

**UNITED STATES SUBMARINE VETERANS,  
INCORPORATED**



**CHARLESTON BASE BYLAWS**

**Revision 14 NOVEMBER 2024**

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# UNITED STATES SUBMARINE VETERANS, INCORPORATED CHARLESTON BASE BYLAWS

## ARTICLE I – NAME

**Section 1.** The name of the organization shall be United States Submarine Veterans, Inc., Charleston Base.

## 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 towards greater accomplishments. Pledge Loyalty and Patriotism to the United States of America and its constitution.

**Section 2.** The statement of purpose for Charleston Base shall also be known as the Creed.

## ARTICLE III - POLICY

**Section 1.** The Charleston Base shall adopt no policy in conflict with the Laws and Practices of the United States Government or with the National Constitution and bylaws of USSVI.

**Section 2.** No member shall initiate any project that obligates the Charleston Base or any of its members without proposing said external undertaking or project to the Board of Directors for approval and receiving a majority vote at a regular or special base meeting attended by the membership.

## ARTICLE IV – FISCAL YEAR

**Section 1.** The fiscal year of Charleston Base shall be the same as that of USSVI, January 1 through December 31.

## ARTICLE V - MEMBERSHIP

### **Section 1. GENERAL**

A. Members who have been discharged from the Armed Forces of the United States of America must have been discharged under honorable conditions.

B. All members shall be bound by the National Constitution, the National Bylaws, and the Certificate of Incorporation.

C. Dues are due and payable effective on the first day of October. After October 1st a non-renewed member is considered delinquent in arrears. Members whose national dues and/or Charleston Base dues are in arrears on January 1st of the current year will be dropped from the rolls of the organization. Members are considered to be in good standing, if National and Local dues have been paid for the current year. As of

January 1 of the current year, members not paid shall be considered terminated from USSVI and/or Charleston Base.

D. To be a member of Charleston Base one must also be a National member.

## **Section 2. REGULAR**

A. Regular membership is restricted to current and former U.S. Military Personnel, who have been designated "Qualified In Submarines" by authorized U.S. Command Authority.

B. Anyone who is a regular member of the U.S. Submarine Veterans of World War II is eligible for Regular Membership in USSVI.

## **Section 3. ASSOCIATE**

A. An Associate Member is a person who is not eligible for regular membership but is sponsored by a Regular Member and meets one of the following requirements:

1. A family member of a Regular Member, including adoptive children of the Regular Member. (No limit.)

2. A non-family member who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions and is at least sixteen (16) years of age, subject to prior approval by the National Membership Chairman. (Limit one (1).)

3. A non-family U.S. Military service member, Active or Veteran, who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions, subject to prior approval by the National Membership Chairman. If separated from service, it must have been under honorable circumstances. (Limit one (1).)

a) Some examples of interest and support are: Submarine Book author, Sub Tender service, Intel Rider, Museum submarine docent, Submarine Historian, or provides some other demonstrated service to advance the U.S. Submarine force.

B. Each Associate Member must be continuously sponsored by a Regular Member in good standing.

C. Associate Members are eligible for National and Base Annual Membership and must retain their membership in an established base to maintain their national USSVI membership. Associate Member annual dues will be the same as Regular Members.

D. Associate Members are not eligible for Life Membership.

E. Associate Members are ineligible to vote in National/Regional elections and cannot hold National elected office.

F. In the event an Associate Member's sponsor cannot or will not continue to sponsor the Associate Member (i.e., the sponsor is transferred or leaves the Organization), another Regular Member of the base may assume sponsorship of the Associate Member. If no other Regular Member of the Base assumes the sponsorship, the Associate member will be dropped from membership.

G. If the Associate Member is the widow, widower, child, or grandchild of a deceased Regular Member who was in good standing at the time of death, another Regular Member of the deceased member's Base may assume the sponsorship.

**Section 4. HONORARY**

- A. A Honorary Member is a person who is not eligible for regular membership.
- B. A person may be submitted for honorary membership by any Charleston Base member in good standing.
- C. Submissions for honorary memberships require final approval of the Board of Directors.
- D. There are no dues required for honorary members.

