

**UNITED STATES SUBMARINE VETERANS
NAUTILUS BASE BYLAWS
(REVISED MAY 2006)**

ARTICLE I – NAME

The name of this base of United States Submarine Veterans shall be **NAUTILUS BASE**.

ARTICLE II – PURPOSE

Section 1: Statement of purpose: “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 Government.”

Section 2: The statement of purpose for **NAUTILUS BASE** shall also be known as the **Creed**.

ARTICLE III – POLICY

Section 1: **NAUTILUS BASE** shall adopt no policy in conflict with the laws and practices of the United States of America.

Section 2: **NAUTILUS BASE** shall adopt no policy in conflict with the Constitution and Bylaws of United States Submarine Veterans Inc.

ARTICLE IV – FISCAL YEAR

The fiscal year for **NAUTILUS BASE** shall be 01 January through 31 December.

ARTICLE V – MEMBERSHIP

Section 1: To become and/or remain a member of **NAUTILUS BASE**, a person must be a member in good standing of United States Submarine Veterans Inc.

Section 2: Associate members may vote on **NAUTILUS BASE** matters.

Section 3: Associate members may be a **NAUTILUS BASE** appointed officer and may hold the **NAUTILUS BASE** elected offices of Secretary and Treasurer.

Section 4: **NAUTILUS BASE** does not offer a Base Life Membership.

ARTICLE VI – BASE MEMBERSHIP DUES

Section 1: **NAUTILUS BASE** dues shall be \$20 the first year and then; \$15 per member, per year.

Section 2: **NAUTILUS BASE** dues are payable no later than 31 March each year and become delinquent on 1 April. Reinstatement can be made by paying the initial application fee of \$20 and then \$15 per year thereafter. **(B1/06)**

ARTICLE VII – BASE OFFICERS

Section 1: Elected officers of **NAUTILUS BASE** shall be: Commander, Vice Commander, Secretary and Treasurer.

A. Elected **NAUTILUS BASE** officers must be members in good standing of **NAUTILUS BASE** and **NAUTILUS BASE** must be their “primary” base.

B. The term of office for elected **NAUTILUS BASE** officers shall be one year.

C. There is no limit to the number of terms either consecutive or non-consecutive that **NAUTILUS BASE** officers may serve.

Section 2: Appointed officers of **NAUTILUS BASE** may include but are not limited to: Chief of the Boat, Storekeeper, Chaplain, Historian, Newsletter Editor, and Committee Chairmanships.

Section 3: **NAUTILUS BASE** Board of Directors shall be comprised of the elected and appointed officers of **NAUTILUS BASE**.

A. The Board of Directors shall control the general management of the affairs and business of **NAUTILUS BASE**.

Section 4: No **NAUTILUS BASE** officer shall be paid any salary for services rendered on behalf of **NAUTILUS BASE**.

ARTICLE VIII – DUTIES OF BASE OFFICERS

Section 1: NAUTILUS BASE COMMANDER

- A.** Preside at all **NAUTILUS BASE** meetings and Board of Directors meetings.
- B.** Appoint all committees, committee chairmen and appointed officers subject to membership approval at the next scheduled business meeting.
- C.** Act as chairman “ex officio” of all committees.
- D.** Represent **NAUTILUS BASE** at official functions.
- E.** Oversee the performance of all **NAUTILUS BASE** officers and committees.
- F.** Prepare and maintain a “turn over” folder for his relief.

Section 2: NAUTILUS BASE VICE COMMANDER

- A.** Assist the **NAUTILUS BASE** Commander in his duties of running the base.
- B.** Preside at **NAUTILUS BASE** meetings and Board of Directors meetings in the absence or incapacitation of the Base Commander.
- C.** Prepare and maintain a “turn over” folder for his relief.

Section 3: NAUTILUS BASE TREASURER

- A.** Receive and maintain custody of all **NAUTILUS BASE** monies and monetary assets.
- B.** Maintain accurate records of all **NAUTILUS BASE** financial transactions.
- C.** Disburse such funds as may be approved by a majority vote of **NAUTILUS BASE** members present at a business meeting.
- D.** Prepare and submit the **NAUTILUS BASE** monthly Control Report to the National Office.
- E.** Submit any funds due from **NAUTILUS BASE** to the National Office.
- F.** Prepare and maintain a “turn over” folder for his relief.

