

UNITED STATES SUBMARINE VETERANS, INC.

BYLAWS

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ARTICLE I – RULES OF ORDER

The general procedure of meetings of this organization shall be in keeping with the normal parliamentary procedures as are found in the latest edition of Robert's Rules of Order Newly Revised.

ARTICLE II – DUES

Section 1. The Board of Directors shall annually evaluate and may adjust National dues and Life Membership dues/fees as required to compensate for inflation and the needs of the organization. The National Annual and Life Membership dues/fees shall be published in the American Submariner, on the USSVI Internet site, and in the United States Submarine Veterans, Inc. Policy and Procedures Manual.

Section 2. Members shall pay National dues to their Primary Base, who shall forward them to the National Office, except for Members-at-Large (MALs), 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 Chair or his/her representative.

ARTICLE III – ANNUAL BUSINESS MEETING

Section 1. The senior National Officer present at the Annual Business Meeting shall be the presiding officer. The order of seniority is as follows: National Commander, National Senior Vice-Commander, National Junior Vice-Commander, National Secretary and National Treasurer.

Section 2. The Annual Business Meeting shall validate the elections and report the results for National Officers and Constitution and Bylaws Amendments.

Section 3. The Annual Business Meeting shall approve the Annual Budget as presented by the National Board.

Section 4. The Annual Business Meeting shall determine sponsorship of the National Convention at least two (2), but not more than three (3), years hence.

Section 5. The Order of Business for the Annual Business Meeting shall be:

- A. Call to Order.
- B. Moment of silence for Departed Shipmates.
- C. Invocation.
- D. Pledge of Allegiance.
- E. Reciting of the Creed.
- F. Reading and acceptance of the minutes of the previous Annual Business Meeting.
- G. Introduction of National Officers in attendance, by name and Base.
- H. Board of Directors Report by National Commander.
- I. Report of the Senior Vice-Commander.
- J. Report of the Junior Vice-Commander.
- K. Report of the National Secretary.

- L. Report of the National Treasurer.
- M. Committee Reports, as necessary.
- N. Unfinished business from the previous Annual Business Meeting.
- O. New Business, including resolutions from a Base.
- P. Good of the order.
- Q. Swearing in of Officers for the new term.
- R. Closing of the Annual Business Meeting.

ARTICLE IV – TYPES OF MEETING

Section 1. The required yearly meetings shall be the Pre-Annual Business Meeting (Pre-ABM), the Annual Business Meeting (ABM), the Post-Annual Business Meeting (Post-ABM), and the Mid-Term Meeting.

- A. Pre-Annual Business Meeting. The Pre-ABM meeting will be held three (3) days prior to the Annual Business Meeting (ABM).
 - 1. The purpose of this meeting is to
 - a. Review the Committee and Officers' Reports to be presented at the ABM.
 - b. Review, amend and approve the proposed yearly budget before it is presented at the ABM to the membership for a vote.
 - c. Consider and conduct any other business as may arise.
- B. Annual Business Meeting. The ABM will be conducted in accordance with Article III of the National Bylaws.
- C. Post-Annual Business Meeting. The Post-ABM will be held as soon as possible after the ABM to:
 - 1. Review any items of interest from the ABM.
 - 2. In an election year, approve any new Appointed Positions and Committee Chairmen presented by the National Commander to the Board for approval.
 - 3. Consider and conduct any organizational business as may arise.
- D. Mid-Term Meeting. The Mid-Term Meeting time and place will be determined by the National Commander, with the concurrence of the Board of Directors. The National Commander shall give three (3) months notice of the meeting so arrangements for lodging and travel can be made by all Board members and those members wishing to attend. The purpose of the meeting will be to:
 - 1. Consider and conduct any organizational business as presented at the meeting.
 - 2. In election years, consider and approve proposed amendments to the National Constitution and Bylaws for the ballot.
 - 3. Review all Committee Reports and Committee progress up to this meeting.
 - 4. Conduct an Audit of the USSVI financial records, per the National Bylaws.

Section 2. Special Meeting. Special Meetings of the Board of Directors may be called by the National Commander at any time, or by three (3) members of the Board of Directors. Notice of Special Meetings shall be given to each member of the Board of Directors, in person or by U.S. Mail or email, to his/her last known address, at least ten (10) days prior to the date of the meeting, specifying the time, place and purpose of the meeting.

Section 3. Electronic Meeting. Electronic Meetings are meetings conducted via computer either by typing on an electronic forum or audio visual conferencing, by phone conference call, or any future electronic method. All Electronic Meetings must follow Robert's Rules of Order for Electronic Meetings. All Electronic Meetings are called at the National Commander's discretion with a ten (10) day notice.

- A. Meetings via Electronic Forum—a quorum for an Electronic Meeting is a majority of the Board members, all of whom must reply on the forum within a twenty-four (24) hour timeframe.
- B. Meetings via Audio Visual or Phone Conferences—a quorum for Audio Visual or Phone Conference Calls is a majority of the Board members.

Section 4. Monthly Meeting. Monthly Meetings of the Board of Directors will be held either as electronic meetings or in-person meetings and are called at the discretion of the National Commander. Board members will receive a ten (10) day email or phone notice of the meeting.

Section 5. Emergency Meeting. In cases where immediate action by the Board of Directors is required to prevent risk or detriment to USSVI, the National Commander may call an emergency meeting of the Board. Board members will receive a twenty-four (24) hour email or phone notice of the meeting.

