



COWTOWN BASE SUBMARINE VETERANS

UNITED STATE SUBMARINE VETERANS, INCORPORATED

ARTICLE I - NAME

The name of this base of United States Submarine Veterans, Incorporated shall be THE COWTOWN BASE OF UNITED STATES SUBMARINE VETERANS, INCORPORATED. The term "Base" shall be synonymous with "The Cowtown Base of United States Submarine Veterans, Incorporated."

ARTICLE II - STATEMENT OF PURPOSE/CREED

Section 1: 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. **(CREED)**

Section 2: In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Submariners to gather for the 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. The organization will also endeavor to educate all third parties it comes in with about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

ARTICLE III - POLICY

The Cowtown 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 Cowtown 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. The Cowtown Base is a chartered unit of the National Organization. To be a member of the Cowtown Base, membership in good standing with "United States Submarine Veterans, Incorporated" is required.
- b. A member is considered "in good standing" if both National and Local 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 Jan 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 the organization. Life members whose Base dues have not been paid by January 31st will be dropped from the Base and made a Member at Large.
- d. Members may join any number of Bases. One Base shall be selected as primary Base and all others as dual Base(s). Members may only vote from their primary Base in the District, Regional and National elections of the organization.

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.

Section 3: ASSOCIATE MEMBERS.

- a. Qualification for Associate Membership is as defined in the National Constitution of the United States Submarine Veterans, Incorporated.
- b. Associate members may vote on Cowtown Base matters but may **only** hold Secretary and/or Treasurer of the Base as an elected office.
- 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 may assume sponsorship of the associate member or another member may sponsor that Associate member. If the Base or Base members does not sponsor the Associate member, that member will be dropped from USSVI Membership.

ARTICLE VI – BASE MEMBERSHIP DUES

Base Membership Dues will be ten dollars (\$10.00) per fiscal year, \$27.50 for 3 years or \$45.00 for 5-years. Life Membership Dues are \$250.00 (thru age 45), \$200.00 (age 46 to 55), \$150.00 (age 56 to 65), \$100.00 (age 66 to 75), and \$50.00 (age 76 and up). Dues are due and payable on or before January 1 each year; dues not paid by January 31 are dropped.

ARTICLE VII - OFFICES

Section 1: COWTOWN BASE OFFICERS.

- a. Elected officers of the Cowtown 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.
- b. The term of office for all officers will be two years, or until their successors have been elected.
- c. All officers may succeed themselves in office.
- d. The term of office for elected officers will begin immediately after the business meeting at which the elections were conducted.
- e. Required Appointed positions are: TOOLS Manager and POC (Point of Contact).
- f. Appointed officers may include: Chaplain, Historian, Parliamentarian, Legal Officer, Editor of the Newsletter, Committee Chairmanships, Chief of the Boat, and Storekeeper
- g. 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 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 Cowtown Base.
- b. The Board of Directors will be comprised by the elected officers and may include the duly appointed officers of the Cowtown Base.
- c. Each duly elected officer will have one vote; in the event of a tie vote the Cowtown Base Commander's vote will carry the decision.
- d. The Base Board of Directors will develop an annual plan (calendar) and budget for the Cowtown Base each October for the next fiscal year.
- e. The Board of Directors will submit the annual plan and budget to the Cowtown Base membership for approval each November.

ARTICLE VIII - DUTIES OF OFFICERS.

Section 1: COWTOWN BASE COMMANDER

- a. Preside at all 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 membership approval at the next regularly scheduled business meeting.
- e. Represent the Base at official functions.
- f. Oversee the performance of all committees and Base officers.
- g. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 2: BASE VICE-COMMANDER

- a. Assist the Cowtown Base Commander in the performance of his duties.
- b. Preside over meeting in the Cowtown Base Commander's absence.
- c. Serve on the Board of Directors
- d. Perform all the duties of the Cowtown Base Commander should he become incapacitated.
- e. Serve as the Membership Chairman of the Cowtown Base.
- 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 Base regularly scheduled meetings and meetings of the Board of Directors.
- b. Answer and keep a record of all Cowtown Base correspondence.
- c. Serve as Newsletter Chairman.
- d. Maintain the Membership Roll of the Cowtown Base.

- e. Serve on the Board of Directors.
- f. Conduct Base Elections.
- g. At least once a year send to the National Archives Revised Base documents.
- h. Prepare a "turn over" package for the relief, containing all information and correspondence relative to the office.

Section 4: TREASURER

- a. Accept, and keep a record of, all monies and Cowtown Base assets.
- b. Disburse such monies as may be approved by a majority vote of the members.
- c. Keep complete and accurate financial reports.
- d. Submit to the National Office at least monthly and in a timely manner the membership monies due along with a listing of the members affected and the amounts paid.
- e. Complete the Base End of Year report and send it to the National Treasurer as required.
- f. Make a Treasurer's Report at each meeting and provide a copy to the Base Secretary for Base Tax records.
- g. Prepare a "turn over" package for Base Treasurer, containing all information and correspondence relative to the office.

ARTICLE IX - MEETINGS

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

Section 2: The Cowtown 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.

Section 3: The agenda for regularly scheduled meetings shall be:

- a. Call to Order.
- b. Invocation and Moment of Silence in memory of our departed shipmates.
- c. Pledge of Allegiance to the Flag.
- d. Recite the USSVI Creed.
- e. Tolling of the Boats.
- f. Introduction of: National Officers, Regional Officers, Guests, and New Members.
- g. Minutes of Previous Meeting.
- h. Treasurer's Report.
- i. Board of Director's Report.
- j. Old Business.

- k. New Business.
- l. Good of the Order.
- m. Announcement of upcoming meetings and events.
- n. Adjournment.

ARTICLE X - QUORUM

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

Section 2: Three 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 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.

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 of the members in good standing at the regular meeting held in the month of November.

Section 2: A nominating committee will be appointed in the month of August to solicit nominations and will present the slate of nominees to the membership at the month of October meeting.

Section 3: Additional nominations may be made by any member on the floor of the month of November meeting prior to the election.

Section 4: Any vacancy in office shall be filled by the Cowtown Base Commander's appointment, with approval of the Board of Directors, to complete an unfulfilled term.

ARTICLE XIII - AMENDMENTS

Section 1: Any member in good standing may submit recommendations to amend these Bylaws by forwarding a proposed change to an elected officer of the Cowtown 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 Bylaws shall be amended by a majority vote of the votes cast at a regularly scheduled Meeting of the Cowtown 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.

Section 4. Amended Base Bylaws must be sent to your District Commander for approval before they can take effect.

ARTICLE XIV - STANDING RULES

Section 1: Standing Rules relating to the administration (nor parliamentary) of the Cowtown Base shall be made as 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 Cowtown Base may be.

ARTICLE XVI - 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.