Section 4: NAUTILUS BASE SECRETARY

- A.** Record, transcribe, and file the minutes of all **NAUTILUS BASE** meetings.
- B.** Maintain custody of all non-financial **NAUTILUS BASE** records.
- C.** Perform the duties of correspondent for **NAUTILUS BASE**.
- D.** Supervise **NAUTILUS BASE** elections and submit the Election Verification Report.
- E.** Prepare and maintain a “turn over” folder for his relief.

ARTICLE IX – MEETINGS

Section 1: Meetings of **NAUTILUS BASE** shall be in keeping with the normal parliamentary procedures set down by *Robert’s Rules of Order, Revised*.

Section 2: **NAUTILUS BASE** shall conduct meetings at a time and place announced by the Base Commander at a prior meeting and published in the Base Newsletter.

Section 3: Meeting agenda may vary by the direction of the Base Commander. The following items must appear in the agenda and be a part of every **NAUTILUS BASE** meeting:

- A.** The reading aloud of the Creed.
- B.** The Pledge of Allegiance to the flag of the United States of America.
- C.** The observance of a moment of silence for our shipmates on Eternal Patrol.

ARTICLE X – QUORUM

Section 1: The presence of five members and two elected officers is required to constitute a quorum for the transaction of all business at a regularly scheduled meeting of **NAUTILUS BASE**.

Section 2: A minimum of three members of the Board of Directors, two of which are elected officers are required to constitute a quorum for the transaction of all business at a duly called meeting for the Board of Directors of **NAUTILUS BASE**.

Section 3: Once a quorum has been established at a **NAUTILUS BASE** meeting, no member absenting himself shall destroy the quorum.

Section 4: In the event of a quorum not being present at a **NAUTILUS BASE** meeting, a lesser number may adjourn the meeting to some future time and date.

ARTICLE XI – VOTING

Section 1: Each **NAUTILUS BASE** member in good standing shall be entitled to vote in person at any meeting of **NAUTILUS BASE**.

Section 2: There shall be no voting by proxy at **NAUTILUS BASE** meetings; any member not voting will be considered as abstaining.

ARTICLE XII – ELECTION OF OFFICERS

Section 1: The **NAUTILUS BASE** Commander, Vice Commander, Secretary, and Treasurer shall be elected by a majority vote of the **NAUTILUS BASE** members present at the regular **NAUTILUS BASE** meeting held in the month of January..

Section 2: A nominating committee shall be appointed in the month of September to solicit nominations and shall present the slate of nominees to the membership at the December meeting.

Section 3: Additional nominations may be made by any **NAUTILUS BASE** member from the floor of the January meeting prior to the election. Any member nominated from the floor must be present and willing to serve the office he has been nominated for.

Section 4: Any vacancy in office shall be filled by an appointment from the **NAUTILUS BASE** Commander, with the approval of the Board of Directors, to complete an unfulfilled term.

ARTICLE XIII – AMENDMENTS

Section 1: Any **NAUTILUS BASE** member in good standing may submit recommendations to amend the **NAUTILUS BASE** Bylaws by forwarding a proposed change to the Bylaws Committee or to an elected officer of **NAUTILUS 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 the **NAUTILUS BASE** Bylaws affected.
- C. Be signed and dated by the author.

Section 2: **NAUTILUS BASE** Bylaws may be amended by a two-thirds vote of the **NAUTILUS BASE** members present at a regularly scheduled meeting of **NAUTILUS BASE**; provided that the proposed changes have been distributed to all **NAUTILUS BASE** members at their last known address two weeks prior to the meeting.

Section 3: Amendments to **NAUTILUS BASE** Bylaws which are passed shall become effective at the close of the meeting.

ARTICLE XIV – DISSOLUTION

In the event **NAUTILUS BASE** dissolves or discontinues operation, all assets and monies belonging to **NAUTILUS BASE** shall be donated to the United States Submarine Veterans Inc National Charitable Foundation at the time of dissolution.

ARTICLE XV – HOLD HARMLESS NON-LIABILITY FOR DEBTS OF THE CORPORATION

The private property of the officers, directors and members of **NAUTILUS BASE** shall be exempt from execution or other liability for the debts of the corporation and no officer, director or member of **NAUTILUS BASE** shall be liable or responsible for any debts or liabilities of the United States Submarine Veterans Inc or **NAUTILUS BASE** thereof.