



UNITED STATES SUBMARINE VETERANS, INC.

ARIZONA SUBMARINE VETERANS  
PERCH BASE

CONSTITUTION AND BYLAWS  
(REVISED JANUARY 2004)





# **CONSTITUTION AND BYLAWS**

(REVISED JANUARY 2004)

## **REFERENCES**

- (a) United States Submarine Veterans, Inc. - Bylaws (Latest Revision)
- (b) United States Submarine Veterans, Inc. - Constitution (Latest Revision)
- (c) United States Submarine Veterans, Inc. - Policies and Procedures Manual (Latest Revision)
- (d) United States Submarine Veterans, Inc. - Perch Base Charter (Dated 20 June 1995)

## **ARTICLE I – NAME**

### Section 1 OFFICIAL NAME

- A. The name of this chapter shall be; “ARIZONA SUBMARINE VETERANS, PERCH BASE of the UNITED STATES SUBMARINE VETERANS, INC.”

### Section 2 SYNTAX

- A. For the purposes of the constitution and bylaws, the term “organization” shall be synonymous with; “ARIZONA SUBMARINE VETERANS, PERCH BASE of the UNITED STATES SUBMARINE VETERANS, INC.”

### Section 3 SHORTENED NAME

- A. The spoken name of the organization may be shortened to; ARIZONA SUBVETS, AZ SUBVETS or SUBVETS. The full name of the organization, as defined in Article I, Section 1 above, should be used in all formal correspondence.

## **ARTICLE II – PURPOSE**

### Section 1 PURPOSE

- A. The purpose of the organization shall be 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 Government.

### Section 2 CREED

- A. The purpose of the organization shall also be known as the organization’s “Creed”.

### Section 3 ADDED PURPOSE

- A. In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Submariners to gather for their mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by comradery. We support a strong U.S. Submarine Force.

## **ARTICLE III – POLICY**

### Section 1 RESTRICTIONS

- A. The organization shall adopt no policy in conflict with the laws and practices of the United States Government, the State of Arizona or any of its municipalities.

## **ARTICLE IV – FISCAL YEAR**

### Section 1 PERIOD

- A. The fiscal year of the organization shall commence on the first day of January and end on the thirty-first day of December of each year.

## **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. Proof of qualification and honorable service must be provided to the Base Secretary upon application for membership.
- B. All members shall be bound by this Constitution and Bylaws, as well as, references (a), (b) and (c) above.
- C. A member is considered in “good standing” if both national and base dues have been paid for the current year.
- D. Members whose dues are in arrears on April 1<sup>st</sup>, of the current year will have their continuous membership in “good standing” terminated and will be removed from all active rosters (local and national).
- E. Members may join any number of Bases. One Base shall be selected as primary Base and all others as dual Base(s). Members may only vote from their primary Base in the District, Regional and National elections of the organization.

### Section 2 REGULAR MEMBERS

- A. Regular membership is restricted to U.S. personnel who have been designated; “Qualified in Submarines”, by the U.S. Navy.
- B. Anyone who is a regular member of the U.S. Submarine Veterans of World War II is eligible for regular membership in USSVI and the Perch Base.

### Section 3 CHARTER MEMBERS

- A. Charter members of USSVI are those who were accepted for membership into the USSVI prior to and including the closing day of the National Convention and Annual Meeting for 1965.
- B. Charter members of the Perch Base are those who were base members when the Base Charter was issued by USSVI on 20 June 1995.

### Section 4 LIFE MEMBERS

- A. Regular members may become national life members by paying the national life membership fee established by reference (a).
- B. National Life Members will pay no further National dues, but must pay annual dues for Perch Base membership. Unless, they are also Life Members in Perch Base. Members that are National Life Members and Perch Base Life Members pay no further annual dues to either entity. However, a person may be a Life Member either with the national organization or Perch Base or both. To become a Life Member in Perch Base does not require a person also be a National Life Member or vice versa.

### Section 5 HOLLAND CLUB

- A. Any member, who has been designated “Qualified in Submarines” for more than fifty (50) years and who is either; (a) a National Life Member and in “good

standing” for a minimum of one (1) year, or (b) an annual member in good standing for five (5) consecutive years, is eligible to become a member of the national organization’s “Holland Club”.

