

**THE NORTHERN VIRGINIA BASE OF THE UNITED STATES  
SUBMARINE VETERAN'S INCORPORATED**

**BYLAWS**

**Revision 3:13 December 2014**

BYLAWS OF THE NORTHERN VIRGINIA BASE OF THE UNITED STATES SUBMARINE  
VETERAN'S, INCORPORATED

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**ARTICLE I – NAME**

The Name of this base is **THE NORTHERN VIRGINIA BASE, UNITED STATES SUBMARINE VETERANS INCORPORATED**. The term “Northern Virginia Base” or “NOVA Base” are synonymous with “The Northern Virginia Base of the United States Submarine Veterans, Incorporated.”

**ARTICLE II – PURPOSE**

**Section 1 – Statement of Purpose**

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 its Constitution.

**Section 2 – Creed**

The Statement of Purpose for the organization shall be also known as the organizations Creed.

**Section 3 – Camaraderie**

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. We encourage full participation of our families when possible. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U.S. Submarine Force.

**ARTICLE III – POLICY**

**Section 1 – Statement of Policy**

The Northern Virginia Base shall adopt no policy in conflict with the laws and practices of the United States of America and the Constitution and By Laws of the USSVI.

**ARTICLE IV – FISCAL YEAR**

The fiscal year of the Northern Virginia base is the same as the fiscal year for the USSVI. The fiscal year of the organization shall commence on the first day of January and end on the thirty-first day of December in each year.

**ARTICLE V – MEMBERSHIP**

**Section 1 – Precedence**

The membership requirement listed in this document paraphrases the requirement defined by the USSVI. Any conflicts with those requirements are unintentional and the membership requirements of the USSVI prevail.

**Section 2 – Members in Good Standing**

- a. To be a member of the Northern Virginia Base, membership in good standing with the USSVI is required.
- b. A member is considered “in good standing” if both the USSVI and the Northern Virginia Base dues have been paid for the current year.
- c. Dues are due and payable effective the last day of December each year. Beginning on January 1st a non-renewed member is considered in arrears. Members shall have through 31

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January to bring their status up to date. After the above listed dates, members who have not become current in status will be dropped from the rolls of USSVI and the NOVA Base.

## **Section 3 - Regular Member**

Regular membership is restricted to current and former U.S. Military Personnel, who have been designated "Qualified in Submarines" by authorized U.S. Navy Command Authority, or were regular members of the U.S. Submarine Veterans of World War II.

## **Section 4 - Associate Member**

- a. Qualifications for Associate Membership are defined in the National Constitution of the USSVI.
- b. Associate Membership is reserved for persons not otherwise eligible for regular membership, but is sponsored by a Regular Member and meets one of the following qualifications: a family member of a Regular Member or someone who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions, and if a war veteran of U. S. military service must have been separated under honorable circumstances. (All Associate Members must be at least sixteen (16) years of age.)
- c. Associate Members may not vote in National Elections nor hold any National Office. Associate Members are assessed the same dues as Regular members and are not eligible for life membership although Associates who were life members before September 2012 will retain their life status.
- d. Associate members may vote on Northern Virginia Base matters and may hold elective base offices of Secretary and/or Treasurer of the Northern Virginia Base.
- e. An Associate Member must have a Regular Member in good standing as a sponsor at all times to be a member of USSVI. In the event an Associate Member's sponsor cannot or will not continue to sponsor the Associate Member:
  - (I.e. the sponsor is transferred or leaves the organization), another Regular Member may assume sponsorship of the Associate Member. If no other member will assume the sponsorship, the Associate member will be dropped from membership.
  - If the sponsoring member goes on Eternal Patrol, another Regular Member or the base itself may assume the sponsorship of the Associate Member, but if no other member or the Base will assume the sponsorship, the Associate member will be dropped from membership.
- f. Associate members may not be excluded from attending USSVI-NOVA base meetings, events, or functions.

## **Section 5 – Life Members**

- a. Regular Members may become Life Base Members by paying the National Life Membership Fee established in the USSVI Bylaws and then paying the Northern Virginia Base Life Membership Fee (see Appendix A).
- b. Base Life Members will pay no further Base dues.
- c. Base Life Membership fee may not exceed the National Life Membership Fee.

