

**THE NORTHERN VIRGINIA BASE OF THE UNITED STATES
SUBMARINE VETERANS, INCORPORATED**

BYLAWS

**Revision 4.1
12 February 2022**



BYLAWS OF THE NORTHERN VIRGINIA BASE OF THE UNITED STATES SUBMARINE
VETERANS, INCORPORATED

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ARTICLE I – NAME

Section 1 – Name

The name of this base is **THE NORTHERN VIRGINIA BASE, UNITED STATES SUBMARINE VETERANS, INCORPORATED.**

Section 2 – Shortened Names

For these Bylaws, the term “Organization” will be synonymous with “The Northern Virginia Base, United States Submarine Veterans, Incorporated.”

Section 3 –Use of the Name

The written and spoken name may be shortened to “USSVI Northern Virginia Base,” “NOVA Base,” or “NOVA SUBVETS.” The full name found in Section 1 of Article 1 above will be used in official correspondence.

ARTICLE II – EMBLEM

Section 1 – Emblem Description

The emblem of this organization will be depicted by the shape of the Commonwealth of Virginia with a scroll banner at the bottom with the words of “USSVI Northern Virginia Base.” The Commonwealth of Virginia depiction will have the background color of green and will contain various symbols related to the Commonwealth of Virginia naval history and support. The banner background color will be blue with a black border. The depiction of the Organization’s emblem is found on the cover of these Bylaws.

Section 2 – Emblem Usage

Use of the Organization’s emblem, for any purpose will be as specified in these Bylaws or as authorized by the Base Commander.

Section 3 – Emblem Modifications and Approval

Any Base member may propose modifications to the emblem to the Base Commander for the Executive Committee’s review. Approval of the proposed modifications will be by a majority vote of the members in good standing at the regular meeting.

ARTICLE III – PURPOSE/CREED

Section 1 – Statement of Purpose

To perpetuate the memory of our shipmates who have given 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 for greater accomplishments; and to 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 organization’s 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

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possible. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U.S. Submarine Force.

Section 4 – Projects

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. We will also endeavor to educate all third parties we encounter about the services our submarine brothers and sisters performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

ARTICLE IV – POLICY

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

ARTICLE V – PRINCIPAL OFFICES

The organization may establish an office within the Commonwealth of Virginia as the Executive Committee may designate, or as the proper fulfillment of the Purpose of the Organization may require.

ARTICLE VI – FISCAL YEAR

The fiscal year of the USSVI 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 VII – 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 – General

- a. To be a member of the Northern Virginia Base, membership in good standing with the USSVI is required. Proof of qualification and honorable service may be required to be provided to the Base Secretary, Base Membership Chairperson, or the National Membership Chairperson.
- b. All members shall be bound by the Organization's Bylaws and the USSVI Constitution and Bylaws.
- c. A member is considered "in good standing" if both the USSVI National and the USSVI Northern Virginia Base dues have been paid for the current year. 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 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 National and the NOVA Base.
- d. Members may join any number of USSVI Bases. One Base shall be selected as their primary (main) Base, and all others as dual (secondary) Base(s). Members may only vote from their primary Base in USSVI National, Region, and District elections.
- e. To avoid conflicts of interest, a Member may only serve as Base Commander for one Base at a time.

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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 – Life Members

- a. Regular Members may become Life Base Members by paying the National Life Membership Fee established by the USSVI Board of Directors and then paying the USSVI 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 5 - 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.
- b. Holland Club members are exempt from USSVI Northern Virginia Base dues and their National dues, if not a National Life Member, will be paid for by the NOVA Base.
- c. The USSVI 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 USSVI Northern Virginia Base Membership Chairman will notify the USSVI Membership Chairman and the USSVI Holland Club Commander as members approach the eligibility requirements.