**Section 5. MEMBER-AT LARGE**

- A. Any member, who once chooses, or is assigned to, a Base, and who is a National Life Member or whose National annual dues are current, but whose Base dues are in arrears, shall be placed in a category of Member-at-Large by the Membership Chairman.
- B. Members-at-Large whose National Annual dues are current or who are National Life Members will retain National benefits (i.e. receipt of National magazine and voting on National issues).
- C. A Member-at-Large may affiliate with Charleston Base at anytime by remitting Charleston Base dues.

**ARTICLE VI – NATIONAL AND BASE MEMBERSHIP DUES**

**Section 1.** National Dues are set by USSVI National and will be promulgated on the Membership Application form. Base Dues are set by Charleston Base BOD and approved by the Base members at a designated meeting for such purpose.

**ARTICLE VII – OFFICERS**

**Section 1. ELECTED**

- A. The elected officers of Charleston Base shall be Base Commander, Base Vice-Commander, Base Secretary, and Base Treasurer.
- B. The term of office for all base officers shall be two (2) years.
- C. Term of office shall begin immediately following base elections.
- D. Elected officers shall receive no pay for their service to Charleston Base.
- E. All elected officers shall prepare a “turnover” package for their reliefs containing information and correspondence relative to their office.
- F. The Base Commander, Base Vice-Commander, Base Secretary and Base Treasurer shall serve on the Board of Directors.

**Section 2. APPOINTED**

- A. The following officers will be appointed by the Base Commander:

Chief of the Boat	Public Affairs	Scholarship
Chaplain	Storekeeper	Historian
Membership	Veterans Affairs	Webmaster
Newsletter Publisher/Editor	Holland Club	

- B. The Base Commander will establish ad hoc committees and appoint chairmen as required.

**ARTICLE VIII – DUTIES OF OFFICERS**

**Section 1. BASE COMMANDER**

- A. Presides over all Base and Board of Director Meetings
- B. Serves as an ex-officio member of all committees except the nominating committee.
- C. Appoints all committees, chairmen and appointed officers.
- D. When possible, represent the base at South East (SE) Regional. Two nights lodging will be authorized from the general fund.
- E. Represents the Base at all official functions.
- F. May require written reports of the Secretary, Treasurer and /or committee chairmen.
- G. On extraordinary occasions, calls special meetings of the membership upon giving notice to members and stating the purpose of the meeting.
- H. Review and approve the annual Base Financial Report to the national office.

**Section 2. BASE VICE-COMMANDER**

- A. Assists the Base Commander in the performance of his duties.
- B. Presides over all meetings and assumes the duties of Base Commander if Base Commander is unavailable or incapacitated.
- C. When possible, and in the event the Base Commander is unavailable, represent the Base at SE Regional conventions. Two nights lodging will be authorized from the general fund.

**Section 3. BASE SECRETARY**

- A. Keeps full and accurate records of minutes of all meetings of Charleston Base and of all matters of which written record have been ordered by the Base Commander.
- B. With the aid of the Base Commander, carries on all correspondence of Charleston Base.
- C. Keeps a complete and accurate sailing list of all members, officers and committees of Charleston Base, including address, phone number and e-mail address.
- D. Issues all notices of special meetings.
- E. Maintain a Description of Duties binder for all elected and appointed officers and post on the USSVICB website.

**Section 4. BASE TREASURER**

- A. Accepts and records all income and base assets.
- B. As directed by the Base Commander, distributes such funds, including the discretionary fund.
- C. Ensures the tax-exempt status of the Base is maintained.
- D. Provides a report at each meeting.
- E. Prepares and submits the annual Base Financial Report to the national office.
- F. Insures that an annual audit is conducted in accordance with Article XIII, Section 1.

**ARTICLE IX – BOARD OF DIRECTORS**

**Section 1.** The Board will be comprised of the elected officers and officers appointed by the Base Commander.

**Section 2. FUNCTION**

- A. The Board of Directors function is to act as a steering committee.
- B. Each member shall have one (1) vote with the Base Commander casting the deciding vote in the event of a tie.
- C. Hold regular monthly meetings prior to Charleston Base regular meetings.

## **ARTICLE X - MEETINGS**

**Section 1.** The latest revision of "Roberts Rules of Order" shall be observed at all meetings.

**Section 2.** All regular monthly meetings shall be held on the second Thursday of each month. Special meetings shall be held at a time and place to be announced by the Base Commander.