ARTICLE V – DUTIES OF OFFICERS

Section 1. NATIONAL COMMANDER

The duties of the National Commander shall include:

- A. Acting as the Chief Executive Officer and the Chairman of the Board of Directors.
- B. Causing to be called all regular and Special Meetings of the organization.
- C. Presiding over all regular and Special Meetings of the organization.
- D. Enforcing the Constitution and Bylaws.
- E. Directing and supervising the operation of the organization.
- F. Preparing and presenting the Board of Directors' Annual Report at the Annual Business Meeting.
- G. Submitting, in writing, to the Board of Directors for confirmation, all appointed officers and committee chairs, except as noted in specific committees where the Chairman is automatically assigned by his position with USSVI.
- H. Signing all certificates, notes, drafts, or bills of exchange, warrants or other orders for the payment of moneys duly drawn by the National Treasurer, except as provided elsewhere in the Constitution and Bylaws, subject to the approval of the Board of Directors.
- I. Being responsible for the promulgation of all pertinent information to the membership of the organization.
- J. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.
- K. Being an ex-officio member of all committees, except the Nominations Committee.

Section 2. SENIOR VICE-COMMANDER

The duties of the Senior Vice-Commander shall include:

- A. Assisting the National Commander in the discharge of his/her duties.
- B. Assuming the duties of the National Commander in the event of his/her absence, illness, or call to eternal patrol.
- C. Executing the powers and authority of the National Commander, when required, in the absence of the National Commander.
- D. Serving as a member of the Board of Directors.
- E. Acting as Chairman for the Ways and Means Committee.
- F. Convening the Audit Committee and acting as Chairman for the purpose of electing a Chairman from the designated Committee members. Receiving the written Audit Report from the elected Audit Committee Chairman.
- G. Serving as a member of the Scholarship Committee.
- H. Being responsible for the content, publication and distribution of the National Publication.
- I. Preparing and presenting an Annual Report relative to the operation of his/her office at the Annual Business Meeting.
- J. Maintaining a working familiarity of the approved USSVI bookkeeping software.
- K. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 3. JUNIOR VICE-COMMANDER

The duties of the Junior Vice-Commander shall include:

- A. Executing the powers and authority in organization matters, when required, in the absence of the National Commander and National Senior Vice-Commander.
- B. Serving as a member of the Board of Directors.
- C. Acting as Chairman of the Membership Committee.
- D. Serving on the Ways and Means Committee.
- E. Being responsible for the direction and control of the National Office.
- F. Preparing and presenting an Annual Report relative to the operation of his/her office at the Annual Business Meeting.
- G. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 4. NATIONAL SECRETARY

The duties of the National Secretary shall include:

- A. Officiating, when required, in U.S. Submarine Veterans matters in the absence of the National Commander, National Senior Vice-Commander and the National Junior Vice-Commander.
- B. Serving as a member of the Board of Directors.
- C. Serving as a member of the Membership Committee. Updating membership changes as reported by the Junior Vice-Commander on a quarterly basis. Maintaining permanent membership data for the current and past year and being

responsible for transfer of all other membership data to the USSVI Archives Office.

- D. Being the clerk of the organization and keeper of the seal, and affixing such seal, as required. Being the custodian of all non-financial records and materials, which shall remain the property of USSVI.
- E. Keeping permanent records as required by the Articles of Incorporation, the National Constitution, and these Bylaws.
- F. Keeping permanent records of the proceedings of all meetings of the Board of Directors.
- G. Preparing and distributing the National Ballot.
- H. Ensuring that only members in good standing vote on organizational business.
- I. Serving as the official organization correspondent, and forwarding to officers and Committee Chairmen such correspondence as may be appropriate to the performance of their duties.
- J. Issuing a call to all Committee Chairmen for a report of unfinished issues and having these reports published in the fourth quarter issue of the American Submariner.
- K. Issuing a new Base Charter once the following documents and requested items are received:
 - 1. The name of the new Base and date of the first Base meeting.
 - 2. A copy of the list of elected Base officers and Base members.
 - 3. A copy of the completed District Commander's check off sheet.
 - 4. A copy of the approved new Base Bylaws
- L. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 5. NATIONAL TREASURER

The duties of the National Treasurer shall include:

- A. Serving as a member of the Board of Directors.
- B. Serving as a member of the Ways and Means Committee.
- C. Being the Chief Financial Officer of the organization.
- D. Being the custodian of all financial records of the organization; maintaining a working knowledge of and using the approved USSVI bookkeeping software in his/her duties as National Treasurer. The approved USSVI bookkeeping software may only be changed with the approval of the Board of Directors.
- E. Receiving and being responsible for the collection of all moneys due and payable to the organization.
- F. Having custody of all organization funds, and providing for their safekeeping, retention, disbursement and investment in a manner acceptable to the Board of Directors.
- G. Engaging a Board of Directors approved non-USSVI CPA or CPA firm to complete and file USSVI Federal, State and local Tax returns (0990, etc.). As part of his/her duties, the National Treasurer shall provide all USSVI financial records, forms and required documents to the approved CPA/CPA firm so that USSVI tax returns can be prepared accurately and in a timely manner.

- H. Maintaining accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting principles and submitting a Balance Sheet including all USSVI accounts, a Profit & Loss Actual vs. Budget report, and an Investment Performance report to the Board of Directors utilizing the bookkeeping software approved by the Board of Directors.
- I. Within fifteen (15) days and prior to becoming custodian of the organizations' funds, applying for a personal bond in an amount to be determined at the newly elected Board of Directors meeting held subsequent to the Annual Business Meeting. All costs involved in securing the required personal bond shall be borne by the organization. The outgoing Treasurer shall be responsible to ensure that the said bond has been executed and that the organization is fully protected prior to transferring any funds to the new Treasurer. An incumbent Treasurer shall be required to comply with this requirement.
- J. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his/her care.

Section 6. REGIONAL DIRECTORS

The duties of the Regional Directors shall include:

- A. Being directly responsible to the National Commander for the conduct of organizational business within their Region.
- B. Serving as members of the Board of Directors.
- C. Serving as members of the Scholarship Committee.
- D. Performing such other duties as required by the National Constitution and these Bylaws.
- E. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his/her care.
- F. Serving as members of the Audit Committee.

Section 7. DISTRICT COMMANDERS

The District Commander is directly responsible to the Regional Director for the conduct of organizational business within his/her district.