## **Section 6 - Holland Club**

- a. The Holland Club is an organization within the USSVI. Eligibility for membership is to be "Qualified in Submarines" for fifty (50) years or more and who is either (a) a National Life Member in good standing, or (b) an annual member in good standing.



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- b. Holland Club members are exempt from Northern Virginia Base dues and their National dues will be paid for by the Base.
- c. The Northern Virginia Base Membership Chairman will review the base membership records annually to determine who is eligible for Holland Club induction in the following year.
- d. The Northern Virginia Base Membership Chairman will notify the USSVI Membership Chairman and the USSVI Holland Club Commander as members approach the eligibility requirements.

## **Section 7 - MEMBERS-AT-LARGE**

- a. The Northern Virginia Base (or National Membership) Chairman may place any member, who once chooses, or is assigned to the Northern Virginia Base, and base dues are in arrears, in a category of Member-at-Large.
- b. A Member-at-Large may affiliate with the Northern Virginia Base at any time by remitting their base dues.
- c. A Regular base member may transfer to Member At Large Status at any time by making a request to the Northern Virginia Base or to the National Membership Chair.

## **ARTICLE VI – DUES**

### **Section 1 – National Dues**

The National Bylaws establish National new member, regular member, associate member, and life member dues.

### **Section 2 – Northern Virginia Base Dues**

The dues year is from 1 January through 31 December of each year. All dues are payable prior to the January meeting of each year. Revoked members must be reinstated by USSVI before being eligible for reinstatement in the Northern Virginia Base.

The Northern Virginia Base Bylaws establish base annual member and life member dues. The Northern Virginia Base dues are shown in APPENDIX A. A revision to APPENDIX A will be sufficient to change the Northern Virginia Base dues; a revision to the Northern Virginia Base Bylaws will not be required.

New members who join in the fourth quarter of a year (Oct., Nov., and Dec.) are members for that year and for the following full year.

There is no refund of Northern Virginia Base dues if a member leaves the area or elects to discontinue membership in the Northern Virginia Base.

### **Section 3 – Holland Club**

National Holland Club members are not required to pay Northern Virginia Base dues. This would take effect the year following induction into the Holland Club.

### **Section 4 – Members of United States Submarine Veterans of World War II**

Members of the United States Submarine Veterans of World War II, who held full membership in that organization, are not required to pay Northern Virginia Base dues.

### **Section 6: Senior Member Status**

Those members with 35 years of continuous membership in USSVI shall be classed as Senior Members, be publicly recognized and considered Life Members for national and Northern Virginia Base dues purposes if they are still annual dues members.



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**ARTICLE VII - BASE OFFICERS**

**Section 1 – Board of Directors**

- a. The Board of Directors (Executive Committee) will have control and general management responsibility of the affairs and business of the Northern Virginia Base.
- b. The Executive Committee will be comprised of the elected officers, appointed officers of the Northern Virginia Base, and the most recent Past Base Commander.
- c. Each board member will have one vote. In the event of a tie vote, the Northern Virginia Base Commander's vote will carry the decision.
- d. The Executive Committee will develop an annual plan (calendar) and budget for the Northern Virginia Base each November for the next fiscal year. The fiscal year will run from 01 January to 31 December of a given year.
- e. The Executive Committee will submit the annual plan and budget to the Northern Virginia Base membership for approval at the December meeting.

**Section 2 – Northern Virginia Base Officers**

- a. Elected officers of the Northern Virginia Base will be: Commander, Vice-Commander, Secretary, and Treasurer. The same individual may hold the offices of Secretary and Treasurer.
- b. The term of office for all officers will be one year, or until their successor have been elected
- c. All officers may succeed themselves in office.
- d. The term of office for elected officers will begin as directed in Article XII, Section 1 below.
- e. Appointed officers may include: Chaplin, Historian, Parliamentarian, Legal Officer, Editor of the Newsletter, Committee Chairpersons, Chief of the Boat, and Base Storekeeper.
- f. The term of office for appointed officers will begin immediately after confirmation and notification by the Executive Committee.
- g. No officer will be paid any salary for services rendered on behalf of the Northern Virginia Base.

**Section 3 - Vacated Offices**

In the event the Northern Virginia Base Commander's office is vacated, the Vice-Commander shall assume the duties of the Base Commander. Any other vacated office will be filled by appointment by the Executive Committee 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.