Section 6 - Associate Member

- a. Qualifications for Associate Membership are defined in the National Constitution and Bylaws of the USSVI.
- b. Associate Membership is reserved for persons, of at least sixteen years of age, not otherwise eligible for regular membership, but is sponsored by a Regular Member in good standing and meets one of the following qualifications:
 - A family member up to two degrees of consanguinity (blood line relationship) of a Regular Member, including adoptive children of the Regular Member. (No limit.)
 - A non-family member who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions and is subject to prior approval by the National Membership Chairperson. (Limit one)
 - A non-family U.S. Military service member, Active or Veteran, who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions, subject to prior approval by the National Membership Chairman. If separated from service, it must have been under honorable circumstances. (Limit one)
- c. 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 must retain their membership in an established base to maintain their national USSVI membership. Member-At-Large status is not available to Associate Members.
- e. Associate Members may not vote in National/Regional Elections nor hold any National Office.

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- f. Associate members may vote on USSVI Northern Virginia Base matters and may hold elective base offices of Secretary and/or Treasurer of the USSVI Northern Virginia Base.
- g. An Associate Member must always have a Regular Member in good standing as a sponsor to be a member of USSVI. In the event an Associate Member's sponsor cannot or will not continue to sponsor, i.e., the sponsor is transferred or leaves the organization, the Associate Member:
 - Another Regular Member or USSVI Northern Virginia Base may assume sponsorship of the Associate Member. If no other member or the Base will assume the sponsorship, the Associate member will be dropped from membership.
 - If the Associate Member is the widow, widower, child, or grandchild of a deceased Regular Member who was in good standing at the time of death, another Regular Member of the deceased member's Base may assume the sponsorship, but if no other member or the Base will assume the sponsorship, the Associate member will be dropped from membership.
- h. Associate members may not be excluded from attending USSVI Northern Virginia Base meetings, events, or functions.

Section 7 - Members-At-Large

- a. The USSVI Northern Virginia Base or National Membership Chairperson may place any Base member, who is a USSVI National member in good standing but whose base dues are in arrears, in the category of Member-at-Large.
- b. Members-at-Large whose National dues are current or who are National Life Members will retain National benefits, i.e., receipt of the National magazine and the right to vote on National issues.
- c. A Member-at-Large may affiliate with the USSVI Northern Virginia Base at any time by remitting their base dues.
- d. A Regular base member may transfer to Member-At-Large status at any time by making a request to the USSVI Northern Virginia Base or to the National Membership Chair.

ARTICLE VIII – DUES

Section 1 – Effective Date

- a. Dues are due and payable on or before December 31st. Dues become delinquent January 31st, at which time the member's name shall be removed from the membership roll. Members shall pay National dues to their Primary Base, who shall forward them to the National Office, except for Members-at-Large (MALs) and members paying by credit card, who shall pay their respective dues to the National Office. Exception: After January 1, all delinquent members may be directly invoiced for dues by the National Membership Chairman or his/her representative.
- b. Revoked members must be reinstated by USSVI before being eligible for reinstatement in the USSVI Northern Virginia Base.

Section 2 – National Dues Structure

The National Board of Directors establishes the National Annual and Life membership dues/fees.

Section 3 – USSVI Northern Virginia Base Dues Structure

- a. The USSVI Northern Virginia Base Bylaws establish base annual member and life member dues. The USSVI Northern Virginia Base dues are shown in APPENDIX A. A revision to APPENDIX

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A will be sufficient to change the USSVI Northern Virginia Base dues; a revision to the USSVI Northern Virginia Base Bylaws will not be required.

- b. 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.
- c. Base Membership fees may not exceed the National Membership fees.
- d. There is no refund of USSVI Northern Virginia Base dues if a member leaves the area or elects to discontinue membership in the USSVI Northern Virginia Base.

Section 4 – Holland Club

National Holland Club members are not required to pay USSVI Northern Virginia Base dues, and the Base will pay any National membership dues for USSVI Northern Virginia Base Holland Club members. This would take effect the year following induction into the Holland Club.

Section 5 – 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 USSVI Northern Virginia Base dues.

Section 6 – Senior Member Status

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

ARTICLE IX – MEETINGS

Section 1 – Conduct

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

Section 2 – Schedule

The USSVI Northern Virginia Base will conduct regularly scheduled meetings, at a time and place announced by the Executive Committee at a prior meeting and published in the meeting minutes, as provided to the membership via email, United States Postal Service, or as posted on the Base website.