The duties of the District Commanders shall include:

- A. Serving as non-voting members of the Board of Directors.
- B. Assisting the Base Commanders within their respective districts in the performance of their duties, to include providing assistance as required to ensure the proper operation of Base meetings and events, recruiting and retention.
- C. Appointing all District committees, committee chairs and appointed officers as required to conduct District business.
- D. Representing his respective District at official functions.
- E. Assisting the Regional Director with the oversight of the performance of all Base Commanders within his district, the performance guidelines having been established by the Regional Director.

- F. Approving Base Constitution and Bylaws, ensuring compliance with National and State laws regulating the operation of the organization within his/her district (i.e. chartering, maintaining non-profit status, etc.).
- G. Actively promoting the establishment of new bases with the assistance of the New Base Development Committee (NBDC), including, with the assistance of the NBDC, sending to the Regional Director and National Junior Vice-Commander a report on the well-being of any new base six (6) months after it has been formed.
- H. Coordinating with their Regional Director to act, if needed, as liaison with other veteran organizations.
- I. Annually preparing a written report on the state of his/her District to be given to his/her Regional Director, with copies for publication in each of the District's Base Newsletters.
- J. If selected, serving as a member of the New Base Development Committee.
- K. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.
- L. Creating a newsletter for the Base Commanders within his District on a quarterly basis.

Section 8. APPOINTED OFFICERS

The Constitution identifies several positions to be filled by appointment by the National Commander as follows:

- A. National Parliamentarian: The National Parliamentarian is a consultant who advises the National Commander and other officers, committees, and members on matters of parliamentary procedure. The National Parliamentarian shall be appointed and confirmed in accordance with the USSVI Constitution.

Desirable qualifications for this position are:

1. Relevant experience, such as Chairman or Parliamentarian of an organization, council, committee, or board.
2. Good working knowledge of Robert's Rules of Order.
3. Good working knowledge of the USSVI Constitution and Bylaws.
4. Membership in the National Association of Parliamentarians.

The duties of the National Parliamentarian shall include:

1. Attending National Conventions, Annual Business Meetings and other meetings as may be requested by the National Commander. The National Parliamentarian is customarily seated next to the National Commander at all such meetings to facilitate rendering procedural advice.
2. Providing advice, upon request, to all elected National Officers, Regional Officers and Committee Chairmen on matters regarding the parliamentary procedures of USSVI.
3. Assisting Base and District Commanders, upon request, in resolving issues pertaining to USSVI parliamentary procedures as they affect their operations, after first consulting with their respective Regional Director regarding same.

4. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.
- B. Other Appointed Officers: The desirable qualifications and duties for other National Appointed Officers identified in the Constitution shall be as mutually determined and agreed upon by the National Commander and the appointed officer. In each case, the appointed officer shall work up, keep current and pass on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

ARTICLE VI – COMMITTEES

Section 1. DUTIES AND DEFINITIONS

- A. Duties of Committees: Committees function for the benefit of the organization and at the direction of the Board of Directors. All Committee Chairmen and all Committee members, with the exception of those noted in specific committees where the member or Chairman is automatically assigned by his position with USSVI, must first be approved or confirmed by the Board of Directors before the Committee can operate.
1. Each committee shall have an operational manual for its committee which will outline the duties and procedures of that committee, its aims and goals, and operating procedures. The operating manual of each committee shall be submitted to the Board for its timely approval. The Board may also direct changes to the committee, which changes shall then be added to its operating manual.
 2. Committees shall also determine the need for an annual administrative budget, which may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
 3. All committee Chairs shall annually submit a report of their operations to the National Secretary for inclusion in the committee reports; such reports are to be submitted no later than thirty (30) days prior to the National Convention.
- B. Definitions of Committees:
1. Standing Committees: Permanent committees that by their very nature require continuity.
 2. Non-Permanent Committees:
 - a) Annual Committees: Committees which shall be re-established at the start of each organizational year.
 - b) Special Committees: Committees appointed, as necessary, by the National Commander for a specific purpose.

Section 2. MEMBERSHIP COMMITTEE

- A. The Membership Committee shall be a Standing Committee.
- B. The Membership Committee shall be chaired by the National Junior Vice-Commander and have as regular members the National Office Manager and other members as deemed necessary by the National Junior Vice-Commander. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.

The Committee Chairman shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

- C. The duties of the Membership Committee shall include:
 1. Receiving applications from new members.
 2. Determining eligibility requirements for applicants.
 3. Maintaining a permanent record of applications and membership.
 4. Providing each new member with a membership packet.

Section 3. WAYS AND MEANS COMMITTEE

- A. The Ways and Means Committee shall be a Standing Committee.
- B. The Ways and Means Committee shall be chaired by the National Senior Vice-Commander and shall have as regular members the National Junior Vice-Commander, the National Treasurer, and other members deemed necessary by the National Commander. An administrative budget may be funded through an annual budget request for this Committee, to be set by the National Senior Vice-Commander. The Committee Chairman shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The duties of the Ways and Means Committee shall include:
 1. Preparing and submitting an annual USSVI budget to the Board of Directors.
 2. Monitoring performance of operating units against the approved budget throughout the year.
 3. Preparing recommendations to the Board of Directors on items of expenditure not within the approved budget.

Section 4. LONG RANGE PLANNING COMMITTEE

- A. The Long Range Planning Committee shall be a Standing Committee.
- B. The Long Range Planning Committee shall be chaired by a member appointed by the National Board of Directors and shall have as regular members other members deemed necessary by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The duties of the Long Range Planning Committee shall include conducting studies as requested by the Board of Directors to further the fraternal purpose and creed of the organization.
- D. Written reports and recommendations of the Committee shall be made to the Board of Directors prior to the physical meetings of the Board or upon their request.

