



# **Perch Base, Phoenix, AZ**

**United States Submariners**

**(United States Submarine Veterans, Inc.)**

# **Policies and Procedures Manual**

**Operating Policies, Procedures and Guidelines for Officers and Members**

Approved, Perch Base Board of Directors

**George C Woods  
(Base Commander)**

August 14<sup>th</sup> 2021

Date: \_\_\_\_\_

**Revised – August 2021  
(Original January 2003)**

## INTRODUCTION

## FORWARD

## STATEMENT OF PURPOSE

## GOALS AND OBJECTIVES

### SECTION I - ELECTED OFFICERS

- Commander, Vice Commander, Past Commander (elected during his term as Commander)

### SECTION II - APPOINTED OFFICERS AND COMMITTEE CHAIRMEN

- Secretary, Treasurer, Communications Officer, Membership Chairman, Chief of the Boat, Events Coordinator, Web Master, Storekeeper, Chaplain, Historian

### SECTION III – Board of Directors (BOD)

- BOD - General
  - BOD Meetings

### SECTION IV - ADMINISTRATION

- Correspondence from the Base
- Nomination and Election of Officers
- Voting for Officers
- Presentation and Voting other than Elections
- Membership Tracking and Reporting
- USSVI On-Line Data
- Perch Base Electronic Data
- Member Contact Information
- Roster

### SECTION V - MEMBERSHIP

- Regular Member Eligibility
  - Qualifications for Membership
- Membership Status
  - Regular Member
  - Associate Member
  - USSVI Life Member
  - Perch Base Life Member
  - Holland Club Member
  - Dual Membership
- New Members
  - Hard Copy Applications
  - Referrals from USSVI
  - Transferred
- Dual Membership
- National Dues
- USSVI Life Membership
- Holland Club Members
- Dues
- Perch Base Life Membership
- Holland Club Nomination and Induction
- USSVI Longevity Awards
- Reenlistment
- Dues Payment - Early Bird Drawing

## SECTION VI - OTHER PERCH BASE RELATED PERSONNEL

- Perch Base Volunteers

## SECTION VII - VESTS, HEADGEAR AND APPEARANCE

- Sample Vests for Members
- Headgear
- General Member Appearance

## SECTION VIII - PUBLIC RELATIONS

- General
- Written Communications
- Web Page and Newsletter

## Section IX – FINANCIAL PROCEDURES

- Expenses
- Capital Equipment

## SECTION X - FORMAL PROCEDURES

(Other procedures, i.e., ***Tolling for the Boats, Holland Club Induction***) are published as separate documents)

- Conduct of Meetings
- Meetings of the BOD
- Sailor of the Year Selection and Award
- Parades and other Public Events

## ATTACHMENTS

"A" –USSVI & Perch Base Dues Schedule

"B" - Perch Base Expense Report

"C" - Equipment Maintenance Requirements

"D" – Perch Base Elected and Appointed Officers

## **INTRODUCTION**

The Perch Base Policies and Procedures Manual is a “living document” that will expand and contract as the need arises. Its purpose is to provide general performance guides for the conduct of the Base’s day-to-day business. Its procedures and practices, however, must comply at all times with the USSVI National Constitution and By Laws and the Perch Base Constitution and By Laws.

The manual is divided into sections that are designed to provide thorough instructions as to how the formal business of the Base is conducted. This manual also contains written descriptions of the functions, responsibilities and procedures associated with performing the various positions (elected and appointed) of the organization. The procedures are intended to be of sufficient detail to allow another person to step in and perform in any of the functions with a minimum acceptable level of efficiency. It is intended to be somewhat like an organizational cookbook that provides lists of the things responsible individuals and groups do, how they do them and who they work with to get things done in support of the ’s operation.

## **FOREWORD**

This manual is the property of USSVI and the Arizona Submariners Perch Base. It augments and expands on the procedures and requirements of the Perch Base Constitution and By Laws. The procedures and requirements in this manual are subordinate to the Constitution and By Laws and in no circumstances should they conflict with that document. This manual and all changes thereto must be approved by the Perch Base Board of Directors (BOD) before they can be utilized.

Following approval a non-editable version shall be placed on the Perch Base web page ([www.perch-base.org](http://www.perch-base.org).)

Comments, requested changes or modifications should be addressed to the Secretary or other assigned person. The Secretary or assigned person will submit all recommended changes or revisions to the BOD for review and approval. If approved, the Secretary or assigned person will prepare the revision to the manual and distribute the revised pages to the Board of Directors.

## **STATEMENT OF PURPOSE**

The purpose of the organization; specifically the Arizona Submariners, Perch Base is to formulate, organize and conduct various functions, activities and evolutions that reinforce and support the National Organization (United States Submariners, officially United States Submarine Veterans, Inc.) and its goals and objectives. In this regard the Base is guided by the organizations primary creed:

“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.”

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

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

## **PERCH BASE ORGANIZATIONAL GOALS AND OBJECTIVES**

The following goals and objectives are adopted by the Base and serve as a listing of desired achievements for the organization.

### **Membership/Recruiting:**

- Retain more than 90% of current active members by maintaining active personal contact and other methods to sustain interest in the USSVI and Perch Base.
- Recruit new members to increase the active membership by 10% or more each year.

#### **Meetings:**

- Hold formal monthly meetings at least nine (9) times each year.
- Increase as needed meeting participation by members by at least 10% each year by employing call trees, transportation pools, and other practices.

#### **Finances:**

- Manage the finances in such a manner that the treasury increases each year.
- Provide the membership with an annual budget prior to the beginning of each calendar year.

#### **Special Events:**

- As a special project, the Base will devote available energies towards the establishment of memorial for "Silent Service" members regardless of service period.
- This memorial will be, developed, funded and administered by a wholly independent commission, but primarily staffed by Perch Base Members.
- Participate, as a group, in at least four (4) public events each calendar year including parades, memorial services and other such events that emphasize the contribution by members of the veteran's community and the armed forces of the United States.
- Encourage member support for these events by recognizing member participation in each month's MidWatch and special call out at the Annual Awards Banquet.

#### **Organization:**

- Develop the means for involving a larger percentage of the membership in the functions of the Base through the use of committees and teams to perform special tasks.

