



UNITED STATES SUBMARINE VETERANS INCORPORATED
USS HADDO BASE BY-LAWS
(Revised & Approved 10 July 2021)

ARTICLE I-NAME

The name of this base of United States Submarine Veterans, Incorporated shall be the "USS HADDO" Base of the UNITED STATES SUBMARINE VETERANS, INCORPORATED. The term "USS HADDO Base" shall be synonymous with the "USS HADDO" Base of United States Submarine Veterans, Incorporated."

ARTICLE II- STATEMENT OF PURPOSE

Section 1: To perpetuate the memory of our shipmates who gave their life in the pursuit of their duties while serving their country. That their dedication, deeds and supreme sacrifice be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States of America and its Constitution.

Section 2: The Statement of Purpose for the "USS HADDO" Base shall also be known as the CREED.

ARTICLE III- POLICY

The "USS HADDO" Base shall adopt no policy in conflict with the laws and practices of the United States of America or with the Constitution and By-Laws of the "United States Submarine Veterans, Incorporated."

ARTICLE IV-FISCAL YEAR

The fiscal year of the "USS HADDO" Base shall be the same as the fiscal year for United States Submarine Veterans, Incorporated (1 January through 31 December)

ARTICLE V – MEMBERSHIP

Section 1: GENERAL

- a. To be a member of "USS HADDO" Base, membership in good standing with "United States Submarine Veterans, Incorporated" is required.
- b. A member is considered "in good standing" if both the national and local base dues have been paid for the current year.
- c. Dues are due on or before January 1. Members whose dues are in arrears on January 31st of a current year will have their continuous membership in good standing terminated and will be dropped from all rosters.

Section 2: REGULAR MEMBERS

Regular membership is restricted to U.S. personnel who have been designated "Qualified in Submarines" by the U.S. Navy, and anyone who is a regular member of the U.S. Submarine Veterans of WWII and if discharged from the Armed Forces of the United States of America, must have been discharged under honorable conditions. Regular membership is further defined as Annual, Life and Holland Club.

Section 3: ASSOCIATE MEMBERS

- a. Qualification for Associate Membership is as defined in the National By-Laws of the United States Submarine Veterans, Incorporated.
- b. Associate members may vote on "USS HADDO" Base matters and may hold only the position of Secretary and/or Treasurer of the "USS HADDO" Base as an appointed officer.

- c. In the event an associate member's sponsor can no longer sponsor the associate member (such as transfer or call to Eternal Patrol) the Base will assume sponsorship of the associate member.

ARTICLE VI- MEMBERSHIP DUES

Membership Dues will be fifteen (15) dollars per fiscal year commencing with the 2010 dues but may be changed by the Base Board of Directors as needed. Dues are due and payable on or before January 1 each year; dues not paid by January 31 are considered lapsed. Holland Club members are exempt from base dues.

ARTICLE VII- OFFICES

Section 1: "USS HADD0" OFFICERS

- a. Elected officers of the "USS HADD0" Base will be Commander, Vice Commander, Secretary and Treasurer. The offices of Secretary and Treasurer may be held by the same individual; however they shall be either regular or associate members. Associate members can be only appointed to the office of Secretary or Treasurer.
- b. The term of office for all officers will be for two (2) years elected during even years, or until their successors have been elected.
- c. All officers may succeed themselves in office.
- d. The term of office for the elected officers will begin immediately at the first business meeting following the election.
- e. Appointed officers may include: Chaplain, Historian, Parliamentarian, Legal Officer, Editor of the Newsletter, Committee Chairmanships, Chief of the Boat and Base Storekeeper. Two required appointed officers are the Point of Contact and Tools Manager. The term of office for appointed offices will begin immediately after confirmation and notification by the Board of Directors. No officer shall be paid any salary for services rendered on behalf of the "USS HADD0" Base.

Section 2: BOARD OF DIRECTORS

- a. The Board of Directors shall have the control and general management of the affairs and business of the "USS HADD0" Base.
- b. The Board of Directors will be comprised by the elected officers. The Base Commander may appoint other members to the Board of Directors.
- c. Each member of the Board of Directors will have one (1) vote: in the event of a tie vote a discussion of the issue will take place followed by a second vote. In the event of a tie on the second vote "USS HADD0" Base commander's vote will carry the decision.
- d. The Board of Directors will develop an annual plan (calendar) and budget for the "USS HADD0" Base each October for the next fiscal year.
- e. The Board of Directors will submit the annual plan and budget to the "USS HADD0" Base membership for approval each November.

ARTICLE VIII- DUTIES OF OFFICERS

Section 1: "USS HADD0" BASE COMMANDER

- a. Preside at all "USS HADD0" Base meetings.
- b. Preside at all meetings of the Board of Directors.
- c. Act as Chairman "EX-Officio" of all committees.
- d. Appoint all committees, committee chairmen and appointed officers subject to Board of Directors approval.
- e. Represent the "USS HADD0" Base at official functions.
- f. Oversee the performance of all committees and the "USS HADD0" Base officers.
- g. Coordinate an annual inventory of Base material assets prior to the base membership meeting in May.
- h. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 2: "USS HADD0" BASE VICE COMMANDER

- a. Assist the "USS HADD0" Base Commander in the performance of his duties.
- b. Preside over meetings of the "USS HADD0" in the absence of the Base Commander.
- c. Serve on the Board of Directors of the "USS HADD0" Base.
- d. Perform all the duties of the "USS HADD0" Base Commander should he become incapacitated.
- e. Serve as the Membership Chairman of the "USS HADD0" Base unless another member is appointed as the Membership Chairperson.
- f. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 3: SECRETARY

