

BY-LAWS (amended 10/19/2010)
PALMETTO BASE
UNITED STATE SUBMARINE VETERANS, INCORPORATED

ARTICLE I – NAME and PRINCIPLE OFFICE

Section 1: The name of this base of United States Submarine Veterans, Incorporated shall be THE PALMETTO BASE OF UNITED STATES SUBMARINE VETERANS, INCORPORATED. The term "PALMETTO BASE" shall be synonymous with "The Palmetto Base of United States Submarine Veterans, Incorporated."

Section 2: The headquarters of the base will be located in the City of Columbia, State of South Carolina.

ARTICLE II - STATEMENT OF PURPOSE

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.

Section 2: The Statement of Purpose for the Palmetto Base shall also be known as the Creed.

ARTICLE III - POLICY

The Palmetto Base shall adopt no policy in conflict with the laws and practices of the United States of America or with the Constitution and By-Laws of "United States Submarine Veterans, Incorporated."

ARTICLE IV - FISCAL YEAR

The fiscal year of the Palmetto 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. To be a member of Palmetto 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. Members whose dues are in arrears on January 1st of a current year will have their continuous membership in good standing terminated and will be dropped from all rosters.

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 Bylaws of the United States Submarine Veterans, Incorporated.
- b. Associate members may vote on Palmetto Base matters but may hold only Secretary and/or Treasurer of Palmetto Base as 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 will assume sponsorship of the associate member.

Section 4: HONORARY MEMBERS.

- a. Qualifications for honorary members are defined as a special friend of Palmetto Base, voted on and approved by the membership at a regularly scheduled meeting.
- b. Honorary members are welcome at Palmetto Base meetings and functions.
- c. Honorary members may not vote on base matters or hold elected or appointed offices.

ARTICLE VI - MEMBERSHIP DUES

Membership Dues will be fifteen dollars per fiscal year. Dues are due and payable on 1 October each year. New member dues paid after October 1 will be applied to the following year. Dues not paid by 1 January are considered lapsed. Extended and life time memberships are available. Dues will be \$40 for three years, \$60 for five years and \$200 dollars for lifetime. Members 80 years of age or older are exempt from dues. Members who are also members of the "Holland Club" are exempt from base dues. Honorary members are not subject to National or Base dues.

ARTICLE VII - OFFICERS

Section 1: Palmetto Base OFFICERS.

- a. Elected officers of the Palmetto Base will be: Commander, Sr. Vice-Commander, Jr. Vice- Commander, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same individual.
- b. The term of office for all officers will be one year, or until their successors have been elected. Elections will be held in March of each year.
- 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. Appointed officers may include: Chaplain, Historian, Parliamentarian, Legal Officer, Editor of the Newsletter, Webmaster, Committee Chairmanships, Chief of the Boat, Base Storekeeper, Public Relations and Events Officer.

f. The term of office for appointed offices will begin immediately after confirmation and notification by the Board of Directors.

g. No officer shall be paid any salary for services rendered on behalf of the Palmetto 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 Palmetto Base.

b. The Board of Directors will be comprised by the elected officers and the duly appointed officers of the Palmetto Base.

c. Each duly elected officer and appointed officer will have one vote. In the event of a tie vote, the Palmetto Base Commander's vote will carry the decision.

d. The Board of Directors will develop an annual plan (calendar) and budget for the Palmetto Base each October for the next fiscal year.

e. The Board of Directors will submit the annual plan and budget to the Palmetto Base membership for approval each November.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1: COMMANDER

a. Preside at all Palmetto 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 Palmetto Base at official functions.

f. Oversee the performance of all committees and Palmetto Base officers.

g. Appoint an interim Senior Vice- Commander, Junior Vice-Commander, Secretary or Treasurer should any of them become incapacitated or need assistance.

h. Prepare a "turn over" package for his relief, containing all information and correspondence relative to the office.