**Section 4 - Termination of an Officer**

The Executive Committee may remove any officer not fulfilling the duties of his office. That officer may appeal his termination to the regular Northern Virginia Base Members. The appeal will be by secret ballot and will be determined by majority vote. The two highest-ranking Northern Virginia Base Officers will count the vote. Article VII-Section 3 above provides the procedure for replacing any vacancy.

**ARTICLE VIII - DUTIES OF NORTHERN VIRGINIA BASE OFFICERS**

**Section 1 – Northern Virginia Base Commander**

- a. Preside at all Northern Virginia Base meetings.
- b. Preside at all meeting of the Executive Committee.
- c. Represent the Northern Virginia Base at official functions.

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- d. Appoint all committees, committee chairmen, and appointed officers subject to membership approval at the next regularly scheduled business meeting. Major appointed positions may include but are not limited to Chief of the Boat (COB), Base Chaplain, Membership, and Public Relations.
- e. Oversee the performance of all Northern Virginia Base officers and committees.
- f. Act as chairman "Ex-Officio"<sup>1</sup> of all committees.
- g. Prepare a turn-over package for his relief, containing all information and correspondence relating to the office.

## **Section 2 – Northern Virginia Base Vice-Commander**

- a. Assist the Northern Virginia Base Commander in the performance of his duties.
- b. Preside over meetings in the Northern Virginia Base Commander's absence.
- c. Serve on the Executive Committee.
- d. Perform all duties of the Northern Virginia Base Commander should he become incapacitated.
- e. Prepare a turn-over package for his relief, containing all information and correspondence relating to the office.

## **Section 3 – Northern Virginia Base Secretary**

- a. Keep the minutes of all Northern Virginia Base regularly scheduled meetings and meetings of the Executive Committee.
- b. Answer and keep record of all Northern Virginia Base correspondence.
- c. Serve on the Executive Committee.
- d. Serve as Newsletter Chairman (unless otherwise appointed by the Base Commander per Section 1.d above).
- e. Conduct Northern Virginia Base Elections.
- f. Prepare a turn-over package for his relief, containing all information and correspondence relating to the office.

## **Section 4 – Northern Virginia Base Treasurer**

- a. Accept and keep a record of all monies and Northern Virginia Base financial assets.
- b. Disburse such monies as may be approved by a majority vote of the Executive Committee.
- c. Serve on the Executive Committee.
- d. Assure the Tax Exempt status of the Northern Virginia Base.
- e. Keep complete and accurate financial reports and records.
- f. Serve as the Membership Chairman (unless otherwise appointed by the Base Commander per Section 1.d above).
- g. Submit the Northern Virginia Base Control Report and membership monies to the National Office as required.
- h. Maintain the Membership Roll of the Northern Virginia Base.

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<sup>1</sup> Blacks Law Dictionary: From Office; by virtue of the office; without any other warrant or appointment than that resulting from the holding of a particular office.



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- i. Prepare a turn-over package for his relief, containing all information and correspondence relating to the office.

## ARTICLE IX – MEETINGS

### **Section 1 – Conduct**

Meetings of the Northern Virginia Base will be in keeping with the normal parliamentary procedures set down by “Roberts Rules of Order, Revised.”

### **Section 2 – Schedule**

The Northern Virginia Base will conduct monthly meetings, at a time and place announced by the Executive Committee at a prior meeting and published in the newsletter or as provided to the membership via email.

### **Section 3 – Tribute**

At all meeting of the Northern Virginia Base a moment of silence in memory of all departed shipmates will be observed.

### **Section 4 - Agenda**

The agenda for regularly scheduled meetings will minimally include:

- a. Call to Order
- b. Moment of Silence in memory of our departed shipmates.
- c. Invocation
- d. Pledge of allegiance to the Flag
- e. Introduction of National Officers, Regional Officers, Guests, and New Members
- f. Acceptance of the Minutes of Previous Business Meeting.
- g. Executive Committee Report
- h. Treasurer's Report
- i. Old Business
- j. New Business (Including Announcement of Upcoming Meetings and Events)
- k. Good of the Order
- l. Adjournment

## ARTICLE X – QUORUM

### **Section 1 – Executive Committee Meetings**

Three members of the Executive Committee, two of which are elected officers, will constitute a quorum for the transaction of all business at a duly called meeting of the Executive Committee.