Section 5. PUBLIC RELATIONS AND PUBLICITY COMMITTEE

- A. The Public Relations and Publicity Committee shall be a Standing Committee.
- B. The Public Relations and Publicity Committee shall be chaired by a member who is chosen for his qualities of experience and enthusiasm, and nominated by the National Commander. The Public Relations and Publicity Committee shall have as its members other members as deemed necessary by the Chairman of the Committee. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The duties of the Public Relations and Publicity Committee shall include:
 - 1. Publicly promoting a positive image of the organization.
 - 2. Assisting all officers of the organization in developing promotional materials to advertise the organization and organizational events.

Section 6. NOMINATIONS COMMITTEE

- A. The Nominations Committee shall be a Biennial, Standing Committee.
- B. The Nominations Committee shall be chaired by a member appointed by the National Commander and consist of the Immediate Past National Commander and other members deemed necessary by the Chairman of the Nominations Committee. Persons running for election or re-election to a National Office may not serve on the Nominations Committee. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The duties of the Nominations Committee shall include:
 - 1. Issuing a "Call for Nominations" of eligible candidates for National Office by publishing said call in the fourth (4th) quarter issue of the National Publication and as needed via other means of electronic notification by the organization.
 - 2. Forwarding the names of all eligible nominees to the National Secretary for ballot preparation and mailing.
 - 3. Accepting names of eligible members in nomination from the floor of the Annual Business Meeting in those cases where no nominees have been presented or all candidates have withdrawn.

Section 7. NATIONAL ARCHIVES COMMITTEE (NAC)

- A. The National Archives Committee shall be a Standing Committee. The National Commander shall nominate the Chairman and the Chairman shall nominate the Committee members. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.

- B. The National Archives Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The National Archives Committee shall consist of an Archivist and an Historian. These positions may be held by a single member if expedient and beneficial to the organization. The National Secretary shall be a member of this Committee.
- D. The purpose of the Archivist is to obtain the records of the organization and retain them in a retrievable format.
- E. The purpose of the Historian is to document the ongoing history of USSVI.
- F. The National Archives Committee Chair may nominate additional Committee members, as needed, to fulfill the purposes of the Committee.
- G. The National Archives Committee shall establish and maintain an Archives Procedures Manual containing standards for retention of materials, including what should be retained in its original form, what should be scanned in electronic format, what can be discarded, and other processes and procedures applicable to the purposes of this Committee.
- H. The duties of the National Archive Committee shall include:
 1. Retaining USSVI documents and materials in a manner described in the Archives Procedures Manual.
 2. Periodically publishing a request through USSVI communication channels for Base record materials, and requesting copies of all District, Region and National Officer annual records for the previous year from the officers involved.
 3. Providing an annual report to the Board of Directors through the National Secretary on matters pertaining to objective projections, activities, accomplishments and future plans of the Committee.
 4. Providing materials, as needed, for the preparation of historical documents.

Section 8. NEW BASE DEVELOPMENT COMMITTEE

- A. The New Base Development Committee shall be a Standing Committee. The Committee Chairman shall be nominated by the National Commander. The Committee shall include at least one (1) District Commander per region, with additional committee members nominated, as necessary, by the Chairman.
- B. The duties of the Chair shall include:
 1. The consolidation of material necessary to provide guidance for establishing new Bases within the organization.
 2. Responsibility for the currency of the New Base Development Handbook (NBDH), which is to be used as a guide by the affected District Commander and the prospective Base officers as the handbook directs.
 3. In consultation with the NBDC, preparation and maintenance of an up-to-date handbook with instructions in Base formation. Updates to the NBDH shall be submitted to the Board of Directors for review and approval prior to publishing to the organization.
 4. Coordination of New Base Development. The Chair shall work with and through the affected District Commander in developing new bases, providing

- additional assistance as requested.
5. In the case of a District Commander vacancy, unavailability or non-cooperation, and following consultation and agreement of the affected Regional Director, the Chair may assume the DC role in the establishment of a prospective Base.

Section 9. CONSTITUTION AND BYLAWS COMMITTEE

- A. The Constitution and Bylaws (C&B) Committee shall be a Standing Committee.
- B. The Chairman shall be nominated by the National Commander. The Committee shall consist of the Chairman and the Immediate Past National Commander. Additional members who are knowledgeable of the USSVI Constitution and Bylaws may be nominated, as required, by the Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- C. The duties of the C & B Committee Chair and the Committee shall include:
 1. Issuing a Call for Constitution and Bylaws proposed amendments by publishing said call in the fourth (4th) quarter issue of the National Publication, and publishing all valid proposed amendments in the second (2nd) quarter issue of the National Publication.
 2. Ensuring the proposed amendments are complete statements which will stand on their own merit.
 3. Ensuring the proposed amendments:
 - a) Clearly state the intent of the author and the section of the organization policy affected.
 - b) Reflect the estimated or actual cost, if any, to the organization.
 - c) Are legible, limited to one agenda item, and conform to procedures as established by the Committee Chair.
 - d) Are signed and dated by the author.
 4. When proposed amendments to either the National Constitution or the National Bylaws are received for review, ensuring they are neither duplicates nor frivolous submissions of identical subjects, and that they are properly worded for inclusion, if passed. In the event of conflict between two (2) or more proposed amendments, the Committee shall determine whether or not the proposals are essentially the same and decide whether any or all may be placed on the ballot, recomposing if necessary without altering the original intent. The Committee shall make a conscious effort to identify and remedy any proposed amendment that may have a ripple effect.
 5. Upon completion of review and with the Committee's comments attached, submitting proposed amendments to the National Secretary in time sufficient for the Board of Directors to review and approve the proposed amendments in preparation of the National Ballot.

Section 10. VETERANS AFFAIRS COMMITTEE

- A. The Veterans Affairs Committee shall be a Standing Committee. The National Commander shall nominate the Committee Chairman. Additional members may be nominated as required by the Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
- B. The duties of the Veterans Affairs Committee Chair shall include:
 - 1. Maintaining liaison with the Veterans Administration (VA) through the various media available to him and personal contact as required with the VA.
 - 2. Maintaining a summarized column in the National Publication of items of importance for the membership regarding their Veterans Benefits and changes thereto, with the details available to the Base Veterans Administration Point of Contact.

