



## **UNITED STATES SUBMARINE VETERANS, INCORPORATED**

# **CORVINA BASE OF THE UNITED STATES SUBMARINE VETERANS, INCORPORATED**

## **BYLAWS**

### **ARTICLE I - NAME**

- a. The name of this Base of the United States Submarine Veterans, Incorporated shall be **CORVINA BASE** of the **UNITED STATES SUBMARINE VETERANS, INCORPORATED**. For the purposes of these Bylaws, the term 'Base' shall be synonymous with Corvina Base of the United States Submarine Veterans, Incorporated. It may be shortened to Corvina Base - USSVI, or SubVets - Corvina Base.
- b. Corvina Base - USSVI was officially chartered on February 12, 2000.

### **ARTICLE II - STATEMENT OF CREED/PURPOSE**

**Section 1:** The Creed: To perpetuate the memory of our shipmates who gave their lives 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:** In addition to perpetuating the memory of departed shipmates, we shall provide a way for Submariners to gather for mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U.S. Submarine Force.

**Section 3:** The organization will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice and for our Shipmates who have departed on Eternal Patrol. The organization will also endeavor to educate third parties it comes in contact with about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyles we enjoy today.

### **ARTICLE III - POLICY**

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

### **ARTICLE IV - FISCAL YEAR**

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

### **ARTICLE V - MEMBERSHIP**

Membership in Corvina Base - USSVI, shall be in accordance with the National Constitution of the USSVI, Article VII - Membership, Sections 1 - 6. A member is considered in good standing if both Base and National dues have been paid for

the current year. Beginning on January 1st, a non-renewed member is considered in arrears. Members shall have through January 31st to bring their status up to date to remain in good standing. After January 31st, members who have not become current in status will be dropped from the rolls of the organization. National Life Members whose Base dues have not been paid by January 31st will be dropped from the Base. Members may join any number of bases. One Base will be selected by each member as their Primary Base. Members may only vote from their Primary Base in District, Regional and National elections of the organization.

#### **ARTICLE VI - MEMBERSHIP DUES**

a. **National Dues:** National dues are set by USSVI National and revised and updated as required with notification of such action promulgated to the membership.

a.1. National membership is required for Corvina Base membership.

b. **Base Dues:** Corvina Base dues, annual, three year, five year, and life will be set by the Board of Directors and approved by the base membership.

b.1. A dues schedule will be printed on Corvina Base membership applications which will be revised and updated upon the change of any dues requirements.

b.2. Corvina Base dues schedule changes will be promulgated via the Corvina Base Newsletter, and via email to all members in good standing.

c. **Corvina Base Holland Club members** in good standing with USSVI National shall not be required to pay Corvina Base dues.

d. **All dues**, National and Base, are due by December 31st. Members in arrears on January 31st will be dropped from the rolls of USSVI National and/or Corvina Base.

#### **ARTICLE VII - CORVINA BASE OFFICERS**

##### Section 1: BASE OFFICERS

a. Elected officers of Corvina Base will be: Commander, Vice Commander, and if possible, Secretary and Treasurer. The offices of the Secretary and Treasurer may be held by the same individual.

a.1. The Corvina Base Commander and Vice Commander must be Regular members.

a.2. The Secretary and Treasurer positions may be filled by Associate Members if appointed by the Base Commander and approved by the Board of Directors.

b. All terms of office for elected officers shall be one (1) year with the term of office beginning immediately after the swearing in of the new officers during the December Corvina Base meeting.

c. All elected officers may succeed themselves in office; with the exception of the Base Commander who shall not serve more than two (2) consecutive one (1) year terms.

d. In the event a candidate for Secretary or Treasurer is not nominated and elected, the Corvina Base Commander may nominate individual/s to the position/s. Such nomination/s is/are subject to the approval of the Board of Directors. The appointed individual/s may be Regular or Associate Members of Corvina Base.

e. Appointed Officers of Corvina Base may include but are not limited to: Secretary, Treasurer, Chief of the Boat, Point of Contact, Chaplain, Historian, Parliamentarian, Legal Officer, Newsletter Editor, Webmaster, Kap(SS)4Kid(SS) Chairman, Recruiter, Membership Recordkeeper, Storekeeper, Special Events and Parade Coordinators and any other "Ad Hoc" positions as may be deemed beneficial or necessary for the continuity and smooth operation of the Base.