### **Section 2 – Regular Meetings**

The members present and at least two elected officers will constitute a quorum for the transaction of all business at regularly scheduled meeting.

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## **Section 3 – Special Meetings**

The Base Commander can call a Special Meeting of the Executive Committee (unscheduled meeting) if required. The members and at least two elected officers will constitute a quorum for the transaction of all business at a special meeting.

## **Section 4 – Established Quorum**

Once a quorum is established, no member absenting themselves will destroy the quorum.

## **Section 5 – Quorum Not Present**

In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

## **ARTICLE XI – VOTING**

### **Section 1 – Entitlement**

Each member or associate member in good standing will be entitled to vote in person at any meeting of the Northern Virginia Base; provided however, that the member's name appears on the base membership roll at least fifteen days prior to such meeting.

Each member or associate member in good standing will be entitled to vote in Northern Virginia Base elections using the following methods:

- a. Paper ballot via United States Postal Service.
- b. Electronic Mail (E-Mail)
- c. On-Line if available

### **Section 3 – Abstained Votes**

Any member in good standing not voting will be considered abstaining.

## **ARTICLE XII – ELECTION OF OFFICERS**

### **Section 1 – Election**

The Commander, Vice-Commander, Secretary, and Treasurer will be elected by a majority vote of the members in good standing at the regular meeting held in the month of December. The voting period will begin the day following the November meeting until the final request for votes at the December meeting. A ballot will be sent to all Northern Virginia Base members either by E-Mail or by regular U.S. Mail. The newly elected officers will be announced at the December meeting and will assume their duties at the following January meeting.

### **Section 2 – Nominating Committee**

In September the Northern Virginia Base Commander shall appoint two (2) members in good standing to serve with him as the Nominating Committee.

### **Section 3 – Duties of the Northern Virginia Base Nominating Committee**

It shall be the duty of the Nominating Committee to seek qualified candidates for all elections and present to the membership, at the November meeting, the names of those members who are willing, if elected, to accept the office for which they were nominated.

### **Section 4 – Acceptance of Nominations**

Nominations will also be accepted from the floor at the November meeting, at which time the election process shall commence.



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**ARTICLE XIII – AMENDMENTS**

**Section 1 – Election**

Any member in good standing may submit recommendations to amend these Bylaws by forwarding a proposed change to an elected officer of the Northern Virginia Base. Proposed change recommendations must:

- a. Be complete statements that stand on their own merit.
- b. Clearly state the intent of the author and the section of organization policy affected.
- c. Reflect the estimated or actual cost, if any, involved.
- d. Be signed and dated by the author.

**Section 2 – Process**

These Bylaws can be amended by a majority vote of the votes cast at a regularly scheduled meeting of the Northern Virginia Base – provided the proposed changes have been distributed to all members in good standing at their last known address two weeks prior to such meeting.

**Section 3 – Effective Date**

Amendments that are passed will become effective at the close of the meeting.

**ARTICLE XIV – STANDING RULES**

**Section 1 – Non-Parliamentary Rules**

Standing Rules relating to the administration (not parliamentary) of the Northern Virginia Base will be made as attachments to these Bylaws.

**Section 2 – Approval**

Standing Rules may be adopted, changed, or suspended at any regular meeting, without previous notice, as any other ordinary action of the Northern Virginia Base may be.

**ARTICLE XV – DISSOLUTION**

In the event the Northern Virginia Base dissolves or discontinues activities, all assets and monies of the organization will be turned over to the National Senior Vice Commander.

**BASE BYLAWS FOR THE NORTHERN VIRGINIA BASE**

Submitted: HOWARD CHATHAM

Printed/Typed Name of Base Commander

Signature [Signature] Date: 1/6/15

Approved: RONNY A. OLSON

Printed/Typed Name of District Commander

Signature [Signature] Date: 1-13-2015

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**APPENDIX A – NORTHERN VIRGINIA BASE MEMBERSHIP DUES STRUCTURE**

**Base Annual Dues** \$15.00 per year

Members joining in October – December  
will pay \$5.00 for the current year and  
\$15.00 for the dues for the following year.

**Base Life Dues (Age Dependent)**

Age 65+	\$55.00
Age 56-65	\$105.00
Age 46-55	\$155.00
Under Age 46	\$255.00