#### **Publicity:**

- Encourage and initiate means and methods for publicizing the existence and purpose of the USSVI and Arizona SubVets to members of the general population.
- Encourage members to participate in external activities with groups unaffiliated with the veteran community or the military in order to acquaint them with the US Navy and the USSVI.

#### **Facilities:**

- Enter into formal or informal agreements with a suitable facility for holding Base monthly and special (i.e., Awards Banquet) meetings. All efforts shall be made to ensure stability of this location by making any facility agreements for as long a period as possible.
- Either the Commander or a designee shall act as the single point of contact with the appropriate meeting location representative.

#### **Communications:**

- Use the Perch Base web site ([www.perch-base.org](http://www.perch-base.org)) as the primary method of updating members on National and other information.
- Produce a Base quarterly newsletter, the "MidWatch", and make it available to all active members through the Base's Internet Web Site, direct e-mail distribution or through hard-copy direct mail.
- E-mail distribution is the preferred method of dissemination and efforts will be made to get members to use this.

- Provide e-mail alerts of USSVI, and related news to the members particularly if of an immediate or extra-important nature. This shall be in the format of a Flash Traffic message

#### **Membership Services:**

- Develop incentives for long-term membership and involvement with Perch Base, including formal recognition, service awards, etc.

#### **Scholarships and Charitable Involvement:**

- If financially prudent for the Base and approved by the BOD, provide financial support to at least one scholarship fund that serves to benefit children or grandchildren of submarine veterans. The amount and target of such support to be determined by the BOD and approved by the membership.
- If financially prudent for the Base and approved by the BOD, provide financial support to at least one military family oriented charitable cause. The amount and target for such support to be determined by the BOD and approved by the membership.
- If possible, participate in at least one effort each year at a Veterans Administration hospital or home by providing comfort and support for indigent or ill veterans of service in the U.S. Armed Forces.

#### **History:**

- Produce and retain written, photographic and computer records sufficient to establish a recorded history of the Perch Base and its activities. Such records to be of sufficient quantity and quality to present an accurate history of the Base and its organization from to inception to current times.
- Archive historical records with the Historian on a regular basis.

### **SECTION I - ELECTED OFFICERS**

There are two (2) elected Officers in the Base, Commander and Vice Commander. Full description and details of the elected officers are specified in Appendix "D"

If an elected officer resigns or is unable to complete his term of office a special election shall be held as soon as possible to fill the position for the remainder of the term.

### **SECTION II - APPOINTED OFFICERS**

There are currently ten (10) Appointed Officers for the Base, each is appointed by the Commander with the advice of the BOD. These positions have no term limits. All appointed officers may be regular or associate members. Nothing precludes an individual from holding two appointed positions simultaneously.

These positions and their duties are listed in Appendix D to this document.

### **SECTION III – BOARD OF DIRECTORS**

- BOD: The BOD shall be comprised of:
  - Two (2) elected Perch Base Officers
  - Appointed Officers
  - The immediate past Commander.
  - The Chairmen of the Base's Standing Committees (if any) may be invited to participate in meetings of the BOD. Participation by the Committee Chairmen is however, in an ex-officio advisory capacity.
- Only the elected officers, the Appointed Officers and the immediate past Commander may vote on issues before the BOD, with the exception of the Commander who may only vote only to break a tie vote.
- To ensure proper communications within the BOD, all BOD members will have direct and personal access to a computer, an established e-mail address and ready connection to the internet.

- To pass, an issue must receive a simple majority of the BOD members present.
- The BOD shall have the control and general management of the affairs and business of the organization.
- Any member of the BOD may be removed from office for cause by a vote of 2/3 of the 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.
- Board Meeting:
  - The BOD normally conducts a formal meeting in the week prior to regular meetings. The meeting date, time and location are set by the Commander.
  - The Commander sets the agenda for Board Meetings.
  - The Secretary will take minutes of all Board meetings and will publish these minutes to the Board members prior to a next meeting. All votes and decisions of the Board shall be included in the minutes.
  - BOD may also conduct meetings via telephone or other electronic means as situations dictate.
  - A quorum for any BOD meeting shall be at least five (5) Board Members at least one (1) of which is an elected officer of the Base. If the Vice-Commander is the elected officer in attendance he shall assume the role of the Base Commander for voting purposes.

## **SECTION IV - ADMINISTRATION**

### **Correspondence from the Base**

- The Commander, Vice Commander, Secretary and Communications Officer will be the only authorized originators of outgoing correspondence from the Base. All outgoing correspondence shall be approved by the Commander.

### **Nomination and Election of Officers**

- The Secretary shall issue a call for nominations of eligible candidates for positions due for re-election to all members in good standing via the first quarter issue of the Base Newsletter or using a Flash Traffic message and at the January meeting.
- Any regular member in good standing may submit his or her name for consideration on or before February 15.
- Nominations, when called for, may be made from the floor at a meeting and shall be accepted upon the written or oral consent of the nominee that he accepts the nomination and will serve if elected.
- The Secretary shall ensure all candidates are Regular Members in good standing.
- The Secretary shall publish names of all candidates for office in a Flash Traffic message before the March Meeting along with a printable ballot indicating the candidates for each office and a place to indicate a write-in candidate.
- Voting for Officers
  - All Members of Perch Base, including Associate Members are entitled to vote, provided the Member is in good standing at the time his vote is counted.
  - There shall be no voting by proxy, any member not voting is considered abstaining.
  - For a ballot vote, the member should mark the ballot provided in the Flash Traffic message and return as directed on the ballot. A member may also vote by e-mail indicating their choices from the ballot. Ballots may also be given directly to the Secretary at the March Base meeting.
  - The Secretary shall ensure that all returned ballots or e-mails are brought to the March meeting to be counted and presented to the attending membership.
  - The Secretary shall appoint two (2) members, not standing for election, to count the ballots and report the results.
  - Acceptance of the results shall be by acclamation of the attending membership.
  - The resulting count shall be documented in the minutes of the meeting.

### **Presentation and Voting other than Elections**

- When revisions to the Constitution and By Laws or other important actions need the approval of the membership, the Base Commander shall direct that the document or a description of the action is published as a Flash Traffic, The document or description of changes shall be read at a Base meeting before a vote is called for. The vote may be called for immediately after the reading.
- The Commander shall ensure the results of the vote are tabulated and have the results presented in the next edition of the Desert 1MC newsletter following the end of the consideration period. The commander shall also present the results at the meeting corresponding to that edition of the newsletter. The results shall be documented in the minutes of the meeting.