e.1. Per the definition of "Members at Large", Article VII, Section 6 of the USSVI Constitution, Corvina Base will have no "Members at Large".

e.2. Appointed Officers of Corvina Base are nominated by the Base Commander and their appointment is approved by the Board of Directors (BOD). The term of office for appointed officers will begin immediately upon being notified that their appointment has been approved by the BOD. Appointed Corvina Base Officers, with the exception of Secretary and Treasurer, serve with no term limits. The positions of the Secretary and Treasurer must be made available to the nomination and voting process at the next Base election.

e.3. Associate Members may hold any appointed position.

f. No Corvina Base Officer, elected or appointed, shall be paid for any services rendered on behalf of the Base.

##### Section 2: CORVINA BASE BOARD OF DIRECTORS

a. The Corvina Base Board of Directors shall be comprised of the elected officers, duly appointed officers, the immediate Past Commander of the Base, and others as deemed necessary by the Base Commander to execute the business of the Base.

b. The Board of Directors shall have control and general management of the affairs and business of the Base.

c. All members of the Board of Directors have voting privileges. Each officer shall have one vote; in the event of a tie vote, the vote of the Base Commander will carry the decision.

d. The Base Board of Directors will develop an annual plan (calendar) and budget for the Base each December for the next fiscal year.

e. The Board of Directors will promulgate the annual plan and budget to the Base Membership via the December edition of the Corvina Base Newsletter; and will vote on the adoption/approval of the plan and budget during the January business meeting.

#### **ARTICLE VIII - DUTIES OF CORVINA BASE OFFICERS**

##### **Section 1: CORVINA BASE COMMANDER**

- a. Preside over all Base meetings.
- b. Preside over all meetings of the Board of Directors.
- c. Act as Chairman "Ex-Officio" of all committees.
- d. Nominate to the BOD, for approval, all committees, committee chairpersons and appointed officers.
- f. Represent the Base at official functions, if possible.
- g. Be responsible for operation of Base in accordance with the current approved Corvina Base Bylaws.
- h. Schedule and oversee review/audit of Base financial assets, records, and fiscal practices and procedures as defined in Article XII of these Corvina Base Bylaws.
- i. Prepare a "turn-over" package for his relief which contains all information and correspondence relative to the office.

##### **Section 2: CORVINA BASE VICE-COMMANDER**

- a. Assist and advise the Base Commander in the performance of his duties.
- b. Preside over meetings and functions during the absence of the Base Commander.
- c. Perform all duties of the Base Commander should he become incapacitated.
- d. Act as Administrator and Coordinator of the Corvina Base Holland Club.
- e. Serve as the Corvina Base Point of Contact (POC) unless another member is appointed.
- f. Prepare a "turn-over" package for his relief which contains all information and correspondence relative to the office.

##### **Section 3: CORVINA BASE SECRETARY**

- a. Keep the minutes of all Base regular business and Board of Director meetings.
- b. Keep a record of and answer correspondence relative to Corvina Base matters.
- c. Preside over meetings in the absence of the Base Commander and the Base Vice Commander. If the offices of the Secretary and Treasurer are held by the same person, the secretary cannot preside as there will be no quorum.
- d. Prepare for and conduct the Base nomination and election process.
- e. Be Custodian of the Corvina Base Charter.
- f. Keep a record of changes to the Base bylaws and ensure the changes are approved by the Western Region District Five Commander.
- g. Maintain and publish the annual Base Calendar in the Corvina Base Newsletter and update the calendar as required with any changes transmitted to the Base Membership.
- h. Prepare a turn-over package for his/her relief, containing all information and correspondence relative to the office.