- B. Holland Club Members will pay no further National dues, but may still be required to pay annual dues to the Perch Base (See Dues Schedule).
- C. Holland Club Member’s membership cards will be appropriately stamped HOLLAND CLUB on the front.
- D. A regular member eligible for Holland Club Membership must apply to the Perch Base Commander (via the Membership Committee) and provide the necessary proof of eligibility before application, to the National organization, is made on his behalf.

Section 6 ASSOCIATE MEMBERS

- A. An Associate Member is a person who is not eligible for regular membership, but is closely associated with a regular member.
- B. Each Associate Member, must be sponsored by a regular member in good standing.
- C. Associate Members may not however, sponsor other Associate Members.
- D. Associate Members are eligible for National Life Membership.
- E. Associate Membership is reserved for persons not otherwise eligible for regular membership, but is related to the Submarine Service by their deeds or actions. [All Associate Members must be at least sixteen (16) years of age]. This does not preclude any relative of a regular member in good standing from applying for Associate Membership.
- F. Associate Members may not vote in the National elections and cannot hold National Office.
- G. Associate Members may vote on all matters affecting the Perch Base, when membership approval is required or solicited.
- H. Associate Members are not allowed to hold elected office in the Perch Base however, they may serve in appointed positions.
- I. In the event that an Associate Member’s sponsor can no longer act as sponsor, (i.e. transferred or called to eternal patrol), the Base may assume sponsorship of the Associate Member.
- J. A non-U.S. citizen who becomes an Associate Member is not required to pledge loyalty to the United States Government nor the United States Constitution.

Section 7 MEMBERS-AT-LARGE

- A. A USSVI designated “members-at-large” may affiliate with the Perch Base by remitting annual dues to the Base.

Section 8 HONORARY MEMBERS

- A. Honorary Membership is a category of membership reserved for individuals of special merit or accomplishment. The membership is bestowed on such persons after application, by a member in good standing, is made to the Perch Base Board of Directors. Both the Board of Directors and the membership must vote to approve the action. The annual Perch Base dues for these Honorary Members may be waived if so approved by vote of the Board of Directors and the membership. Such Honorary Members must also be members of USSVI either as a Regular Member or Associate Member. However, application for USSVI membership may be made in conjunction with their selection as Honorary Members in Perch Base.

## **ARTICLE VI -- MEMBERSHIP DUES**

### Section 1. PAYMENT REQUIRED

- A. Every member of the Perch Base will pay national and Base membership dues as prescribed in the National Bylaws, reference (a) above, and this constitution and bylaws.

### Section 2. DUE DATES

- A. Dues are due and payable on January 1st each year and remain effective until December 31st the same year.

### Section 3. DUES AMOUNT

- A. Perch Base annual dues are prescribed by a dues schedule that is updated regularly and made an attachment to this constitution and Bylaws.

### Section 4. MEMBERSHIP APPLICATIONS

- A. Perch Base will accept membership applications and must ensure all required documents are current and complete. Required documents and dues will then be forwarded to the appropriate office in the USSVI National organization.

### Section 5. NEW MEMBER DUES

- A. When a new member joins in the fourth quarter of the year (Oct/Nov/Dec) their dues shall be payment for the remainder of the current year and the following year.

## **ARTICLE VII -- STRUCTURE**

### Section 1 MEMBERSHIP REQUIREMENT

- A. To maintain its charter, reference (d) above, Perch Base must maintain at least five (5) regular members in good standing.

### Section 2 MANAGEMENT

- A. Perch Base shall be governed by a Base Commander who is duly elected, by the membership.

### Section 3 CONFLICTS

- A. This Constitution and Bylaws and any amendments must not conflict with the National Constitution or National Bylaws and be approved by the District Commander or next in the chain of command.

### Section 4 REVISIONS TO RULES

- A. Revisions or amendments to this Constitution and Bylaws shall be submitted no later than 31 March to the District Commander for review to verify compliance with the National Constitution and Bylaws; per references (a) and (b) above.