Section 2: SR. VICE-COMMANDER and JR. VICE-COMMANDER

- a. Assist the Palmetto Base Commander in the performance of his duties.
- b. Sr. VC and Jr. VC, in that order will preside over meeting in the Palmetto Base Commander's absence.
- c. Serve on the Board of Directors.
- d. Sr. VC and Jr.VC, in that order will perform all the duties of the Palmetto Base Commander should he become incapacitated.
- e. Sr. VC will serve as the Membership Chairman of the Palmetto Base.
- f. Jr. VC will assume position of Sr. VC should he become incapacitated or be relieved of his duties for any reason.
- g. Sr. VC and Jr. VC will 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 Palmetto Base regularly scheduled meetings and meetings of the Board of Directors.
- b. Answer and keep a record of all Palmetto Base correspondence.
- c. Serve as Newsletter Chairman.
- d. Maintain the Membership Roll of the Palmetto Base.
- e. Serve on the Board of Directors.
- f. Conduct Palmetto Base Elections.
- g. 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 Palmetto Base assets.
- b. Maintain and keep record of all dues payments and provide up to date status to Membership Chairman and Secretary for an accurate membership roll.
- c. Disburse such monies as may be approved by a majority vote of the members.
- d. Assure the Tax Exempt status of the Palmetto Base.
- e. Keep complete and accurate financial reports.
- f. Submit the Palmetto Base "Control Report" and membership monies to the National Office, copy of the National Membership Chairman, as required.
- g. Prepare a "turn over" package for Palmetto Base, containing all information and correspondence relative to the office.

ARTICLE IX - MEETINGS

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

Section 2: The Palmetto 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 and on the website.

Section 3: At all meetings of the Palmetto Base a moment of silence in memory of all departed shipmates will be observed.

Section 4: The agenda for regularly scheduled meetings shall be:

- a. Call to Order.
- b. Invocation by the Chaplain.
- c. Recite the Creed.
- d. Toll the boats.
- e. Moment of Silence in memory of our departed shipmates.
- f. Pledge of Allegiance to the Flag.
- g. Introduction of: National Officers, Regional Officers, Guests, and New Members.
- h. Minutes of Previous Meeting.
- i. Treasurer's Report.
- j. Board of Director's Report.
- k. Old Business.
- l. New Business.
- m. Good of the Order.
- n. Announcement of upcoming meetings and events.
- o. Benediction by the Chaplain.
- p. Adjournment.

ARTICLE X - QUORUM – Defined as the following:

Section 1: Members present and a minimum of two (2) elected officers.

Section 2: Board of Directors meeting shall require a minimum of three (3) board members, two (2) elected and one (1) appointed member, in order to legally transact business.

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 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, Sr. Vice-Commander, Jr. 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 March.

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

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

Section 4: Any vacancy in office shall be filled by appointment by the Palmetto Base Commander, 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 Palmetto Base. Proposed change recommendations must:

- a. Have 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 Palmetto 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.

ARTICLE XIV - STANDING RULES

Section 1: Standing Rules relating to the administration (not parliamentary) of the Palmetto 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 Palmetto 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-President.

STANDING RULES

1. The latest revision of the bylaws will be posted on the web page. This will be the means by which members can be assured of which revision is in effect and provide a ready access to the bylaws.

2. Dolphin Hall of Fame – shall be awarded to selected shipmates at the annual Christmas party.
 - The Commander will make the presentation.
 - The Hall of Fame inductees will be awarded a certificate and patch to designate outstanding service to Palmetto Base Sub Vets.
 - Outstanding shipmates will be nominated each year by the Hall of Fame membership. Nominations should include supporting information regarding the nominees service.
 - A selection committee of five (5) randomly drawn from Hall of Fame members who are able and willing to be on the selection committee, will review all nominations and supporting information on the nominees. The selection committee chairman will be elected by the members of the selection committee.
 - The selection committee will select a maximum of two (2) inductees. A majority vote will be needed for confirmation. While many may be deserving, only the top two (2) will be inducted so that the award represents the highest standard of service to the Palmetto Base. Not all years will produce an inductee.

3. Silver Star Award – The Base Commander may, at his discretion, select a shipmate that has gone far above the call of duty to serve the base and award him the base “Silver Star”. The award can be given to

only one individual and is not expected to be given each year. Silver Star will be awarded at the annual Christmas party.