##### **Section 4: CORVINA BASE TREASURER**

- a. Accept and record all monies and Base assets.
- b. Collect USSVI National annual dues and life membership fees and forward to USSVI National and additionally provide National with data applicable to new members or those dropped from the membership roles of Corvina Base.
- c. Collect Corvina Base annual dues and life membership fees.
- d. Maintain bank accounts as required to conduct the business of the Base. The checking account will be organized so that checks require the signature of the Base Commander, the Base Treasurer, or others as directed by the Board of Directors.
- e. Disburse such monies as may be approved by a majority vote of the membership or as directed by the board of directors.
- f. Assure the state sales tax exempt status of Corvina Base is maintained.
- g. Keep complete and accurate financial reports.

h. Submit to the membership, at each regular business meeting, a concise report of expenditures and assets including checking and certificates of deposit accounts.

i. As specified in Article XII of these Corvina Base Bylaws, provide up to date records of all Base assets and assist in the conduct of all fiscal audits.

j. Submit the Base "End of Year" report, as specified in the National Organization Directives and the annual direction of the National Treasurer. If assuming the position of Base Treasurer, this report is to be completed in collaboration with the outgoing Base Treasurer. Provide a copy to the Western Region Five District Commander.

k. Act as Membership Recordkeeper, entering new Base members and maintaining information on the USSVI National website.

l. Maintain the Base Roster and Booster List.

m. Prepare a turn-over package for his/her relief, containing all information and correspondence relative to the office. In conjunction with the turn-over, ensure that the banking organization/s are notified of the changes and that arrangements are made for execution of any new required signature cards and/or other documents.

#### Section 5: APPOINTED OFFICERS

a. The duties of appointed officers of Corvina Base, except Secretary and Treasurer, (Chief of The Boat, Chaplain, etc.), may be made as an attachment to these Corvina Base Bylaws. Such attachments do not require amendment to the Bylaws and require only the approval of the Corvina Base Board of Directors.

### ARTICLE IX - CONDUCT OF MEETINGS

Section 1: The Base will conduct monthly meetings and/or special event functions, at times and places announced and published in the Corvina Base Newsletter and Corvina Base website.

Section 2: Corvina Base business meetings will be conducted in accordance with normal parliamentary procedures set down by "Robert's Rules of Order, Revised."

Section 3: The agenda for regularly scheduled business meetings shall, at minimum, include: Call to order, Invocation, Pledge of Allegiance, Reading of the USSVI Creed, a Tolling of the Bells for Lost Boats and Crews, a moment of silence for Shipmates departed on Eternal Patrol, guest and membership introductions (discretionary), minutes of the last meeting, Secretary's report, Treasurer's report, Base officer/committee reports, old business, new business, good of the order, benediction and adjournment.

a. The protocol, schedule and procedures for a normal Base business meeting may be made as an attachment to these Bylaws.

b. The protocol, schedule and procedures for other Base meetings and functions, including the annual Memorial Service, may be made as an attachment to these Bylaws.

### ARTICLE X - VOTING/QUORUMS

Section 1: Each member in good standing with the Base shall be entitled to one vote in person at any meeting of the Base or for any election.

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

Section 3: Ten percent (10%) of the current base membership and at least two (2) elected officers shall constitute a quorum for the transaction of all business at a regularly scheduled Base meeting.

Section 4: Three (3) members of the Board of Directors, two of which are elected officers, shall constitute a quorum for the transaction of all business at a duly called meeting of the Board of Directors.

Section 5: Once any quorum has been established, no member absenting himself shall destroy the quorum.

Section 6: In the event a quorum is not established, the business and issues at hand that require voting shall be tabled until a future time and date.

### ARTICLE XI - ELECTION OF BASE OFFICERS

Section 1: A nominating committee of regular Corvina Base members, at least two (2), will be appointed by the Board of Directors in September to solicit nominations and will present the slate of nominees to the membership at the October business meeting. Additional nominees may be made by any member from the floor during the October meeting. After the October meeting, the Base Secretary shall prepare and disseminate to all members, regular and associate, a written ballot. Dissemination of the ballot will be via e-mail and USPS service, if required. Said ballots shall be returned to the Base Secretary prior to the November business meeting or they may be submitted at the November meeting.

Section 2: The Corvina Base Commander, Vice Commander, Secretary and Treasurer are elected based upon the ballot results tallied at the November business meeting. In the event there are no candidates for Secretary or Treasurer, the Base Commander may nominate a Regular or Associate Member to the position/s. Such nomination must be approved by the Board of Directors.