**Section 3.** The Order of Business for the regular meeting shall be:

- A. Determine Quorum
- B. Call to Order
- C. Pledge of Allegiance
- D. Invocation and Tolling of the Boats
- E. Recite Creed
- F. Introduction of new members and guests
- G. Old Business
- H. New Business
- I. Reports from Base Officers and all committees
- J. Good of the Order
- K. Depth Charge Drawing
- L. Benediction
- M. Adjournment

**Section 4.** Quorum is defined as the following:

- A. Members present and a minimum of two (2) elected officers.
- B. Board of Directors Meeting shall require a minimum of three (3) Board members, two (2) elected and one appointed member, in order to legally transact business.
- C. No member shall desert a meeting in order to negate a quorum.
- D. If a quorum is not present, the members shall postpone the meeting.

**Section 5.** Regular monthly meetings are open to Charleston Base Members, personnel qualified for membership per USSVI Constitution Article VII, Sections 2, 3, 4 and 5 and guests of members.

## **ARTICLE XI - VOTING**

**Section 1.** Voting entitlement shall be extended to all regular members in good standing.

**Section 2.** Proxy Voting is not allowed. All members not voting shall be considered abstaining.

## **ARTICLE XII – ELECTION OF OFFICERS**

**Section 1.** The Base Commander and Base Treasurer shall be elected by a majority vote of the members in good standing at the regular May meeting in odd numbered years. The Base Vice-Commander and Base Secretary shall be elected by a majority vote of the members in good standing at the regular May meeting in even numbered years.



**Section 2.** A committee shall be appointed in January to solicit nominations, which shall be presented to the membership in April.

**Section 3.** Any member may make additional nominations at the April and May meetings.

**Section 4.** The Base Commander shall appoint a consenting member to fill a vacant elected office position to the expiration of term subject to Board of Directors approval.

### **Article XIII – Audit**

**Section 1.** The accounts of the base will be audited annually at the end of the fiscal year by a person or persons appointed by the Executive Board. Audit will be completed no later than the end of the first quarter of the new fiscal year. A written report will be submitted to the Executive Board to be presented to the membership no later than the April regular meeting.

### **ARTICLE XIV - Conduct of Charleston Base Member Funeral/Memorial Services**

**Section 1.** Funerals & memorial services for base members will be conducted in accordance with the Charleston Base Chaplain Guidelines.

### **ARTICLE XV – AMENDMENTS**

**Section 1.** Any member in good standing may submit bylaw amendment proposals to an elected officer in person or by mail.

**Section 2.** A revision(s) must refer to the affected bylaw section and must be clear, concise and organized, complete with financial repercussions. If revision is submitted by mail, the author shall sign it.

**Section 3.** Revisions shall be transmitted to the general membership two (2) weeks prior to a regular monthly meeting where a majority vote will be required for adoption. The Base Commander shall inform all members of the proposed revision(s) via the meeting notice announcing time and place. Revision(s) adopted shall become effective at the close of the meeting.

**Section 4.** Charleston Base bylaws will be reviewed annually during the month of January or as required by the BOD. The Base Commander will appoint two (2) or more base members to assist him in conducting the review.

### **ARTICLE XVI – STANDING RULES**

**Section 1.** Standing Rules and procedures which may or may not appear in the bylaws shall be made as attachments.

**Section 2.** Standing Rules are subject to change at a monthly meeting providing a motion is made, seconded and passed by a hand vote.

### **ARTICLE XVII - DISSOLUTION**

**Section 1.** In the event the Charleston Base dissolves, all assets and monies will be donated to a non-profit organization as determined by the Board of Directors.

## **CHARLESTON BASE STANDING RULES:**

#1-98 The Discretionary Fund has been set at no more than \$500.00 per occurrence with a \$2,000.00 annual cap. This fund may be used by Officers and appointed Chairmen designated by the Base Commander with the approval of a minimum of four Executive Board members, two of which must be elected officers. The Discretionary Fund shall not be used for monetary gifts; such expenditures shall be approved by a majority of all members present at a monthly meeting.

#2-12 It is the policy of Charleston Base to resist, by any means possible, the moving of the Cold War Memorial Submarine from its current location at Patriots Point, Mt. Pleasant, SC.