### **Membership Tracking and Reporting**

- Membership is recorded in two electronic databases, the USSVI On-Line Data and the Perch Base Electronic Database.
- Access to edit the portion of the USSVI On-Line Data must be granted by the National office.
- Typically only the Membership Chairman and the Base Commander will have this access but others may be granted access at the Commander's direction.
- A Member may update his own information in the data through the USSVI website. Any changes made in this way are flagged to the Membership Chairman before being finalized to ensure consistency of information.

### **The USSVI On-Line Data**

- New members, member information updates, dues payments and eternal patrol information are entered into the USSVI on-line data. Updating dual address member locations when notified by the member is also required. Adding to, updating and printing reports from the USSVI data requires a PC with MS Internet Explorer 8 or 9, other programs will not work. There is an on-line set of instructions provided.
- The Membership Chairman shall ensure that Perch Base membership information is as accurate and up to date as possible.
- The Membership Chairman will act as liaison with the USSVI National Office and National Officers for membership and on-line data issues.

### **The Perch Base Electronic Data**

- The Membership Chairman maintains a MS Excel data record of Perch Base membership information. The data will typically include the membership information found in the USSVI member data and other information needed for activities. This other information should at least include the following:
  - Member Contact information
  - Re-enlistment dues status
  - USSVI longevity years
  - Holland Club Members
  - Eternal Patrol list
  - Life Member list
- Typically the main data has separate worksheets for Current Membership List (showing Last Name, First Name, Status, Address, State, Zip Code, Telephone, and Email Address), Holland Club, Deceased, Perch Base Life, and several other categories.
- At no time will any membership data be made available to any outside entity and is considered an internal document.
- The only exception is sharing some of the data with USSVI to the extent necessary to maintain the USSVI On-Line Data.

### **Members Contact Information**



- Members are responsible for keeping the Membership Chairman informed of their current address, phone number and e-mail address. To facilitate updating the national data, Dual Members who maintain 2 addresses must inform their PRIMARY when they shift between addresses.

### **Roster**

- A roster of active Members is developed and maintained by the Membership Chairman using the information in the data and is provided to all Officers electronically.
- A hard copy of the Roster will be available at Meetings for any member to view.
- The Roster will include the name, address, phone number, e-mail address and membership status of all members.
- When a person holds dual membership their Primary will be indicated.

## **SECTION V - MEMBERSHIP**

### **Regular Membership Eligibility**

- Qualifications for Membership:
  - The membership of Perch Base shall consist of persons qualifying as stated in the USSVI National Constitution and By Laws and who agree to be bound by these bylaws.
- Qualifications Summary:
  - Regular Membership is restricted to all personnel having been designated "Qualified in Submarines" and to all personnel who served on a U.S. Submarine, or in a Submarine relief crew while on active duty between December 1, 1941 and September 1, 1945. Those members, who have been discharged from the Armed Forces of the United States, shall have been discharged under honorable conditions.

### **Membership Status**

There are several categories of USSVI and Membership

- **Regular Member** – Regular Members are those who have been qualified in submarines as specified above and who choose to pay their USSVI and dues annually.
- **Associate Members** – 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:
  - A Regular Member may sponsor a family member (no limit) up to two degrees of consanguinity (blood line relationship) of a regular member, including adoptive children of the Regular member.
  - A Regular Member may sponsor one additional non-family related member for Associate Membership who has demonstrated a strong interest and support of the US Submarine Service by their deeds or actions and is at least sixteen years of age, subject to prior approval by the National Junior Vice-Commander (NJVC) who is the National Membership Chair. Approval is obtained by sending a letter of recommendation, e-mail or snail mail, of why the non-family member supports or has interest in USSVI to the NJVC.
  - A Regular Member may also sponsor one additional non-family related U.S. Military service member, Active or Veteran, for Associate Membership, who has demonstrated a strong interest and support of the US Submarine Service by their deeds or actions, subject to prior approval by the NJVC. If separated from service, it must have been under honorable circumstances.
  - Some examples of interest and support: Submarine Book author, Sub Tender service, Intel Rider, Museum submarine docent, Submarine Historian or provides some other demonstrated service to advance the US Submarine force, subject to prior approval by the NJVC.
  - Each Associate Member must be continuously sponsored by a Regular Member in good standing

- Associate Members are eligible for National and Base Annual Membership, and must also retain their membership in an established base to maintain their national USSVI membership. Member At Large status is not available to Associate members.
- Associate Members may vote on Perch Base matters and may hold appointed Base offices but are ineligible to vote in the National/Region elections and cannot hold National elected office.
- An Associate Member must have a Regular Member in good standing as a sponsor at all times to be a member of USSVI. 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 may assume sponsorship of the Associate Member. If no other member will assume the sponsorship, the Associate member will be dropped from membership. If the sponsoring member goes on Eternal Patrol, another Regular Member or the base itself may assume the sponsorship of the Associate Member, but if no other member or the Base will assume the sponsorship, the Associate member will be dropped from membership.
- If the Associate Member is the widow, widower, child or grand-child of a deceased Regular Member who was in good standing at the time of death, another regular member or the deceased member's Base may automatically assume the sponsorship.
- Current Associate Members in good standing at the time of this section change are 'grand-fathered,' which means they will retain their membership status even though they may not meet the new requirements.
- Associate members shall pay their USSVI and Base dues annually and are not eligible for life membership in USSVI or the Base.
- Any non-Life Associate member without a sponsor on the first week of February of each year will be removed from USSVI for violation of the USSVI C&B's. Perch Base will be notified in a timely manner to allow the Base to make corrections before the deadline.

#### **Definitions:**

1. **USSVI Life Member** - Any Regular Member who chooses to pay the one-time USSVI Life Member fee.
2. **Perch Base Life Member** - Any Regular Member who chooses to pay the one-time Perch Base Life Member fee.
3. **Holland Club Member** – A Regular Member who has been inducted as a member of the Holland Club.
4. **Dual-Members** – A Regular or Associate Member who chooses to belong to more than one at a time. The person must choose which of these will be their "Primary." The Member shall pay USSVI dues and vote through their Primary.