Section 11. AWARDS COMMITTEE

- A. The Awards Committee shall be a Standing Committee. The National Commander shall nominate the Chairman.
- B. The Awards Committee Chair shall nominate Committee members, as needed, to fulfill the purposes of the Committee and submit their names to the Board of Directors for approval.
- C. The duties of the Awards Committee Chair shall include:
 - 1. Establishing and maintaining an Awards Procedures Manual containing all awards given, the criteria for each award, and who the judges are, by title or appointment.
 - 2. Submitting the manual to the Board of Directors for approval prior to dissemination to the membership.
 - 3. Widely publishing a timely call for each set of Award candidates through all regular USSVI communication channels, providing criteria and timeline information.
 - 4. Establishing a process and timeline to determine Award winners at a time prior to the National Convention and announcing the winners at the time and place specified in the Awards manual.
- D. The Awards Committee shall review, as needed, if any other awards should be considered, including special awards, etc., subject to the Committee budget.
- E. The Awards Committee shall determine the appropriate item for presentation to the recipient. The Awards Committee Chair shall annually submit a budget request when requested to the National Senior Vice-Commander.
- F. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

Section 12. NATIONAL CONVENTION COMMITTEE

- A. The National Convention Committee shall be a Standing Committee. The Committee Chairman shall be appointed by the National Commander, with additional Committee members appointed as necessary by the Convention Committee Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
- B. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the annual mid-term board meeting.
- C. The duties of the Convention Committee shall be to promulgate and disseminate written guidelines for preparing proposals when a Base is planning to bid on a National Convention to include:
 1. Preparing and making available a Convention Guidelines Manual.
 2. Providing general management services to the Hosting Base(s)
 3. Negotiating the hotel and catering contracts for the proposed convention.
 4. Making themselves available to any Base seeking assistance or information on hosting the National Convention.
- D. A written proposal by a base to the National Senior Vice-Commander, to be received by him/her no later than March 1st of the next Convention year, must contain the following information:
 1. The location city of the proposed National Convention.
 2. The name of the available host hotels.
 3. The number of rooms in the hotels for handicapped guests.
 4. The availability of airport shuttles, indicating cost or no cost.
 5. Where convention headquarters and meeting(s) will be held, if other than the host hotel.
 6. RV Parks in the area with approximate distances from the host hotel.
 7. Points of interest in the area.

Section 13. BASE COMMANDERS GROUP

The Base Commanders Group is a Standing Committee. The Committee Chairman shall be nominated by the National Commander to serve from Convention to Convention.

- A. The purpose of the Base Commanders Group is to be a self-help group to discuss operational issues common to Base operations and to share information between bases helpful to their daily operation.
- B. The Committee shall have as voting members all currently serving Base Commanders from whose ranks a Vice Chairman and a Secretary shall be selected by the Committee Chair. In addition, all Past Base Commanders are invited to participate as non-voting members.
- C. The three (3) designated officers shall work up, keep current and pass on immediately to their relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to their care.

- D. The duty of the Chair is to moderate and direct the activities and communications of the Committee, and to periodically report the results back to the Base Commanders and the National Commander.
- E. The duty of the Vice Chairman is to assist the Chair in his/her duties and be prepared to manage the duties of the Chair in his/her absence.
- F. The duty of the Secretary is to assist the Chair by maintaining a record of the proceedings of the Committee as they occur in whatever forum they appear.
- G. If the Chairman position becomes vacant for any reason, the Vice Chairman shall assume the Chairmanship, subject to confirmation by the National Board. If the Vice Chairman is not confirmed or is unavailable, the National Commander shall appoint a Chairman to fill the remaining term, subject to confirmation by the National Board.
- H. If the Vice Chairman or Secretary positions become vacant during the term, the Chair shall select a replacement from the ranks of the Base Commanders Group Committee.
- I. The method of communication for the Base Commanders Group may include email communications, a Base Commanders Group newsletter distributed via the Internet Point of Contact network and an Internet based forum.
- J. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
- K. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

Section 14. TECHNOLOGY COMMITTEE

- A. The Technology Committee shall be a Standing Committee.
- B. The Committee shall be chaired by the Chief Technology Officer (CTO), who is appointed by the National Commander, and shall have as regular members the National Office Manager and the National Junior Vice-Commander, plus other members deemed necessary by the National Commander and/or requested by the CTO.
- C. The duties of the Committee shall include:
 - 1. Acting as strategic planner and architect for the national technology programs/applications, with emphasis on the national database and website.
 - 2. Staying abreast of technologies that are both available and applicable to the organization at both the national and local level, and making recommendations to the Board of Directors.
 - 3. Recommending a technology budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.
 - 4. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

Section 15. AUDIT COMMITTEE

- A. The Audit Committee shall be a Special Committee.
- B. The Audit committee shall be comprised of the sitting Regional Directors, with the District Commander of the year serving as the alternate. The National Senior Vice-Commander shall notify the Audit Committee of the date the Audit is to be conducted, which will be as soon as possible following the Mid-Term Meeting of the Board of Directors. The Audit Committee shall receive thirty (30) days notice of the date the Audit is to be conducted. The National Senior Vice-Commander will convene the meeting for the purpose of electing a Chairman to conduct the Audit and will receive the completed written audit from the elected Audit Chairman.
- C. The National Treasurer shall provide copies of the financial records for the previous calendar year in a suitable format for inspection by the Committee immediately following the Mid-Term Board of Directors Meeting.
- D. The National Office, National Storekeeper, National Publication and National Investment Account financial records are provided to the National Treasurer on a monthly basis and shall be made available by the National Treasurer to the Audit Committee, along with his/her other records.
- E. The actual expenses of the Committee will be reimbursed, subject to a reasonable limit established by the Board of Directors.
- F. The duties of the Committee are to:
 - 1. Review the records and recommendations of the last Audit.
 - 2. Review the financial records of the National Treasurer.
 - 3. Review the financial records of the National Office.
 - 4. Review the financial records of the National Storekeeper.
 - 5. Review the Financial Records of the National Publication.
 - 6. Provide a written report, with recommended corrective actions, to the National Senior Vice-Commander no later than thirty (30) days following the Audit.
- G. Upon receipt of the Audit Committee's written report, the National Senior Vice-Commander shall review the findings and submit the report, with recommended actions, to the Board of Directors and the National Secretary no later than sixty (60) days following the Audit. The National Senior Vice-Commander shall notify each individual responsible for taking the corrective actions recommended, along with the due date for the corrective actions.
- H. The individual(s) assigned actions shall complete all designated actions and provide a written report noting the completion of any assigned actions to the National Senior Vice Commander, noting any exceptions, by the due date they were assigned.