- a. Keep the minutes of all "USS HADD0" Base regularly scheduled meetings and meetings of the Board of Directors.
- b. Answer and keep a record of all "USS HADD0" Base correspondence.
- c. Maintain the Membership Roll of the "USS HADD0" Base.
- d. Serve on the Board of Directors.
- e. Conduct "USS HADD0" Base Elections.
- f. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 4: TREASURER

- a. Accept, and keep a record of, all monies and "USS HADD0" Base assets.
- b. Disperse such monies as may be approved by a majority vote of the members.
- c. Maintain and control the State of Tennessee Tax Exempt status of the "USS HADD0" Base
- d. Keep complete and accurate financial reports.
- e. Submit the "USS HADD0" Base "Control Report" and membership monies to the National Office, copy of the National Membership Chairman, as required.
- f. Keep complete and accurate financial reports. Provide a signed copy of the Treasurers report, made at general membership meetings, to the Base Secretary for permanent retention.
- g. Submit the Base "End of Year" report to the National Treasurer as specified in the National Organization Directives and the annual direction of the National Treasurer. Provide a copy to the District Commander
- h. Prepare a "turn over" package of the "USS HADD0" Base Treasury, containing all information and correspondence relative to the office.

Section 5: BASE STOREKEEPER

- a. Will operate the Ship's store independently from base financial operations with the authority to purchase and sell merchandise within his own allotted budget.
- b. Will submit an annual report and profits exceeding operating expenses to the E- Board at the November E-Board meeting.

Section 6. Base Tools manager

- a. Acquire training from the National Junior Vice Commander on the use of the Data Base Management system known as TOOLS.
- b. Enter all required Base information into TOOLS and update this information in a timely Manner.

b. Section 7. Base POC (Point of Contact)

- a. Act as the main contact person for the Base.
- b. Is required to pass all POC broadcast from the National POC Manager to all members of the Base by e-mail, regular mail or as part of the base Newsletter.

ARTICLE IX – MEETINGS

Section 1: Meetings of the "USS HADDO" Base shall be in keeping with the normal parliamentary procedures set down by "Robert's Rules of Order, Revised."

Section 2: The "USS HADDO" Base will conduct monthly meetings, at a time and place announced by the Board of Directors at a prior meeting and published in the newsletter or by other means.

Section 3: At all meetings of the "USS HADDO" Base a moment of silence in memory of all departed shipmates will be observed.

Section 4: The agenda for regularly scheduled meetings shall be:

- a. Call to Order.
- b. Moment of Silence in memory of our departed shipmates.
- c. Pledge of Allegiance to the Flag.
- d. Introduction of: National Officers, Regional Officers, Guests, and New Members.
- e. Minutes of Previous meeting.
- f. Treasurer's Report.
- g. Board of Director's Report.
- h. Old Business.
- i. New Business.
- j. Good of the Order.
- k. Announcement of upcoming events.
- l. Adjournment.

ARTICLE X- QUORUM

Section 1: The members present and at least two members of the Board of Directors shall constitute a quorum for the transaction of all business at a regularly scheduled meeting.

Section 2: Three members of the Board of Directors shall constitute a quorum for the transaction of all business at a duly called meeting for the Board of Directors.

Section 3: Once a quorum has been established, no member absenting himself shall destroy the quorum.

Section 4: 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: Each member or associate member in good standing shall be entitled to vote in person at any meeting of the Base; provided however, that the member's name appeared on the membership roll at least fifteen (15) days prior to such meeting except in the election of officers.

Section 2: There shall be no voting by proxy; any member in good standing not voting will be considered as abstaining.

ARTICLE XII-ELECTION OF OFFICERS

Section 1: The Commander, Vice Commander, Secretary and Treasurer will be elected by a majority vote. Each member or associate member in good standing shall be entitled to one vote; provided however, that the member's names appeared on the membership roll at least 15 days prior to May 1, of the even calendar years. The Secretary will conduct the voting with electronic e-mail or paper ballot for those who do not have electronic e-mail on May 1, of the calendar year, members are required to return their ballots directly to the Secretary by May 15, of the calendar year in order that their ballot may be counted. The Secretary shall tally, retain and report the results at the June stated meeting.

Section 2: A nominating committee will be appointed in the month of January to solicit nominations prior to the election.

Section 3: The nominating committee will present a slate of officers at the April stated meeting. Additional nominations may be made from the floor at this time by any member who has been a member at least 15 days prior to the April stated meeting.

Section 4: Any vacancy in office shall be filled by "USS HADD0" Base Commander's appointment with approval of the Board of Directors, to complete the unfilled term.

ARTICLE XIII – AMENDMENTS

Section 1: Any member in good standing may submit recommendations to amend these By-Laws by forwarding a proposed change to an elected officer of the "USS HADD0" Base. Proposed change recommendations must:

- a. Be complete statements which 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: These By-Laws shall be amended by a majority vote of the votes cast at a regularly scheduled meeting of the "USS HADD0" Base; provided that 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: Amendments which are passed will become effective at the close of the meeting.

ARTICLE XIV – STANDING RULES

Section 1: Standing Rules relating to the administration (not parliamentary) of the "USS HADD0" Base shall be made as an attachment to these By-Laws.

Section 2: Standing rules may be adopted, changed, or suspended at any regular meeting, without previous notice, as any ordinary action of the "USS HADD0" Base.

ARTICLE XV -DISSOLUTION

In the event the "USS HADD0" Base dissolves or discontinues activities all assets and monies of the Base shall be turned over to the National Senior Vice Commander.