Section 3 – Tribute

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

Section 4 - Agenda

The agenda for regularly scheduled Base meetings will minimally include:

- a. Call to Order
- b. Introduction of National Officers, Regional Officers, Guests, and New Members
- c. Pledge of Allegiance to the Flag
- d. Invocation
- e. Moment of Silence in memory of our departed shipmates
- f. Acceptance of the Minutes of Previous Business Meeting
- g. Treasurer’s Report

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- h. Executive Committee Report
- i. Old Business
- j. New Business (Including Announcement of Upcoming Meetings and Events)
- k. Good of the Order
- l. Adjournment

Section 5 – Executive Committee Meetings

The Executive Committee will schedule periodic meetings for managing the operation of the USSVI Northern Virginia Base. Emergency Executive Committee meetings will be scheduled as needed.

ARTICLE X – 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 USSVI Northern Virginia Base members either by email or by regular U.S. Mail. The newly elected officers will be announced at the December meeting and will assume their duties at the next scheduled regular Base meeting.

Section 2 – Nominating Committee

In September, the USSVI Northern Virginia Base Commander shall appoint two (2) members in good standing to serve with the Immediate Past Base Commander or other designee as the Nominating Committee. The Nominating Committee chairperson will be the Immediate Past Base Commander or other designee.

Section 3 – Duties of the 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. Nominations will also be accepted from the floor at the November meeting, at which time the election process shall commence.

Section 4 – Acceptance of Nominations

Nominated members must provide a verbal or written statement of willingness, if elected, to accept the office for which they were nominated.

Section 5 – Election Master

Immediate Past Base Commander or other designee shall be the election master. The duties of the election master are:

- a. Establish the deadline for receiving completed election ballots.
- b. Collect and tally the results of the election ballots.
- c. Provide the Base Commander the results of the election.
- d. Announce the election results at the December meeting.

Section 6 – Voting Procedure

- a. Final count of the election ballots will be completed at the December meeting.
- b. Disputes: The Election Master, along with a Past Base Commander or Past Base Officer shall decide disputes with the election results. The dispute resolution shall be final.

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- c. Tie Vote: in case of a tie vote for any elected position, there will be a second Ballot election for that position only, conducted by the Election Master within thirty days of the December meeting but before the next scheduled Base meeting. The results of the vote will be announced at the Base meeting following the December meeting.
- d. The candidate receiving the highest number of votes for an office shall be certified as elected to such office by the Election Master.

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 USSVI Northern Virginia Base; provided 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 USSVI Northern Virginia Base elections using the following methods:

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

Section 2 – Abstained Votes

There shall be no voting by proxy. Any member in good standing not voting will be considered abstaining.

ARTICLE XII – 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.

Section 3 – Special Meetings

The Base Commander can call a Special Meeting of the Executive Committee (unscheduled meeting) if required. Three 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.

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ARTICLE XIII - 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 USSVI Northern Virginia Base.
- b. The Executive Committee will be comprised of the elected officers, appointed officers of the USSVI 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 USSVI Northern Virginia Base Commander's vote will carry the decision.
- d. The Executive Committee will develop an annual plan (calendar) and budget for the USSVI 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 USSVI Northern Virginia Base membership for approval at the December meeting.

Section 2 – USSVI Northern Virginia Base Officers

- a. Elected officers of the USSVI 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 X, Section 1 above.
- e. Appointed officers may include: Membership Chairperson, Chaplin, Historian, Parliamentarian, Legal Officer, 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. Base elected and appointed officers will carry out their duties as prescribed elsewhere in this document.
- h. No officer will be paid any salary for services rendered on behalf of the USSVI Northern Virginia Base.

Section 3 - Vacated Offices

In the event the USSVI 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 USSVI Northern Virginia Base Members. The appeal will be by secret ballot and will be determined by majority vote. The two highest-ranking USSVI Northern Virginia Base Officers will count the vote. Article XIII-Section 3 above provides the procedure for replacing any vacancy.