Section 16. BOARD OF INQUIRY

- A. The Board of Inquiry shall be Ad hoc.
- B. Upon receipt of an allegation considered credible by the National Commander that an action(s) was potentially contrary to the Purpose and Creed of the USSVI Constitution and constitutes malfeasance of official duties or brings discredit

upon USSVI, the National Commander shall appoint and convene a Board of Inquiry and provide an appropriate budget for its deliberations.

- C. The Board of Inquiry shall consist of three (3) regular members in good standing who, in the judgment of the National Commander, have the experience and judgment appropriate to handling discerning issues and who are not parties to the situation to be reviewed.
- D. The Board of Inquiry shall review the allegations and related documentation. It has the discretion to interview any persons who are believed to have knowledge of the situation and to review additional documentation as the Board of Inquiry may judge to be relevant. The accused shall be afforded the opportunity to confront the accuser(s) and to present their version of the situation and any mitigating factors. Interviews may be via telephone or in person, at the discretion of the Board of Inquiry. The use of email for communications and to provide documentation is encouraged.
- E. The Board of Inquiry shall render its judgment in writing. The Board of Inquiry may clear the accused, determine that the action(s) does not warrant disciplinary action, or it may determine that the allegation is accurate and warrants disciplinary action. Discipline is at the discretion of the Board of Inquiry and may range from a reprimand to removal from elected office or expulsion from USSVI.
- F. Any accused that receives discipline from the Board of Inquiry has the right to appeal the judgment(s) and/or disciplinary action to the USSVI Board of Directors, which may reverse or affirm the decision(s) of the Board of Inquiry. The USSVI Board of Directors may also revise the disciplinary action to increase or decrease the severity of the discipline. The decision of the USSVI Board of Directors is final.
- G. Records of the Board of Inquiry shall be held by the National Secretary for at least three (3) years.

ARTICLE VII – BIENNIAL ELECTIONS

Section 1. NOMINATIONS FOR NATIONAL OFFICE

- A. Elections for National Office shall occur in even numbered years. Any member in good standing may nominate any other member in good standing for any elected National Office, provided that:
 - 1. The Nominee's qualifications for National Office are in accordance with the Constitution, and the nomination is accompanied by a letter from the Nominee indicating his/her willingness to accept the nomination to serve, if elected.
 - 2. The Nomination Letter includes details of the Nominee's qualifications in less than one hundred (100) words.
 - 3. The Nomination is received by the Nomination Committee Chair on or by March 1st or one hundred (100) days prior to the ABM, whichever is earlier.
- B. The National Commander shall appoint an Election Master to count and tabulate the results of the Nation Election Ballots.
 - 1. The Election Master shall be a Past National Commander or Past National Officer in good standing.
 - 2. The Election Master shall count and tabulate the results of the paper ballots and combine them with the tally of the online voting and immediately provide

the results to the Board of Directors. The results will also be announced at the Annual Business Meeting.

3. The Election Master, along with a Past National Commander or Past National Officer appointed by the National Commander, shall decide disputes with the election results in the event the National Secretary is a candidate for National Office. All disputes are decided at the Annual Business Meeting and these results are final.

Section 2. CAMPAIGNING

- A. Each candidate for National Office shall be provided one full column of space in the second (2nd) quarter Issue of the National Publication free of charge for campaign purposes.
- B. Candidates may purchase additional space in the National Publication at the rate and terms provided for in the National Publication.

Section 3. NATIONAL BALLOT

- A. During the ninety (90) days immediately preceding the Annual Business Meeting which falls in an even numbered year and in time to permit at least thirty (30) days for the members to cast and return their ballot in a manner as directed by the National Secretary, the National Secretary shall convey a national election ballot to all members in good standing.
- B. The Ballot shall, at minimum, contain the following information:
 1. The names, in alphabetical order, of all qualified candidates for each Nationally Elected Office, with one additional blank line for a write-in candidate, and for each office contain a clearly defined space opposite each name and the write-in line for the member to indicate his/her choice.
 2. Any proposed changes to the Constitution and Bylaws, in the sequence that they appear in the existing Constitution and Bylaws, with a clearly defined space opposite each amendment for the member to indicate his/her choice.
 3. All proposed amendments approved by the Constitution and Bylaws Committee shall be placed on the ballot subject to the approval of the Board of Directors. Included with each amendment presented on the ballot shall be a statement from the National Board, stating in twenty-five (25) words or less, why the Board is for or against the amendment. Also on the ballot for each amendment may be a statement, in twenty-five (25) words or less, from the author of the proposed amendment, stating his/her reason for submitting the proposed amendment.
 4. Instructions as the National Secretary deems necessary to ensure the secrecy and validity of the ballot and its delivery to him/her no later than seven (7) days before the start of the Annual Business Meeting.
- C. In the event an official ballot is lost, defaced or incorrectly executed by a member or if a member fails to receive a ballot, additional ballots may be obtained by request to the National Secretary, provided that such request is made with sufficient time to permit the return of the executed ballot to the National Secretary no later than seven (7) days before the start of the Annual Business Meeting.

