



UNITED STATES SUBMARINE VETERANS INC. South Lake Florida Base Established (May 20, 2021)

BY-LAWS (Revision C, June 18, 2026)

The South Lake Florida Base of the United States Submarine Veterans, Inc. (USSVI) adopts in whole as its own, the Constitution of the National Organization of the United States Submarine Veterans, Incorporated. Should these by-laws conflict with the USSVI National Constitution or By-laws, the latter shall have precedence. The accepted formal name for the Base shall be The South Lake Florida Base of the United States Submarine Veterans, Incorporated. Within the USSVI National Organization it may be referred to as the South Lake Florida Base. In the interest of clarity in press releases and other communications with outside entities and the media, the South Lake Florida Base may also be referred to as the South Lake Florida Chapter of USSVI. The fiscal year for the South Lake Florida Base will be from 1 January to 31 December.

Article I. PURPOSE/CREED

Section 1: The purpose/creed of USSVI is 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 may be a constant source of motivation toward greater accomplishments, and to pledge loyalty and patriotism to the United States of America and its Constitution.

Section 2: In addition to perpetuating the memory of departed shipmates, USSVI shall provide a way for all submariners to gather for their mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. The USSVI supports a strong U.S. Submarine Force.

Section 3. The South Lake Florida Base will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have made the supreme sacrifice. The organization will also endeavor to educate all third parties it comes in contact with about the service our submarine shipmates performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

Article II. DUES

Section 1. The annual dues of the South Lake Florida Base will be \$25 per year as established by vote at 8/22/2024 base meeting and may be changed by the Base Board of Directors as needed.

Section 2. National and Base Dues are due and payable on or before 1 January of each year. Beginning on January 1st, a non-renewed member will be considered in arrears. National annual and/or Base Dues not paid by 31 January are lapsed and results in a member being dropped from all USSVI National and Base rosters.

Section 3: Section 3. Base members are encouraged to pay annual dues on or before 31 January of each calendar year. Base members in arrears of their annual dues may be reinstated as a voting member of South Lake Florida Base upon payment of a \$5.00 late fee in addition to the annual dues; however, such members will lose their longevity status. Longevity status will begin again when assessed dues and fees are paid on 1 February.

Article III. MEMBERSHIP

Section 1. General

- a. To be a member of the South Lake Florida Base, membership in good standing with the USSVI is required.
- b. A member is considered to be in good standing if both National and Base dues have been paid for the current year. Members may join any number of Bases. One Base shall be selected as their primary (main) Base and all others as (secondary) dual Base(s). Members may vote only from their primary Base in the National elections of the organization.

Section 2. Founding Members (Plank Owners)

All members who were present at the organizational meeting on MAY 20, 2021, and who joined South Lake Florida Base immediately thereafter, and/or were members on the date the charter was issued will be considered Founding Members, also referred to as a Plank Owner. The membership chairperson shall maintain appropriate records indicating the status of Founding Members.

Section 3. Charter Members

All members who joined the South Lake Florida Base before 06/02/2021 will be considered Charter Members provided they continuously maintain their membership in good standing. The Membership Chairperson shall maintain appropriate records indicating the status of Charter Members.

Section 4. Regular Members

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 and if discharged from the Armed Forces of the United States of America, must have been discharged under honorable conditions. Proof of qualification and honorable service may be required to be provided to the Base Secretary or Membership Chairperson.

Section 5. Associate Members

a. Qualification for Associate Membership is as defined by the Constitution and By-Laws of the USSVI. An Associate Member must have a Regular Member in good standing as a sponsor at all times to be a member of USSVI.

b. Associate Members may vote on Base matters and may be elected to the office of Secretary or Treasurer or both concurrently.

c. In the event an associate member's sponsor cannot or will not continue to sponsor the associate member, another Regular Member may assume the sponsorship of the associate member. If the sponsoring member goes on Eternal Patrol, another Regular Member or the Base itself may assume the sponsorship if no other regular member comes forward to sponsor the associate member.

Article IV. MEETINGS

Section 1. General

The general procedure for meetings of the Base shall be in keeping with the normal parliamentary procedures as set forth by Robert's Rules of Order, newly revised.

Section 2. Meeting Schedule

At least one regular periodic meeting of the general membership of the Base will be conducted annually. Meetings will be held at a time and place as announced by the Board of Directors and published on the Base website, in the local media, and/or by other means. The current general membership meetings schedule for the South Lake Florida Base is the third **Thursday** of each month at 6 P.M. Additional meetings of the general membership and meetings of the Board of Directors may be called by the Base Commander.

Section 3. Procedure

At all membership meetings of the Base (1) a moment of silence in memory of all departed shipmates and (2) Tolling the Boats shall be conducted. Tolling the Boats lost in the month coinciding with the month that the meeting is being held may be conducted as a minimum at general membership meetings.

Section 4. Agenda.