**New Members** - Perch Base gets new members in the following ways.

- Hard Copy Applications - When a hard copy application is received the Chairman should verify that all required information is provided and the correct dues have been tendered. The USSVI and Base data are then updated to reflect the new member and dues payments provided to the Treasurer for processing.
- All applications of new members shall be accompanied by proof, when requested, of eligibility to be a regular member as specified above.
- Acceptable proof will be a Form DD214
- A letter from his Commanding Officer
- A copy of his signed off qualification card
- Or the signature of a regular member in good standing attesting that the application is correct to the best of their knowledge, all shall be accepted.
- Referrals from USSVI
- Referrals from the USSVI National office are generally made when a person joins USSVI on-line or at a convention but may be just a verbal referral to the Base.

- The USSVI National Office will enter the member information into the on-line data and collect the necessary dues. If the person has indicated the desire to join Perch Base, the USSVI National Office will collect those dues as well and credit the Base.

### Base-to-Base Transfers

- Transfers from other bases can be processed in two ways
- The member can contact the USSVI National Office directly by phone, email or “snail mail” and request a primary change from his current base to Perch Base.
- The USSVI National Office will then make the change and notify both the original primary and Perch Base by email. The person should also provide Perch Base with a hard copy application of the basic contact information.

#### **NOTE:**

The member can provide the Perch Base with a hard copy application with the basic contact information indicating that they wish to change their Primary to Perch Base. The Perch Base Membership Chairman contacts the USSVI National Office by e-mail, with copies to the old Primary and the affected member, requesting the Primary change to Perch Base. The email must state “At the request of “member’s name” please change his primary from “the old” to Perch Base”.

### Detailed Definitions

- **Dual Membership** - A person who is already a member of USSVI and another base can choose to become a member of Perch Base without giving up membership in their other base. To do so, the individual fills out a hard copy application for Perch Base providing their local contact information and indicating which other base they belong to. They should also indicate if they want to make Perch Base their Primary. The Perch Base Membership Chairman will update the USSVI and Perch Base Data to reflect the member’s dual status.
  - Anytime a new member joins Perch Base the Membership Chairman will notify the BOD of the new member, provide contact information to the Communications Officer and should contact the person to welcome them to the Base and make sure they are aware of the meeting time and location. The Communications Officer should provide the new member with the latest copy of the newsletter.
- **National Dues** - Members who are not USSVI Life Members or Holland Club Members shall pay their national dues annually. The dues amount is set by the national office and collected by the Member’s Primary base. The national dues cover the period from January 1 thru December 31. Members not paying their national dues by December 31 are no longer active members and can lose their longevity.
- **USSVI Life Membership** - Regular Members may choose to pay a one-time dues payment for Life Membership in USSVI. The amount paid is age dependent and set forth by USSVI. Persons wishing to become USSVI Life Members should contact the Membership Chairman of their Primary and provide the appropriate payment. USSVI will provide the member with a Life Membership card and number. This number will be reflected in the National and Base data and on the Roster.
- **Holland Club Members** - Holland Club Members are subject to National and Base Dues to the same extent as other Regular Members of the organization. Holland Club Members inducted prior to September 2010 are “grandfathered” and will continue to pay no national or Base dues.
- **Perch Base Dues** - Members who are not Perch Base Life Members, or Holland Club Members, shall pay their dues annually. Perch Base dues are specified in Attachment A, “Dues Schedule” and cover the period from January 1 thru December 31.

- New members who join between January 1 and September 30 will pay the annual dues amount to cover them for the full year in which they join. New Members who join between October 1 and December 31 will pay the amount specified in Attachment A “Dues Schedule” which will cover them for the remainder of the year in which they join and the following full year.
- Members not paying their dues by December 31 are no longer considered active members. Members wishing to regain their active status are responsible for paying any dues in arrears plus a late fee as specified in Attachment A, “Dues Schedule”.
- **Perch Base Life Membership** - Members, who are Life Members of USSVI, may choose to pay a one-time dues payment for Life Membership in Perch Base. The amount paid is age dependent and is specified in Attachment A, “Dues Schedule”.
  - Persons wishing to become Perch Base Life Members should contact the Membership Chairman and provide the appropriate payment. The Membership Chairman will provide a Perch Base Life Membership card and number. This number will be reflected in the national and data and on the Roster.
- **Dues Payment Early Bird Drawing** - Any member returning their dues payment and reenlistment form by the end of October will be entered into an early bird drawing. To be entered in the drawing, the dues payment must be postmarked no later than October 31. One member in the early bird drawing will be selected by random drawing at the annual awards function. The winning member will be exempt from paying Base dues in the following year.
- **Reenlistment** - Notice of National and dues renewal (reenlistment) for the following year shall be sent out to all regular and associate members who pay dues annually by the end of the 1st full week in October. Reenlistment payments and forms shall be returned to the Membership Chairman by December 31 of that year.
  - The Membership Chairman will update the national data and forward the payments to the Treasurer for deposit. The Membership Chairman will keep the Treasurer apprised of the amount due USSVI for national dues. The Treasurer will make payment to USSVI to cover these national dues.
  - National dues can only be processed by a member’s Primary Base.

o

## **SECTION VI – SPECIAL MEMBER CATAGORIES**

### **Holland Club Nomination and Induction**

- Any member, who has been designated “Qualified in Submarines” for more than fifty (50) years, is eligible to become a member of the USSVI Holland Club.
- At the beginning of the fourth quarter of each year the Membership Chairman will review the USSVI data and determine all those members who will meet the eligibility requirements for induction into the Holland Club during the following year.
- The Membership Chairman will prepare a list for the Commander to forward to the USSVI National Office and the Holland Club National Chairman nominating the listed members for induction in the Holland Club. The National Office provides the necessary certificates and patches. The Commander will provide the Storekeeper with a listing of any other items needed for the induction ceremony.
- The Holland Club induction ceremony will be conducted at the annual Awards function usually held in January or at another special Base occasion such as the annual picnic. To ensure the documentation is received from National in time for the Awards function, the nomination list must reach National by mid- December.

### **USSVI Longevity Awards**

- Prior to the annual awards function the Membership Chairman will review the USSVI data and determine which members are due for a USSVI Longevity award pin.
- The pins are awarded in five (5) year increments beginning at 5 years. The Membership Chairman will provide the Commander with a list of members due an award pin and the year designation of the pin.
- The Membership Chairman will ensure that sufficient pins are on hand to be awarded. Longevity Awards will be made at the annual Awards function.