- D. The National Secretary shall make available official ballots to regular members in good standing.
 - 1. The National Secretary may authorize Base Commanders to reproduce the ballot and distribute copies to members, as necessary.
 - 2. The National Secretary shall cause the National Ballot to be posted on the Official USSVI Web Site.
 - 3. The vote must be conducted by the National Secretary, even if each National Office has only one (1) candidate nominated for it.

Section 4. VOTING PROCEDURE

- A. Electronic voting via the internet shall be the method used in National and Region elections. Paper ballots will be sent to those without internet access, and must be returned to the Election Master for inclusion with the electronic tally.
- B. The presiding Officer shall appoint three (3) members in good standing to act as tellers to separately tabulate the results, provided that none of the appointees shall be a candidate for National Office nor have submitted a resolution under consideration in the National Ballot.
- C. Disputes:
 - 1. The National Secretary shall decide any disputes concerning the validity of the ballots cast or counted, or the eligibility of any member voting, provided that the National Secretary is not a candidate for National Office.
 - 2. Should the National Secretary be a candidate for National Office or otherwise be unable to receive disputes, then the immediate past National Commander or other past National Officer appointed by the National Commander, if the immediate past National Commander is unavailable, shall receive election disputes.
- D. The candidate receiving the highest number of votes for a particular office shall be certified by the tellers as elected to such office; the results of each election shall be communicated to the Presiding Officer of the Annual Business Meeting, who shall announce the results at said meeting.

Section 5. BIENNIAL ELECTION FOR REGIONAL DIRECTORS

- A. The National Senior Vice-Commander shall conduct the Regional elections in the even numbered years in conjunction with the National Election.
- B. The Regional Directors shall be elected prior to the National Convention and Annual Business Meeting. Each member must have at least thirty (30) days to cast his ballot.
- C. In the case of a tie vote, a run-off election shall be conducted by the National Senior Vice-Commander.
- D. Any regular member in good standing of a Base within a Region may nominate any other regular member residing within the same Region and in good standing for Regional Director of that region, providing that:
 - 1. The nominee is currently serving or has served as a Regional Director, District or Base Officer.
 - 2. The nomination is accompanied by a letter from the Nominee indicating they have read and understand the requirements of the position and indicating

- his/her willingness to accept the nomination and willingness to serve, if elected.
3. The Nomination Letter includes details of the nominee's qualifications in one hundred (100) words or less.
 4. The Nomination is received by the National Senior Vice-Commander on or by April 30th or one hundred (100) days prior to the Annual Business Meeting, whichever comes first.
- E. Any Regional Director vacancy shall be filled by appointment by the National Commander within ninety (90) days of the vacancy.
 - F. In the case of a newly created Region, the National Senior Vice-Commander shall then conduct a special election within ninety (90) days of its creation, the term of which shall run through the completion of the current Region election cycle.
 - G. In the case of a disputed election, an aggrieved party may submit a written request with reasons for a re-vote (within thirty (30) days of the election being appealed) to the National Secretary for review by the Board of Directors, and the Board (with the National Senior Vice-Commander and affected Regional Director abstaining from the vote) shall either ratify or vacate the election within thirty (30) days of appeal.

Section 6. BIENNIAL ELECTION FOR DISTRICT COMMANDERS

- A. The appropriate Regional Director shall conduct the District Elections every two (2) years during the odd numbered years.
- B. The District Commander shall be the candidate receiving the most votes of the regular voting members in good standing within the district. The call for candidates shall begin on March 1st and the results shall be announced on September 1st of the election year. The Regional Director shall set the start and close date for the election.
- C. Each Base member must have at least thirty (30) days to cast their written or electronic ballot.
- D. In the case of a tie vote, the outcome shall be decided by a run-off election conducted by the Regional Director. The Regional Director shall retain the ballots for inspection until January 1st of the following year.
- E. The Regional Director and any regular member in good standing within a District may nominate any other regular member in good standing living within the same District for District Commander of that District providing that:
 1. The nominee is currently serving or has previously served as a Base officer. Currently serving District Commanders are eligible to continue to serve in their positions irrespective of this requirement.
 2. The nomination is accompanied by a letter from the Nominee indicating that they have read and understand the requirements of the position and indicating their willingness to accept the nomination and willingness to serve, if elected.
 3. The Nomination Letter includes details of the nominee's qualifications in less than one hundred (100) words.

- F. Prior to or following the nomination, the Regional Director shall discuss the needs of the District with the candidate(s).
- G. In the event that no nominations are received, or if a vacancy occurs during the term of a District Commander, that vacancy shall be filled by appointment by the appropriate Regional Director, normally within ninety (90) days, to run until the next election cycle.
- H. The Regional Director has the authority to terminate a sitting District Commander's term for non-performance or malfeasance, subject to approval by a majority vote of the District's Base Commanders.

ARTICLE VIII – AMENDMENTS

- A. Any member in good standing may submit proposed amendments to these Bylaws by forwarding the proposed amendments to the Chairman of the Constitution and Bylaws Committee on or by March 1st of the election year in which they are to be considered.
- B. Proposed amendments to these Bylaws shall be passed by majority vote at the Annual Business Meeting of the organization, provided the proposed changes have been placed on the National Ballot and made available to all members in good standing.
- C. Amendments which are passed shall become effective at the close of the Annual Business Meeting of the election year.
- D. Amendments submitted by the membership and passed shall remain in place for a period of three (3) years from acceptance and may be changed by ballot in their fourth (4th) year.
- E. Should at any time in that period the amendment be deemed by the Board of Directors as not in the best interest of the organization, they, and only they, may submit an amendment at the next balloting opportunity to change it without waiting the entire three (3) year period. The results of that ballot will start a new three (3) year period.
- F. Amendments may be made to the Bylaws by the Board without the membership voting as described herein, so long as it is not specifically reserved to the membership. The Board of Directors may, at their discretion and by a two-thirds (2/3) vote, alter, amend, add, delete or otherwise change the Constitution and Bylaws of USSVI so as to comply with the Articles of Incorporation and/or any Federal or State law applying to 501.c.19 organizations.