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ARTICLE XIV - DUTIES OF BASE OFFICERS

Section 1 – USSVI Northern Virginia Base Commander

- a. Preside at all USSVI Northern Virginia Base meetings.
- b. Preside at all meetings of the NOVA Base Executive Committee.
- c. Represent the USSVI Northern Virginia Base at official functions.
- 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 USSVI Northern Virginia Base officers and committees.
- f. Act as chairman “Ex-Officio”¹ of all committees.
- g. Prepare and submit the USSVI Annual Base Activity Report to the District Commander, North East Four District.
- h. Prepare a turn-over package for his/her relief, containing all information and correspondence relating to the office.

Section 2 – USSVI Northern Virginia Base Vice-Commander

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

Section 3 – USSVI Northern Virginia Base Secretary

- a. Keep the minutes of all USSVI Northern Virginia Base regularly scheduled meetings and meetings of the Executive Committee.
- b. Answer and keep record of all USSVI Northern Virginia Base correspondence.
- c. Serve on the Executive Committee.
- d. Assist the Election Master in USSVI Northern Virginia Base Elections.
- e. Maintain the NOVA Base meeting attendance records.
- f. Prepare a turn-over package for his/her relief, containing all information and correspondence relating to the office.

Section 4 – USSVI Northern Virginia Base Treasurer

- a. Accept and keep a record of all monies and USSVI Northern Virginia Base financial assets.
- b. Disburse such monies as may be authorized per Appendix B.

¹ Black’s 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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- c. Serve on the Executive Committee.
- d. Assure the Tax-Exempt status of the USSVI 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. Prepare for approval the USSVI Northern Virginia Base End of Year Financial Report and submit the approved report to National as required.
- h. Maintain the Membership Roll of the USSVI Northern Virginia Base.
- i. Prepare a turn-over package for his/her relief, containing all information and correspondence relating to the office.

ARTICLE XV – 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 USSVI 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 USSVI 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

Approved amendments will be incorporated into these Bylaws and submitted to the District Commander for approval. Upon receipt of said approval they will immediately become effective.

ARTICLE XVI – STANDING RULES

Section 1 – Non-Parliamentary Rules

Standing Rules relating to the administration (non-parliamentary) of the USSVI 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 USSVI Northern Virginia Base may be.

ARTICLE XVII – DISSOLUTION

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

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BASE BYLAWS FOR THE NORTHERN VIRGINIA BASE

Submitted: Charles "Chuck" Martin
(Printed/Typed Name of Base Commander)

Signature /s/ C. A. Martin Date: 9 May 2021

Approved: Arthur "Art" Glover
(Printed/Typed Name of District Commander)

Signature /s/ Arthur D. Glover Date: 5/15/21

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**APPENDIX A – USSVI NORTHERN VIRGINIA BASE MEMBERSHIP DUES STRUCTURE
AND SUBMISSION INSTRUCTIONS**

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 |

Please submit your National and Base membership dues as applicable to your situation to the USSVI Northern Virginia Base Treasurer.

Checks/Money Orders should be made payable to USSVI Northern Virginia Base.

For submission instructions or if you have any questions, please contact the USSVI Northern Virginia Base Treasurer by email at treasurer@ussvinova.org

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APPENDIX B – USSVI NORTHERN VIRGINIA BASE FUND DISBURSEMENT PROCEDURES

To ensure effective disbursement of Base funds, the USSVI Northern Virginia Base Treasurer is authorized to disburse funds as follows:

- a. If the disbursement is an item listed in the approved current Fiscal Year Budget:
 - 1) The amount to be disbursed does not exceed the dollar amount of the budget line item;
and
 - 2) The amount to be disbursed when added to the aggregated dollar amount of all funds disbursed to date for the budget line item does not exceed the dollar amount of the budget line item.
- b. If the Base Commander has authorized the disbursement. The Base Commander is authorized to approve the disbursement of funds up to \$50.00 for Base operating expenses and shall inform the Executive Committee of the authorized disbursements.
- c. If the majority of the Executive Committee has authorized the disbursement. The Executive Committee is authorized to approve the disbursement of funds up to \$100.00 for purposes that promote USSVI and/or USSVI Northern Virginia Base.
- d. If a majority vote of Base members at a Base meeting authorizes the disbursement of funds.