## **SECTION VII - VESTS, HEADGEAR AND APPEARANCE**

### **Vests**

Vests, if anything, are the single identifying items of USSVI shipmates. Vest shall adhere to the following guidelines:

- Vests should be blue; either a medium blue or Navy blue (See photographs.) For formal occasions, a white vest (with white hat) may be worn. "Formal" shall be designated for the event for this to be applicable.
- Vest may be plain, with gold or yellow piping, or with gold or simulated-gold braid (See picture.)
- Buttons may be plain or gold.



- It is strongly recommended that new vest purchases be arranged through the Perch Base Storekeeper and our contact seamstress for conformity.
- Front left shall have embroider-applied USSVI patch with the words "ARIZONA SUBVETS" above and "PERCH BASE" below.
- The back patch and wording shall be as indicated in the photograph above.
- Other patches, pins and insignia are at the wearer's discretion but should generally be of a submarine or naval nature.
- Vests SHALL NEVER have material that is risqué, lewd or obscene on them at any time.
- Shipmates must remember that the public will identify USSVI by what a member wears on the vest.
- When wearing the vest, or otherwise identifiable as a USSVI member and specifically Perch Base , a members appearance should generally conform to public dress standards for the particular occasion the member is attending.

## Headgear

(Historical Note: Perch Base had originally, but unofficially, adopted a blue-colored western style hat with a patch on the front. The use of this style has been discontinued because (1) such colored hats have become impossible to find at a reasonable price, (2) members never warmed to the style.)

- Western style hats are still acceptable if:
- Hats are blue, Navy blue or black.
- They have a Perch Base or other submarine patch on the front.
- They do not have feathers or other additional ornamentation not in keeping with a military western hat style.
- Blue ball-style caps are preferred
- Non-submarine related hats are not to be worn.
- Perch Base themed embroidery is preferred.
- General Appearance

**NOTE**

Standards of dress in the Western United States, and Arizona in particular, are more casual than that in other parts of the country.

Nothing shall be construed to force Perch Base members to adhere to a standard they would not find acceptable at home.

**SECTION VIII - PUBLIC RELATIONS**

(The official position of the Public Relations officer has been abolished by the Perch Base BOD. Because of the various avenues of public relation, these duties are divided on a case-by-case basis.)

**General**

- Activities for Perch Base should be coordinated with the Event Coordinator. It is his responsibility to notify the BOD of these events and assist in defining the public relations value of such event.
  - The Commander shall assign public relations responsibility for each event as he determines with the assistance of the BOD.

**Written Communications**

- This media shall be furnished at the direction of the Commander, Secretary and Communications Officer.
- In all cases, USSVI and Perch Base should be shown in a positive light.

**Web Page and Newsletter**

- The Web Master is responsible for web page content and the public image contained therein. In addition to his own initiative, the Communications Officer will offer input, and both will entertain suggestions and advice from the Perch Base officers and members.
- Special web-based public relations campaigns shall be at the approval of the Commander.
- Media appearances representing Perch Base shall be by the Commander or his designee.
- Both the web page and newsletter SHALL NOT contain any material that would not be acceptable to generally accepted ethical standards.

**SECTION IX - FINANCIAL PROCEDURES**

(NOTE: The following procedures provide guidelines for the spending of and accounting of Base funds. Generally, Base funds are used for the efficient and effective running of the Base activities. The Base fiscal year is January 1 to December 31.)

**Base Expenses**

Base funds are primarily spent by the Base Officers to allow them to carry out their assigned duties and responsibilities.

- Base Officers shall develop an annual budget for their anticipated spending during the following fiscal year by the end of October in the preceding year. The budgets should consider the usual and customary spending for each Officers area of responsibility. Each Officer's budget should contain a contingency amount to allow for unforeseen purchases, price increases, etc. The budgets are



submitted to the BOD for their concurrence prior to the end of the fiscal year proceeding the year they cover.

- Base Officers may spend their budgeted funds without any prior approval, submitting their expenses, along with applicable receipts, to the Treasurer using a Perch Base Expense Report, ATTACHMENT B.
  - If the expense is outside the budgeted amounts, is unusual in amount, unexpected or not usually necessary to the efficient operation of the Base, the Officer shall submit it to the BOD for further action prior to incurring the expense.

### **Capital Expenditures**

- For the purposes of this procedure, Capital Equipment is considered to be any piece of equipment or software not included in a Base Officer's budget and having a potential dollar value of \$250.00 or greater.
- Purchases of capital equipment shall only be made with the prior approval of the BOD. Proposals to purchase Capital Equipment shall include:
  - A complete description of the item(s) to be purchased,
  - The reason for the purchase,
  - The proposed uses for the item(s)
  - The estimated cost of the item(s),
  - An estimate of post purchase costs for storing, maintaining, and/or insuring the item(s)
  - At the time of the request in made to purchase the capital equipment the BOD may direct that prices for the item(s) or similar item(s) be obtained for comparison prior to making a final decision. The decision of the BOD shall be reflected in the BOD Meeting Minutes.

### **SECTION X - FORMAL PROCEDURES**

The following procedures are GENERAL guidelines with the exception of "Tolling for the Boats" and "Holland Club," which should be followed as written.

#### **Regular Monthly Meetings of Perch Base**

- The Commander (Vice Commander) may deviate from the standard agenda for the good of the Base and at their discretion.
- The standard agenda for meetings of the membership is as follows:

#### **NOTE**

Unless otherwise specified, the Commander or his alternate will be in charge of all Meetings and responsible for directing the actions described in this procedure.

- **Call to Order** - The Commander will call the meeting to order by announcing, "The meeting of the Arizona SubVets, Perch Base will now come to order,.." and ask if everyone has signed the sailing list.
- **Invocation (Chaplain)** - Ask the Chaplain or another member to lead the membership in a prayer of invocation. Everyone should remain standing for the Pledge of Allegiance.
- **Pledge Of Allegiance** - Ask one of the members to lead the group in the "Pledge of Allegiance". Members should face the US Flag, remove hats and other head gear, place their right hand over their heart and recite the pledge. NOTE: VETERANS ARE NOW ALLOWED TO SALUTE THE FLAG IF DESIRED. IF SO, THE INDIVIDUAL SALUTING SHOULD REMAIN COVERED.