ARTICLE IX – GENERAL BUSINESS

Any business of the organization not otherwise prescribed in the Constitution and Bylaws may be conducted on the floor of the Annual Business Meeting and voted on orally or by a show of hands; a majority vote of the members present and in good standing shall be required for passage. However, business involving the commitment of organization funds in excess of ten percent (10%) of the Annual Budget shall require a two-thirds (2/3) vote cast by regular members in good standing for passage, providing that the written ballot is provided to all members in good standing at their last known address and a period of thirty (30) days is allowed for members to respond.

Any issues to be brought by a regular member before the Convention Business Meeting under new business shall be first presented to the member's local Base membership for approval. If approved, the issue shall be sent to the National Secretary at least thirty (30) days prior to the next Convention Business Meeting for inclusion in the Meeting Agenda, along with the tally of the local Base's vote, for the issue to be presented at the Convention Business Meeting. The tally of the vote shall be considered as binding.

ARTICLE X – LADIES AUXILIARY

- A. Effective September 1, 2003, a Ladies Auxiliary to the United States Submarine Veterans Inc. shall be re-established and shall be known as "Ladies Auxiliary of the United States Submarine Veterans, Incorporated", a/k/a "SubVettes".
- B. The Ladies Auxiliary shall be governed by the National Bylaws of the USSVI.
- C. A Base may adopt an Auxiliary at their own discretion; however, the Auxiliary's bylaws shall be approved by the District Commander prior to implementation.
- D. Membership in the Ladies Auxiliary shall be limited to USSVI or SVWWII member's Wives, Widows, Sisters, Mothers and Daughters not less than sixteen (16) years of age.
- E. Each Ladies Auxiliary member shall be permitted to sponsor one (1) female member not covered by the requirements listed in paragraph D.
- F. The Ladies Auxiliary Bylaws membership requirements may supersede these Section D and E requirements.
- G. The Ladies Auxiliary shall nominate and elect its own Chapter officers.

ARTICLE XI – FINANCES

Section 1. BUDGET

The Board of Directors shall approve or amend the Annual Budget submitted by the Ways and Means Committee and submit it for approval at the Annual Business Meeting. The approved budget shall be published in the first issue of the National Magazine following the Annual Business Meeting.

Section 2. BUDGET FOR PUBLICATION OF NATIONAL MAGAZINE

The editor of the National Magazine shall submit a budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.

Section 3. OFFICE EXPENSES

Normal and reasonable expenses (envelopes, stationery, stamps, etc.) are authorized reimbursements for National Officers, Appointed Officers, Regional Directors and District Commanders. This is not to be taken as restricting in any way the expenses of the National Editor in printing, assembling and mailing the National Magazine, nor restricting his use of the telephone in carrying out his duties as Editor.

Section 4. PERSONAL EXPENSES

The National Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, National Treasurer, Past National Commander, Regional Directors and Editor of the National Magazine are authorized reasonable hotel and travel (airfare or

automobile) expenses to attend National Conventions. No spousal expenses are authorized.

Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and economy class air travel. Expenses to attend official organizational functions for other members of the organization may be authorized by majority vote of the Board of Directors.

Section 5. NATIONAL CONVENTIONS

- A. Any profits generated from the National Convention shall be split by the Host Base with the national organization in a manner agreed to by the Host Base representative and the National Convention Committee Chairman at the time of the Base bid, taking into account the level of risk and services provided by each party to the agreement.
- B. The Host Base representative and the National Convention Committee Chairman shall work together to recommend to the USSVI National Commander a mutually agreeable Convention Treasurer.
- C. The National Commander shall consider the recommendation, as well as any objections, and subject to approval of the Board of Directors, the National Commander shall appoint a Convention Treasurer.
- D. The USSVI Convention Committee shall work with the Host Base(s) to provide the scheduling of meetings and coordinate the convention events. The USSVI Convention Committee shall negotiate the contracts for lodging and catering and submit all contracts to the USSVI legal department for review and approval prior to execution.
- E. As soon as possible after a National Convention, and in any event within ninety (90) days, the USSVI Convention Treasurer shall submit a financial report showing authorized revenues, expenses and any profits or losses, to the National Treasurer. Upon his/her acceptance, the National Treasurer shall provide a copy to the Editor of the National Magazine for publication.

Section 6. FINANCIAL REPORTS

- A. The National Treasurer shall submit a financial report at the National Convention for publication in National Magazine. The report shall include, as a minimum: Revenues: Dues, Interest, Other, Total Receipts; and Expenses: National Magazine, Office Expenses, Personal Expenses (hotel and travel), Audits, Other, Total Liabilities. The report can be for either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.
- B. The National Scholarship Committee Chairman of the USSVCF and Memorials Chairman of the USSVCF shall each submit a Financial Report at the National Convention for publication in the National Magazine. The reports shall include, as a minimum: Revenues: Donations, Interest, and Other, Total Revenues; Expenses: Scholarships Awarded (if applicable), Memorial Expenses (if applicable), Office Expenses, Other, Total Expenses; and Assets: Cash, Securities, Other, Total Assets. The report can be for either the past fiscal year or for the four quarter period ending 31 July, but in any event must be consistent.

- C. Immediately following the close of each calendar year, the National Treasurer shall provide a Financial Report request to every Base for information to be included in the USSVI Tax Exempt Organization Tax Return (IRS Form 990). Bases with their own IRS Determination Letter for 501 c status will not be included in this request. Every Base shall complete the requested Financial Report for their Base and return it to the National Treasurer on or before March 1st.
- D. Any Base that fails to provide the required financial information may be omitted from the USSVI tax return and reported to both the Internal Revenue Service and their State Tax Authority.
- E. Any Base not included in the USSVI Tax Return is required to pay tax on their income or obtain their own Tax Exempt Determination Letter from the Internal Revenue Service.