#3-13 It is the policy of Charleston Base that you must be present to win a base drawing.

#4-14 USSVI-Charleston Base supports the efforts of the USS Clamagore SS-343 Restoration and Maintenance Association, Inc. (CRAMA) to save the Clamagore.

#5-14 USSVI-Charleston Base will reimburse the Base Chaplain at a rate of \$0.60 per mile for travel in the performance of his duties.

#6-14 USSVI-Charleston Base shall make an annual donation equal to at least \$250 to the Veterans' Victory House of Walterboro for the use of the veterans.

#7-15 USSVI-Charleston Base will make a Submariners' Legacy Award to the Officer and Enlisted Submarine designated students in each Naval Nuclear Power School graduating class as recommended by the Naval Nuclear Power School. The award materials will be determined by the Board of Directors but will not include a cash award.

#8-16 The Discretionary Fund has been set at no more than \$500.00 per occurrence with a \$2,000.00 annual cap. This fund may be used by Officers and appointed Chairmen designated by the Base Commander with the approval of a minimum of four Executive Board members, two of which must be elected officers. The Discretionary Fund shall not be used for monetary gifts; such expenditures shall be approved by a majority of all members present at a monthly meeting.

These Articles and Amendments have been drafted by Mike Ciesielko, Charleston Base Commander, and the By-Laws Review Committee, voted on and accepted by the general membership of the Charleston Base at a regularly scheduled meeting held at:

FRA Branch 269, Goose Creek, SC

Dated: 14 March 2024

Acceptance certified by the following signatures:

Base Commander, Mike Ciesielko, \_\_\_\_\_

Base Vice-Commander, Tom Lawson, \_\_\_\_\_

Base Secretary, Gordon Long, \_\_\_\_\_

Base Treasurer, Ricky Collins, \_\_\_\_\_

Document reviewed by Southeastern District 2 Commander,

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## Revisions and amendments

**12 April 2007** Complete revision and rewrite

**12 June 2008**

Amendment: Removed Article V, Section 3, Associate Members

Amendment: Article X, Section 5, meetings changed to reflect removal of Art. V, Sec. 3

Amendment: Standing Rule #1-98; increased the dollar amount, set limits and set approval requirements

**13 August 2009**

Amendments adopted:

Article II – updated creed to reflect change from national

Article VII, Section 1 – Changed term of office to 2 years to facilitate alternate year elections

Article VII, Section 2 – Added Historian and removed Special Activities and Little David

Article VIII, Section 3 – Removed conduct elections from Secretary duties and added duty: maintain Description of Duties binder

Article VIII, Section 4 – Added insure audit to Treasurer duties

Article VIII, Section 5 – Removed Membership Chairman duties

Article XI, Section 1 – Added the term “regular” to members for voting purposes

Article XII, Section 1 – Changed elections to odd and even years for base elected officers

Article XII, Section 3 – Added May for additional nominations

Added new Article XIII – Audit

Renumbered subsequent articles accordingly

Changed signature page to reflect new officers, District change and date of acceptance

**11 July 2013**

Amendments adopted:

Article VII, Section 1.D – Added for base to pay 2 nights lodging for Base Commander at Southeast Regional Convention.

Section 2.C – Added for base to pay 2 nights lodging for Base Vice-Commander at Southeast Regional Convention if Base Commander cannot attend.

Article XV, Section 4 – Added to require review of bylaws at least annually.

Article XIV – Added to clarify Funeral/Memorial Services.

**7 May 2015**

Article III, Section 2 – The word external added to clarify meaning.

Article VII, Section 1.B – Removed requirement for elected successor.

Article VIII, Section 1 New H. Review and approve the annual Base Financial Report to the national office.

Article VIII, Section 3.E Added requirement to post Duties and Responsibilities on Base website.

Article VIII, Section 4.D changed to read - Provides a report at each meeting.

**14 March 2024**

Article III, Section 3 – Renumbered as Section 4 to allow insertion of Associate Member as Section 3

Article III, Section 4 – Renumbered as Section 5 to allow insertion of Associate Member as Section 3

Article III, Section 3 – Added Associate Member as Section 3

**14 November 2024**

Article VI – Replaced entire text to remove dollar amounts for both National and Base dues with simple statement. Eliminated requirement to amend By-Laws whenever dues are changed.