- **Dedication (USSVI Purpose)** - Read the following dedication: “We dedicate this meeting to our Shipmates on eternal patrol, to perpetuate their memories in our lives and to honor our Shipmates on active duty in service of the first line of defense of our Nation.”
- **Moment Of Silence For Departed Shipmates** - Instruct the membership to bow their heads and observe a moment of silence with the following: “Let us at this time, with a moment of silent prayer, remember our Shipmates who made the supreme sacrifice that we may gather here in peace.”
- **Monthly Tolling for The Boats** - Read the name and hull number of boats lost during the current month, including the lives lost with its sinking. After each boat is completed, the ship's bell shall be struck one time.
- **Introduction of New Members and Guests** - Introduce all new members attending their first meeting and ask sponsors to take the floor and introduce their guests.
- **Acceptance of Minutes from Last Meeting** - Ask the membership to move that the minutes be approved as published in the newsletter - thereby precluding the formal reading of the minutes. The motion must be made, seconded and approved by voice vote or show of hands.
- **Reading of Treasurer’s Report** -The Treasurer will read a report of the Base’s financial status which will include the beginning balance in all of the Base’s accounts, the total disbursements for the month and the ending balance in all accounts. The Commander should ask if there are any questions. If none, the Commander should announce the report is accepted as presented.
- **Reports by Officers** - Ask elected and appointed officers to report activities of interest to the membership, as well as any assistance or collaboration required by others on their activities.
- **Old Business** - Review the actions taken on items of business brought before the members at previous meetings. Especially action items that were voted on by the members. This may involve calling on other members and officers responsible for actions supporting the items of unfinished business.
- **New Business** - Introduce any new items of business for consideration by the membership. Typically these are items requiring discussion and approval by the members. Ask the members for any business items they might have for discussion or action by the members.
- **Items for the Good of the Order** - This is the place for discussions and exchange of information that will or is likely to impact the Base or its members. Items in this phase of the meeting usually do not require motions or approval by vote.
- **50-50 Drawing** - This is the point in the agenda when the 50-50 drawing is held.
- **Benediction** - Everyone is asked to rise and remove their hats and then ask the Chaplain or other member to lead the members in a closing prayer.
- **Adjournment** - Announce that all business having been completed, the chair would entertain a motion to adjourn. The motion should be seconded and referred to a voice vote of the members. After which, announce that the meeting is adjourned.

### **Conduct of the BOD Meetings**

#### **NOTE**

Unless otherwise specified, the Commander or his alternate will be in charge of all Meetings and responsible for directing the actions described in this procedure.

- The standard agenda for BOD meetings is as follows:
  - **Call To Order** - Address the BOD and announce; “The meeting will now come to order.”

- **Reading Of The Minutes** - Ask the /Board Secretary to read the minutes from the last meeting of the BOD. Following which, the board members should be asked for comments; a motion requested to approve the minutes as read or as amended; a seconding of the motion; and a vote to approve the motion.
- **Reading of The Treasurer's Report** - Ask the Treasurer to read a report of the Base's financial status. The Treasurer should report the beginning balance in all of the accounts, the total disbursements for the month and the ending balance in all accounts. After the Treasurer has completed his report, the Commander will state the report will be accepted as presented.
- **Old Business** - Review the actions taken by the Board at their last meeting and solicit or report current status of actions associated with each item.
- **New Business** - Items are presented at this time that have not been previously discussed and decided by the Board. Go through the items from the current agenda and then ask the other board members for additional items of new business for consideration by the Board.
  - Any item requiring approval of the Board should be opened for a motion to approve/disapprove the item, followed by a seconding of the motion and a vote by the board members. Items of business that are to be brought before the general membership for discussion or consideration may also be reviewed by the Board as new business.
- **Adjournment** - Following completion of the business before the BOD, announce that all business having been completed, entertain a motion to adjourn. After the motion is made and seconded, ask for a voice vote approving the motion to adjourn. After an affirmative vote, announce that the meeting of the Perch Base BOD is hereby adjourned.

#### **Sailor of the Year Selection and Award**

- An ad hoc committee comprised of the Commander and all past Commanders is formed for the sole purpose of selecting Sailor of the Year.
- The selection is entirely at this committee's discretion but GENERALLY the following factors should be considered:
  - Member who is dues current, preferably a Life Member.
  - A member who has contributed significantly of his own time and efforts in furthering the goals and objectives of USSVI and Perch Base.
  - The amount of money contributed to the Perch Base Foundation MAY NOT be a consideration in selecting Sailor of the Year.
  - Interface with, and help given to, other members should be weighed heavily in the selection.
- The selectee is held secret and announced at the annual Awards Ceremony by the Commander or his designee.

#### **Parades and Public Events**

These activities are where the public sees USSVI and Perch Base. Each member should always keep in mind that their appearance and conduct will be used by the public to judge our organization.

- **Purpose of the participating in events**
  - Encourage people to understand the sacrifice of those boat sailors who went before us.
  - Encourage a general interest in submarines and submarine service.
  - With the float, promote and solicit interest and financial support in projects selected by the Board of Directors and approved by the membership.
  - Enjoy the fellowship of brother submariners during the event itself.
  - Recruit new members for USSVI and Perch Base.

- **Receiving and Setup of Events**
  - Any member who receives any event requests should forward the contact information to the Event Coordinator.
  - The Event Coordinator gets all details and requirements for the event and does the following:
    - Notifies the Commander of the event. The Commander has the responsibility for notifying members (meeting New Business) and ensuring a sufficient number of members participate.
  - Contacts the Chief of the Boat to arrange logistics and staging for the event.
  - Contacts the Web Master to place the event in the on-line calendar and other needed web-d publicity.
  - Contact the MidWatch editor to publicize the event.
  - Follow up with the event sponsor as needed.
- **Conduct at Events**
  - Members should wear vests and acceptable headgear for each event.
  - All members should be aware of any challenge to float and equipment. Any damage should be reported to the COB as soon as possible.
- **Attendance**
  - As many members as possible should participate in each event. It is recognized that time and distance will greatly limit this.
  - Two annual events are considered mandatory if at all possible for all Perch Base members:
    1. Phoenix Veteran's Day Parade
    2. Memorial Day Ceremony at the Phoenix National Cemetery.