## **ARTICLE VIII -- CHARTER**

### Section 1 CHARTER GRANT

- A. Perch Base operates under a Charter granted by USSVI. Issuance of the Charter signifies authorization to carry out the purpose of the organization under the name United States Submarine Veterans, and authorizes the use of the National Emblem in carrying out that purpose.

### Section 2 REVOCATION

- A. In accordance with reference (b) the Charter may be revoked if Perch Base fails to comply with the National Constitution and Bylaws.

## **ARTICLE IX -- OFFICERS**

Section 1 ELECTED OFFICERS – The following officers are to be elected by the membership:

- A. Base Commander
- B. Base Vice Commander
- C. Base Secretary
- D. Base Treasurer

Section 2 APPOINTED OFFICERS

The following officers may be appointed by the Base Commander, the Board of Directors or the Executive Committee:

- A. Base Chaplain
- B. Base Historian
- C. Editor of the Base Publication
- D. Base Public Relations
- E. Chief of the Boat
- F. Base Storekeeper

Section 3 TERMS OF OFFICE

- A. The term of office for the Base Commander is limited to two consecutive two year terms. All other officers may serve any number of one year terms, or until a successor is elected. However, all officers, including the Base Commander must stand for re-election or re-appointment, as the case may be, following the established annual/bi-annual election cycle.

## **ARTICLE X – ELECTIONS AND VOTING**

Section 1 NATIONAL ELECTIONS

- A. Only Regular Members in good standing of the Perch Base may vote to elect Officers to the National organization. Associate Members are not eligible to vote in the National Organization’s elections.

Section 2 BASE ELECTIONS

- A. All Members in good standing, including Associate Members, of the Perch Base may vote in all matters requiring or soliciting membership approval, including the election of Base Officers.

## **ARTICLE XI – DUTIES OF BASE OFFICERS**

Section 1 BASE COMMANDER

- A. The Base Commander is Chief Executive for the organization. He is charged with the duty of supervising all functions of the Base, subject to the directions, advice and consent of the Board of Directors. The Base Commander shall not vote on matters before the Board of Directors, except in the case of a tie vote.

Section 2 BASE VICE-COMMANDER

- A. The Base Vice-Commander shall perform the duties of the Base Commander in his absence or in situations where the Base Commander is unable to fulfill his responsibilities. The Base Vice-Commander will supervise the activities of the Standing Committees and perform such other duties as assigned by the Board of Directors or the Base Commander.
- Section 3    **BASE SECRETARY**
- A. The Base Secretary shall conduct the correspondence of the organization, issue notices of meetings of the organization and keep minutes of their proceedings. The Base Secretary is custodian for the Base records. The Base Secretary shall perform other duties as assigned by the Board of Directors or the Base Commander.
- Section 4    **BASE TREASURER**
- A. The Base Treasurer shall collect all membership dues and shall have the care and custody of all funds and property of the organization. The Base Treasurer shall disburse such funds and property of the organization as authorized by the Board of Directors. The Base Treasurer shall submit a financial report for the preceding month at each Board of Director's meeting and shall submit special reports whenever requested by the Board of Directors or the Base Commander. The Treasurer shall deposit all organization funds in the name of the organization at such financial institution(s) as may be designated or approved by the Board of Directors.
- Section 5    **COMPENSATION**
- A. No officer (elected or appointed) will receive monetary compensation for any services rendered on behalf of the organization.

**ARTICLE XII - DUTIES OF APPOINTED OFFICERS**

- Section 1    **General**
- A. Appointed Officers are assigned by the Base Commander and approved by the Board of Directors. Such officers are appointed for a minimum term of one year. That term may be renewed on an annual basis until the appointed officer is relieved.
- Section 2    **Base Chaplain**
- A. The Base Chaplain shall be responsible for providing input to the organization for the benefit of its spiritual health and well-being. He shall, under the Base Commander's guidance, help with arranging for clergy to perform at memorial services and other functions that call for ministering to the infirm or distressed members and their families. The Base Chaplain shall maintain familiarity and liaison with the National organization's Chaplain with respect to practices and procedures for the various ceremonies.
- Section 3    **Base Chief of the Boat**
- A. The Base Chief of the Boat shall be responsible for ensuring that an adequate meeting place is available for regular meetings of the Perch Base. He shall also arrange for the necessary equipment and ensure it is in place for conducting such meetings.
- Section 4    **Base Storekeeper**
- A. The Base Storekeeper is responsible for procuring and reselling submarine memorabilia for the benefit of the Perch Base and its members.
- Section 5    **Editor - Perch Base Newsletter**