The suggested agenda for general membership meetings may be:

- a. Call to Order by the Presiding Officer.
- b. Invocation
- c. Pledge of Allegiance to the flag of our country
- d. Reading of the USSVI Creed
- e. Moment of Silence or Tolling the Boats in memory of our departed submariners/shipmates
- f. Introduction of National and Regional Officers, new members and guests.
- g. Read and accept
the minutes of the previous meeting.
- h. Reading and acceptance of the Treasurer's Report
- i. Unfinished Business
- j. New Business
- k. Good of the Order
- l. Announcements.
- m. Benediction
- n. Adjourn.

Section 5. Quorum

- a. Two elected officers and at least 5 other members in good standing present (7 total) shall constitute a quorum for the transaction of business at a regularly scheduled general membership meeting and those additional general membership meetings called by the Base Commander.
- b. Three members of the Board of Directors, two of which are elected officers, shall constitute a quorum for the transaction of business at a duly called meeting of the Board of Directors.
- c. Once a quorum has been established, no single member absents himself shall destroy the quorum at either a general membership meeting or a meeting of the Board of Directors. However, consideration to adjourn must occur immediately upon the single absence and a unanimous vote to continue transacting business by the remainder of the quorum must occur. At the loss of a second quorum member, business must cease until a full quorum is regained or at a future meeting.
- d. Each member in good standing shall be entitled to vote in person at any meeting of the Base, or by electronic or postal mail, as necessary.
- e. In the event a quorum is not present, a lesser number may adjourn the meeting to some future time and date.

Article V. OFFICERS

Section 1. The South Lake Florida Base Officers

- a. The elected officers of the Base will be: Commander, Vice Commander, Secretary and Treasurer. The same individual may hold the offices of Secretary and Treasurer. The Base Commander may not be the Base Commander of another Base simultaneously.
- b. The term of office for all elected officers will be two years, with the Base Commander and Secretary (2022) and Base Vice Commander and treasurer (2021) alternating thereafter. It will begin in January of the new year. All officers may succeed themselves in office.
- c. Required appointed officers will be the Base POC and Base Tools Manager. These two appointed positions may be held by other base Officers, i.e., the Base CDR may be the POC and the base Secretary may be the TOOLS Manager.
- d. Additional appointed officers may be the Chief of the Boat, Chaplain, and Base Storekeeper. Additional appointed officers may include, but are not limited to, Assistant Treasurer, KAP(SS)4KID(SS) Chairperson, Membership Chairperson, Legal Officer, Parliamentarian, Historian, Librarian and Editor of the Newsletter. Appointed officers are nominated by the Base Commander, and their appointment is approved/disapproved by the Board of Directors. Appointed Officers serve with no term limits.
- e. The term of office for appointed officers will begin immediately upon being notified that their appointment has been approved by the BOD.
- f. No elected officer or appointed officer shall be paid any salary for services rendered on behalf of the Base.

Section 2. The South Lake Florida Base Board of Directors

- a. The Board of Directors (BOD) shall have the control and general management of the affairs and business of the Base.
- b. The BOD will be comprised of the elected officers and the immediate past Base Commander and may include the duly appointed officers of the Base.
- c. Each member of the BOD will have one vote. In the event of a tie vote, the Base Commanders vote will carry the decision.
- d. The BOD will develop an annual plan (calendar) and budget for the Base each October for the next fiscal year and submit the annual plan and budget to the Base general membership for approval at the regularly scheduled November meeting.
- e. The BOD will approve/disapprove the nominations made by the Base Commander to appointed office and committee chairpersons.
- f. Any member of the Base Board of Directors may be removed from office for cause by a two-thirds (66-2/3) vote of the Base BOD members.

Article VI. DUTIES OF OFFICERS

Section 1. The South Lake Florida Base Commander

- a. Preside at all Base general membership meetings.
- b. Preside at all meetings of the Board of Directors.
- c. Act as chairperson "Ex-Officio" of all committees, and oversee the performance of all committees, as well as the elected and appointed officers.
- d. Nominate to the BOD for approval all appointed officers and committee chairpersons.
- e. Represent the Base at official functions.
- f. Prepare a turnover package for his/her relief, containing all information and correspondence relative to the office.

Section 2. The South Lake Florida Base Vice Commander

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

Section 3. The South Lake Florida Base Secretary

- a. Keep the minutes of all Base general membership and Board of Directors meetings.
- b. Keep a permanent record of and answer all Base correspondence, including a signed copy of the Base treasurer's report made to the Base membership at each general membership meeting.
- c. Preside over meetings in the absence of the Base Commander and the Base Vice Commander. If the offices of Secretary and Treasurer are held by the same person, the Secretary cannot preside because there would be no quorum.
- d. Be the custodian of the Base Charter.
- e. Maintain the membership roll of the Base when a Membership Chairperson has not been appointed.
- f. Serve on the Board of Directors.
- g. Conduct Base elections.
- h. Keep a record of changes to the Base bylaws and ensure that the changes are approved by the District Commander.
- i. Submit all Base Meeting Minutes and Treasurer's reports to National Archivist annually.
- j. Prepare a turnover package for his/her relief, containing all information and correspondence relative to the office.