**Attachment A**

**USSVI & PERCH BASE DUES SCHEDULE**

**NATIONAL**

ANNUAL (Jan. 1 to Dec. 31)	\$25.00
3 year payment	\$70.00
5 year payment	\$115.00
New Member joining Jan. thru Sept	\$25.00
New Member joining Oct. thru Dec. (includes the following year)	\$30.00
Life Member Age 76+	\$100.00
Life Member Age 66 thru 75	\$200.00
Life Member Age 56 thru 65	\$300.00
Life Member Age 46 thru 55	\$400.00
Life Member Age thru 45	\$500.00

**PERCH BASE**

**(Effective 1 Sept 2021)**

ANNUAL (Jan. 1 thru Dec. 31)	\$20.00
3 year payment	\$55.00
5 year payment	\$90.00
New Member Joining Jan. thru Sept.	\$20.00
New Member joining Oct. thru Dec. (includes the following year)	\$25.00
Life Member* Age 76+	\$80.00
Life Member* Age 66 thru 75	\$160.00
Life Member* Age 56 thru 65	\$240.00
Life Member* Age 46 thru 55	\$320.00
Life Member Age thru 45	\$400.00

**\*SPECIAL NOTE:** By USSVI Constitution & Bylaws, a REGULAR Member CANNOT become a Base Life Member without first being a USSVI Life Member. New Associate members and Associate Members after Sept. 2012 CANNOT become USSVI or Base Life Members. All Associate Members MUST have a sponsor or they will be dropped as a USSVI Member. All new Associate Members Must have a sponsor listed on their application form to comply with IRS rules for a 501©19 Veterans Organization. (PPM-2016.01)

**Attachment B**  
**EXPENSE REPORT FORM**

(All expenses of the Base are now reported on an electronic form that is located on the Perch Base Web Page)

## Attachment C EQUIPMENT MAINTENANCE

### Honda Portable Generator

The portable generator maintenance is based on hours of operation listed in the following table:

#### MAINTENANCE SCHEDULE

REGULAR SERVICE PERIOD (3)		Each use	First month or 20 Hrs.	Every 3 months or 50 Hrs.	Every 6 months or 100 Hrs.	Every year or After each 200 Hrs.
ITEM	Perform at every indicated month or operating hour interval, whichever comes first.					
• Engine oil	Check level	○				
	Change		○		○	
• Air cleaner	Check	○				
	Clean			○(1)		
• Spark plug	Check-adjust				○	
	Replace					○
Spark arrester	Clean				○	
• Valve clearance	Check-readjust					○(2)
• Combustion chamber	Clean		Every 300 Hrs (2)			
• Fuel tank and filter	Clean				○(2)	
• Fuel line	Check		Every 2 years (Replace if necessary) (2)			

**NOTE:** • Emission related items.

(1) Service more frequently when used in dusty areas.

(2) These items should be serviced by an authorized Honda generator dealer, unless the owner has the proper tools and is mechanically proficient. See the Honda Shop Manual.

(3) For commercial use, log hours of operation to determine proper maintenance intervals.

**Appendix D**

**ELECTED AND APPOINTED JOB DESCRIPTIONS**

Note: Each job description may be pulled to act as a separate document.



## **COMMANDER**

- The Commander is the Chief Executive of the Base. He is elected, by the membership to a two (2) year term. The person in this office is limited to two (2) consecutive terms and, at the next inauguration of a new Commander, he becomes the Past Commander. He is a member of, and chairs the BOD. His other duties include:
- Preside over all meetings and activities of the general membership.
- Supervise and audit the performance and activities of all elected and appointed officers and committee chairmen.
- Select and appoint non-elected officers and committee members to responsible positions as necessary and in sufficient numbers to satisfy the needs of the organization, its goals and objectives.
- Act in conjunction with members of the BOD in formulating and carrying out national and local organizational policies and procedures.
- Approve or endorse all correspondence between Perch Base and all outside entities including the national officers of the USSVI.
- Keep the District Commander and Regional Director informed of functions and activities on a regular and routine basis.
- Assign duties and responsibilities to officers, committees and members in the conduct of operations and functions.
- Serve as the representative to the USSVI National Organization.
- Conduct operations in accordance with the Base's and USSVI Constitution and By Laws and Policies and Procedures Manuals.

## **VICE COMMANDER**

- The Vice Commander is elected to a two (2) year term by the Base membership and is a member of the BOD. Nothing precludes the Vice Commander from running for repeated terms. The Vice Commander's duties are:
  - Serves as assistant to the Commander.
  - Presides over meetings and activities of the general membership in the absence of the Commander.
  - Presides over all meetings of the BOD in the Commander's absence.
  - Assists the Commander in supervising and auditing the performance and activities of all elected and appointed officers and committee chairmen.
  - Recommends candidates and consults with the Commander in the selection and appointment of non-elected officers and committee members.
  - Acts in conjunction with other members of the BOD in formulating and carrying out national and local organizational policies and procedures.
-

### **IMMEDIATE PAST COMMANDER**

- This individual is the immediately preceding Commander before the current Administration. He serves until "relieved" by a new ex-Commander. He is a Member of the BOD.
- The Past Commander is also a member of the ad hoc committee consisting of other ex-commanders that, along with the current Commander, shall have the sole responsibility for selecting the "Sailor of the Year," which is awarded at the annual Awards Banquet. The members of this group are excluded from this award while serving as Committee members.
- Other duties include:
- Acts as an advisor to the Commander.
- May also be assigned to chair various committees (standing and ad hoc).
- Serves as a "technical advisor" to other officers on matters related to conduct of business.

## **SECRETARY**

- The Secretary is a member of the BOD. The Secretary has the responsibility to conduct the correspondence of the organization, issue notices of meetings of the organization and keep minutes of their proceedings. His (or her) duties include:
- The Secretary is custodian for the Base records.
- The Secretary maintains a record (minutes) of the proceedings of all formal meetings of the BOD, Executive Board and General Membership. This shall include the results of any matters that are voted upon in any of the venues.
- The Secretary creates and submits formal correspondence for approval and/or endorsement by the Commander and/or Vice Commander. Approves or endorses correspondence between Perch Base and all outside entities including the national officers of the USSVI when acting on behalf of those officers when absent.
- He maintains attendance records ("Sailing List") for all formal meetings of the membership and shall keep these lists with the minutes of that meeting.
- The Secretary produces and transmits the minutes of all meetings of the regular membership to the Communications Officer for dissemination to the membership.
- The Secretary also produces and transmits the minutes of BOD meetings to the Communications Officer or designated group for permanent storage, preferably on a secure non-public portion of the web page. All minutes are submitted for the purpose of approval/amendment by the appropriate audience.
- The Secretary assists the Commander or other assigned officer(s), in drafting, publishing and distributing printed correspondence, policies, procedures, information notices and directives.
- Receives, reviews and forwards, for approval by the BOD, requested amendments to the Perch Base Constitution and By Laws, Policies and Procedures, and other documents established as operating criteria.
- The Secretary shall perform other duties as assigned by the BOD or the Base Commander.