- A. The Editor for the Perch Base newsletter; “The Midwatch” is responsible for the content and quality of the Base newsletter. As well as ensuring that each member in good standing gets a copy of the newsletter when published.

Section 6 Base Historian

- A. The Base Historian is responsible for collecting and preserving all documents and artifacts of historical value to the Perch Base, collect and compile a historical summary of the Perch Base from inception, and provide historical information to the Editor - Perch Base Newsletter and the membership as requested.

**ARTICLE XIII – COMMITTEES AND THEIR RESPONSIBILITIES**

Section 1 Definitions

- A. Standing Committee - A committee that by its very nature requires continuity. The term of a standing committee is continuous.
- B. Ad Hoc Committee - A committee that by its nature only exists for a predefined period or until a task is completed. Ad Hoc committees are appointed by the Base Commander, for a special purpose, after which they cease to exist. A committee appointed to plan a celebration, special meeting or similar events would be an Ad Hoc Committee.

Section 2 Membership Committee

- A. The Membership Committee is a Standing Committee that is responsible for receiving applications for new members, determining eligibility and qualifications for membership of new applicants, maintaining a permanent record of applications and membership, and providing new members with the appropriate membership materials. The Membership Committee is also responsible for processing Holland Club memberships for members who qualify for that special membership category.

Section 3 Public Relations Committee

- A. The Public Relations Committee is a Standing Committee that is responsible for promoting a positive image of the organization to the public as well as assisting the officers of the organization in developing or obtaining promotional materials to advertise the organization and organizational events.

Section 4 Constitution and ByLaws Committee

- A. The Constitution and ByLaws Committee is a standing committee that is responsible for receiving and evaluating all suggested changes or amendments to the Base Constitution and ByLaws, ensure that recommended changes are substantive, and then presenting the proposed change(s) to the Board of Directors for review and consideration for membership approval.

Section 5 Memorials Committee

- A. The Memorials Committee is a Standing Committee that is responsible for soliciting worthwhile memorial projects in support of the organization’s purpose.

Section 6 Social and Welfare Committee

- A. The Social and Welfare Committee is a Standing Committee that is responsible for exploring methods and events that will promote cohesiveness, comradery and good will within the organization and those affiliated with the members.

Section 7 WEBMASTER

- A. The Perch Base internet web site is intended to provide information about the Base and its activities so that interested parties can access and obtain it on a current and

regular basis. The web master is the chairman for a standing committee of one or more persons appointed by the Base Commander to be responsible for maintaining and keeping the web site current and accurate. The web master shall supervise and control the information placed on the Web Site and ensure that it is accurate and conforms to the organization's professional standards.

Section 8 Ad Hoc Committees

- A. When Ad Hoc Committees are appointed, their responsibilities and goals should be clearly defined and, to the extent possible, their termination date or task completion date specified.

**ARTICLE XIV – BOARD OF DIRECTORS**

Section 1 Members

- A. The Board of Directors shall be comprised of the four (4) elected Perch Base Officers, the Appointed Officers and the immediate past Base Commander. The Chairmen of the Base's Standing Committees may be invited to participate in meetings of the Board of Directors. Participation by the Committee Chairmen is however, in an ex-officio advisory capacity. Only the elected officers, the Appointed Officers and the immediate past Base Commander may vote on issues before the Board of Directors, with the exception of the Base Commander who may only vote only to break a tie vote (see Article XI, Section 1 A).

Section 2 Responsibilities

- A. The Board of Directors shall have the control and general management of the affairs and business of the organization.