Section 3: Only votes received prior to the November business meeting or presented at the November business meeting will be counted. No proxy votes are allowed. Those not voting will be considered as abstaining.

Section 4: Elected Base Officers will be sworn in at the December meeting. They assume their terms of office upon being sworn in.

Section 5: Any vacancy of office shall be filled by the Base Commander's nomination of, and approval by the Base Board of Directors.

## **ARTICLE XII - REVIEWS/AUDITS**

A review/audit of the Base assets will be conducted upon relief or extension of term of office of the Base Commander and/or the Base Treasurer, or upon the appointment of any member charged with collecting, holding and/or distributing any Base asset(s). In any case, the review/audit will be conducted no less frequently than once every two (2) years.

Section 1: In the case of the relief of the Base Commander, Base Treasurer, or both, the review will take the form of an audit and will be a complete review of all Base assets. Those appointed members charged with collecting, holding and/or distributing Base assets will present asset records to a review/audit chairperson for examination.

a. A review committee consisting of at least three members of the general Base membership will be appointed by the incumbent Base Commander.

b. Whenever possible, the incoming and outgoing officers will be members of the review committee. The committee will, among themselves, elect a chairperson who is not subject to the review.

c. The committee will review the transactions and records of the Base and report in writing its findings to the Board of Directors. The Board of Directors will review the findings and assign action, if required, as it deems necessary.

d. A copy of the findings and assignment of action, if required, will become a part of the Base Commander's turnover files. The results of the review will be published to the general membership of Corvina Base.

Section 2: In the case of the appointment of a member charged with collecting, holding and/or distributing Base assets, a committee comprised of the outgoing and incoming member so charged, plus one other member appointed by the Base Commander, will be established.

a. The report of results of the asset/s and asset records will be presented to the Base Commander for examination.

b. The Base Commander will review and endorse the report and pass it to the Board of Directors for review and actions, if required.

c. The report will become part of the turnover file of the outgoing member.

## **ARTICLE XIII - AMENDMENTS**

Section 1: Any Regular or Associate Member, in good standing, may submit recommendations to amend these Bylaws by forwarding a proposed change to the Corvina Base Secretary. Proposed change recommendations must:

a. Be complete statements which stand on their own merit.

b. Clearly state the intent of the author and reference the section of the Corvina Base Bylaws affected.

c. Reflect the estimated or actual cost, if any, involved.

d. Be signed and dated by the author of the recommendation.

Section 2: The Corvina Base Secretary is the focal point for all amendment recommendations. The Secretary shall validate each recommendation as to its validity, clarify any ambiguities presented by the author, and present the recommendation for consideration of the amendment to the Board of Directors.

Section 3: The Corvina Base Board of Directors will consider amendment recommendation/s. The author/s of recommended amendment/s will have the option to be present during consideration by the BOD. They may present further validation, clarification or argument for approval of the amendment. However, any author/s of any recommendation/s may not be present during the vote of the BOD unless the author is a member of the BOD.

Section 4: Proposed changes to the Corvina Base Bylaws shall be included on the ballot distributed by e-mail or USPS for the regular November election.

Section 5: In the event a situation requires immediate amendment of the Base Bylaws, the Board of Directors may initiate action for an immediate interim ballot on the proposed amendment initiative. Ballot will be distributed by e-mail and USPS. A deadline date will be established by the Board of Directors.

Section 6: Amendments that are passed within Corvina Base will become effective upon approval of the USSVI Western District Five Commander.

**ARTICLE XIV - STANDING RULES**

Section 1: Standing rules relating to the administration (not parliamentary) of the Base may be made as an attachment to these Bylaws.

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

**ARTICLE XV - DISSOLUTION**

In the event the Base dissolves or discontinues activities, all assets and monies of the organization shall be turned over to the National Senior Vice Commander of the United States Submarine Veterans, Inc.

**SUBMISSION AND APPROVALS**

Submitted: Arthur Akerson Date: 11-7-2015  
Arthur Akerson  
Corvina Base Secretary

Membership reading  
and approval: Robert D. Wiley Date: NOV. 7, 2015  
Robert D. Wiley  
Corvina Base Commander

Approved: Pete Juhos Date: Nov 15, 2015  
Pete Juhos  
Western Region District Five  
Commander