless otherwise stated) of voting members shall determine the outcome of the vote.

### **Section 5. Special Meetings**

Special meetings may be called by the Base Commander or, in his absence, by the ranking Vice Commander.

### **Section 6. Executive Board Meetings**

The Executive Board shall meet at least once a year at a time and place the Base Commander designates.

## **Article IX – Nominations and Elections**

### **Section 1 The Nominating Committee**

The Base Commander shall appoint five members in good standing to serve as the Nominating Committee. This Committee will convene at such time as to meet the schedule of Section 2 of this Article.

### **Section 2 Duties of the Nominating Committee**

The Nominating Committee shall seek qualified members in good standing as candidates for all elective offices. The committee shall present the names of the nominees to the membership at the September meeting. Mail/e-mail may be used to notify absent members of the nominations. Additional nominations may be made from the floor at the October and November meetings.

### **Section 3 Election and Installation of Officers**

Elections will take place at the November meeting. When an office has more than one nominee, the election for that office will be by secret ballot. Installation of Officers will take place at the January meeting. The Installation Ceremony will be in accordance with the National Ceremony Handbook.

## **Article X – Amendments**

Proposed amendments to these By Laws shall require a ten-day advance written notice to each member. Adoption of proposed amendments shall require a two-thirds vote by the eligible members present. Mail/e-mail may be used to notify the membership of the proposed changes. These By Laws shall be reviewed annually and, if amended, shall be submitted to the National Office.