Section 4. The South Lake Florida Base Treasurer

- a. Accept and keep a record of all monies and Base assets.
- b. Collect all National annual dues and life membership fees and forward to the National Office.
- c. 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 or the Treasurer or others as directed by the BOD.
- d. Disburse such moneys as may be approved by a majority vote of the membership and as directed by the BOD. As a contingency, the Treasurer may disburse up to \$100 with the approval of the Base Commander or Base Vice Commander if the Base commander is not available, and up to \$50 on his/her own authority as Base Treasurer.
- e. Assure the tax-exempt status of the Base.
- 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 turnover package for his/her relief, containing all information and correspondence relative to the office.

i. Must comply with Base Accounting Procedures specified within Section 16 of the USSVI Policy and Procedures Manual

Section 4a. The South Lake Florida Base Storekeeper

Responsible for purchasing stores from USSVI National Storekeeper such as Base Patches and submarine apparel and other items for resale to members:

- A ledger shall be maintained to provide the description of items ordered and the Reference/Order No. under which they were purchased. Ledger Entries shall be chronologically listed for each item ordered. This is to enable a quick inventory/balance count.
- Ledger should provide room for entry of Invoice No., Base Check/Receipt No., Item Cost. Thereafter, Resale Quantity/Date/Sale Price.
- Before purchases are made for resale (including orders from other vendors), the Storekeeper shall prepare an Order Form/List that an individual shall complete or sign so as to provide proof of member's to make such purchase as well as to enable tracking of ordered quantity as items are distributed and balance remaining. Examples are challenge coins, plaques, submarine shirts/caps.
- Retain Order Forms/receipts and submit all invoices to the Treasurer for prompt payment and for Treasurer's records.

Maintain Inventory of:

- Operating supplies such as USSVI longevity pins, Holland Club Caps and any other items as directed by the Commander or Vice Commander.
- Assets/Property purchased or donated to support base operations. Examples are banners, display boards, movie projectors, etc. (If possible, the cost of these items should be annotated on the Inventory List.

Conduct the 50/50 Raffle as per USSVI guidelines. When a raffle is conducted, the Rules of the raffle shall posted at location of ticket purchase. Raffle id ONLY open to members.

Prepare and Submit the Storekeeper Report to the Treasurer.

- The report shall cover the approximate period from the day after the previous meeting date to that of the next meeting.
- The basic format of the SK Report shall be as follows:
 1. Starting SK Funds
 2. Kitty/Cash Donations received *
 3. 52 Club donations *
 4. Itemized Cash taken in from sales
 5. 50/50 raffle results * (annotate Winner name & amount)
 - *This monies to be turned over to Treasurer at end of meeting
 6. Ending SK funds being held.
- Status of Outstanding Orders with Vendor/Source names of purchases.

Section 5. Required Appointed Positions

a. Base Tools manager

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

b. Base POC (Point of Contact)

1. Act as the main contact person for the Base.

2. 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 VII. VOTING

Section 1. Each regular or associate member in good standing shall be entitled to vote in person at any general membership meeting of the Base, by email or postal mail, as necessary.

Section 2. There will be no voting by proxy. Any member in good standing and not voting will be considered abstaining.

Article VIII. ELECTION OF OFFICERS

Section 1. The Base Vice Commander and Treasurer (2021) or The Base Commander and Secretary (2022) and alternating annually thereafter will be elected by majority vote of the members in good standing at a meeting held in the month of November.

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

Section 3. Additional nominations may be made by any member in good standing from the floor during the November meeting prior to the election.

Section 4. Any vacant elected officer positions may be filled by the Base Commander by appointment, with the approval of the Board of Directors, to complete an unfilled term.

Article IX. REVIEWS

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

Section 1. In the case of the relief of the Base Commander, 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 committee chairperson for examination.

a. A review committee consisting of at least three members of the general 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 the subject of the review. The chairperson will arrange for times and locations to conduct 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 as it deems necessary.

d. A copy of the findings and assignments of action will become a part of the Base Commander's and Treasurer's turnover files. The results of the review will then be published to the general membership.

Section 2. In the case of the appointment of a member charged with collecting, holding, and/or distributing Base assets a review 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 the results of the asset and asset records review 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 action.

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

Article X. AMENDMENTS

Section 1. Any member in good standing may submit recommendations to amend these by-laws by forwarding a proposed change to any elected officer of the Base who will forward the proposed change to the Board of Directors for consideration and formulation of a recommendation to the membership.

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 the 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 general membership meeting of the Base, provided that the proposed changes have been distributed to all members in good standing at their last known email address or in the absence of an email address a USPS address a minimum of two weeks prior to such meeting.

Section 3. Amendments that are passed will become effective upon approval of the District Commander.

Article XI 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. (All remaining funds are to be surrendered to the NSVC, no exceptions)

A list as to how the Base would like for the remaining funds to be distributed can be included. The National Senior Vice Commander will verify each requested recipient on the list is a part of or an authorized Non-Profit that conforms to the criteria of approved non-profit organizations. If approved the NSVC will distribute the funds accordingly.