Section 3 Removal

- A. Any member of the Board of Directors may be removed from office for cause by a vote of 66-2/3% of the Base members. A replacement may be appointed, from the general membership, by the Chairman or the sitting officer next in seniority, or the vacated duties may be absorbed or distributed to the remaining members as the Board may approve.

**ARTICLE XV -- EXECUTIVE COMMITTEE**

Section 1 Members

- A. The Executive Committee will be comprised of the four (4) elected Base officers and the immediate Past Base Commander.

Section 2 Responsibilities

- A. The Executive Committee is responsible for advising and assisting the Base Commander in the conduct of Perch Base business. The Executive Committee is a working resource to the Base Commander and is tasked with assisting him in carrying out the decisions of the Board of Directors.

**ARTICLE XVI -- MEETINGS**

Section 1 GENERAL MEMBERSHIP

- A. Meetings of the membership will be held at a frequency, location and time as determined by the Board of Directors. Every effort should be made to hold a

meeting each calendar month except during the month of the National Convention and when other circumstances would otherwise interfere with the conduct of an effective monthly meeting of the membership. The Perch Base must hold at least one meeting per calendar year in order to maintain its Charter with the USSVI.

Section 2     **BOARD OF DIRECTORS**

- A. The Board of Directors for Perch Base will meet at least once each calendar quarter or more frequently as determined by the Board. The Board of Directors may call a Special Meeting of the members at any time. Written notice of such a meeting shall be published in sufficient time for all members to attend. Minutes of the Board of Director meetings will be recorded and maintained by the Base Secretary.

Section 3     **EXECUTIVE COMMITTEE**

- A. Executive Committee meetings will be scheduled as required by the Base Commander.

**ARTICLE XVII – QUORUM**

Section 1.     **GENERAL MEMBERSHIP QUORUM**

- A. Five (5) members in good standing shall constitute a quorum for the transaction of all business at a regular scheduled and announced meeting of the general membership of the Perch Base.

Section 2.     **BOARD OF DIRECTORS QUORUM**

- A. Three (3) voting members of the Board of Directors shall constitute a quorum for the transaction of all business at a duly called meeting of the Board of Directors.

Section 3     **MAINTAINING A QUORUM**

- A. Once a quorum has been established in any meeting, no member absenting himself shall destroy the quorum.

Section 4     **QUORUM NOT ESTABLISHED**

- A. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

**ARTICLE XVIII -- VOTING**

Section 1     **ELIGIBILITY**

- A. Each regular member in good standing shall be entitled to vote in National and Base Elections. The member must be in good standing both at the time his ballot is counted and on the date of the Annual Business Meeting for National elections and at the time of the swearing in for Perch Base elections.

Section 2     **BALLOTS**

- A. Voting for National Officers and proposed amendments to the National Constitution or ByLaws will be done by mail-in ballot as prescribed in reference (a) above.

Section 3     **RESTRICTIONS**

- A. There shall be no voting by proxy; any member in good standing not voting will be considered abstaining.

**ARTICLE XIX -- AMENDMENTS**

Section 1     **PROPOSAL TO AMEND**

- A. Any member in good standing may submit proposed amendments to this Constitution and Bylaws by forwarding the proposed amendments to the Chairman of the Constitution & Bylaws Committee on or before April 1st of the year in which they are to be considered.

Section 2 APPROVAL

- A. The Constitution and Bylaws shall be amended, by a two thirds majority of the votes cast, provided that the proposed changes have been publicized and placed on a ballot mailed to all members in good standing, at their last known address, at least sixty days prior to the effective date of the changes.

Section 3 EFFECTIVE DATE

- A. Amendments which are passed will become effective upon publication.

Section 4 DURATION

- A. Amendments submitted by the membership and passed shall remain in place for a period of three years from acceptance and may be changed by ballot in their fourth year. 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 at anytime submit an amendment for ballot approval by the membership to change it without waiting the three year period. The result of that ballot will start a new three year period.

**ARTICLE XX -- DISSOLUTION**

Section 1 SURRENDER OF ASSETS

- A. In the event that the Perch Base organization is dissolved, all assets and moneys will be surrendered to the National Senior Vice Commander (First Vice President) of the US Submarine Veterans, Inc.