## **TREASURER**

- The Treasurer is a member of the BOD and acts as the Chief Financial Officer of the Base. Specific duties include:
- He shall establish and maintain one or more checking, savings, CD or money market type accounts with an established institution that provides for "insured account" coverage (either FDIC or other). This includes reconciling each account monthly.
- The Treasurer receives monies (checks, cash or electronic transfers) and insures that the funds are deposited within a reasonable time (preferably less than one week after receipt).
- The Treasurer will pay the Base's bills in a timely manner ascertaining the accuracy and validity of the bill as well if the bill is within budget. If a bill is not within budget, he shall submit it to the BOD for approval. The bills to be paid should be regularly recurring or routine bills. Other bills to be paid should be approved by the BOD.
- He shall provide the BOD and the membership a financial statement at the end of each calendar month at the monthly formal meeting when held.
- The Treasurer will turn over all books and financial records to a relieving treasurer. He will assist in the arrangements to remove outgoing his (as outgoing) signature from all financial accounts and initiate new signature records for the incoming Treasurer.
- He will oversee the transfer national membership dues to the National Office in a timely manner.
- He will maintain the Base's financial information on a cash basis of accounting.
- The Treasurer shall file control reports to the USSVI National Office, as required.
- He will assist, in conjunction with the COB, in maintaining an inventory of all -owned capital equipment of significant value (more than \$1,000).

## COMMUNICATIONS OFFICER

- The Communications Officer's primary tools are the Base's newsletter, the "MidWatch" and Flash Traffic messages. He also closely coordinates with the Base Web Master for inclusion of material in the Base web page ([www.perch-base.org](http://www.perch-base.org).)
- He should try and create the Perch Base "MidWatch" as much as possible using MS Word with headers and other such graphics in "jpg," "png" or "pdf" format to simplify job requirements and facilitate easier transfer of this job if needed. In this he is responsible for the content and quality of this input. The Communications Officer also acts as the Base's point of contact (POC) with USSVI National. The Communications Officer is a member of the BOD.
- The duties of the Communications Officer include:
- The Communications Officer will advise and assist the Commander on all printed and web material produced for the Base.
- With the coordination of the Membership Chairman, the Communications Officer will maintain an e-mail distribution list of all Base members capable of receiving information electronically. Messages via this distribution list will be the primary method of updating the Base members on an immediate basis.
- The Communications Officer works closely with the Web Master to ensure all Base communication products have a consistent and appropriate message.
- The primary method of delivery of the newsletter will be electronically via e-mail. Only when absolutely necessary, shall a hard-copy of the newsletter be mailed to a member.
- The publish date should be early enough in each quarter such that Members have a chance to receive it prior to the first month's meeting in that quarter.
- He shall maintain an archive of the past issues and have these available on the web page.
- The Communications Officer will create and electronically distribute "Flash Traffic" messages to the Perch Base Membership. These messages are based on National USSVI input, directions from the Base Commander or other needs as appropriate.
- Flash Traffic messages will be sequentially numbered each month.
- Past Flash Traffic messages are archived on the Perch Base web page.

## **WEB MASTER**

The Base's Web Master's duties are to maintain the web page at [www.perch-base.org](http://www.perch-base.org). These duties include:

- Ensuring the web page is designed to attract new members to join Perch Base.
- Provide a one-stop shop for pertinent information for current members, and
- Attract a general audience to submarines and activities of Perch Base.
- Act as the sole interface with the web server company, currently Verio.
- Ensure that, to the best of his ability, that the web page is current, accurate and relevant as possible.
- Coordinate with Communications Officer in preparing a consistent message as directed by the Commander or decided upon by the BOD.
- Ensure the web page is always in good taste, non-political and reflects the good name and ideals of Perch Base and USSVI.

## **MEMBERSHIP CHAIRMAN**

- The Membership Chairman is a member of the BOD. The Membership Chairman has the following duties:
- Keep the BOD apprised of membership contact information and status.
- Maintain the electronic database of the Base.
- Update the USSVI national on-line data with member information.
- Act as liaison with the USSVI office on membership and data issues.
- Receive and process applications for membership in USSVI and Perch Base as well as referrals and transfers.
- Run the annual re-enlistment drive.
- Collect new member and re-enlistment dues payments and Booster Club donations and provide all funds collected to the Treasurer in a timely manner.
- Maintain the listing of Perch Base Life Members and provide Life Member cards.
- Provide the Commander with an annual list of members for induction into the Holland Club.
- Provide an annual listing of member USSVI longevity awards.
- Maintain hard copies of membership applications and re-enlistments



## EVENTS COORDINATOR

- The Perch Base Events Coordinator is responsible for ensuring that outside events such as parades, static displays, etc. are carried out in a manner that supports the Base's goals. The Events Coordinator is a member of the BOD. The Event Coordinator will:
- Act as the primary interface with the outside organizations requesting participation in an event or activity.
- Ensure commitments for participation in an outside event or activity are approved by the BOD.
- Provide on-going communications, with the Commander's approval, with the organization requesting participation.
- Ensure any scheduling conflicts are brought to the BOD attention and resolved.
- Ensure any necessary event or activity paperwork is completed and submitted.
- Ensure commitments for participation are provided to the Webmaster for inclusion in the Hot Items web page section and in the applicable MidWatch.
- Ensure Members are made aware of commitments for participation.
- Solicit a sufficient number of Members to participate and support in events and activities.
- Coordinate the preparation of assets for commitment.
- Coordinate the transportation of assets to and from the commitment and their return to storage as required.
- Ensure that the event-specific person in charge (PIC) has copies of the "Float Safety Checklist" and the "Parade/Static Display Checklist" both available on the web page at [www.perch-base.org/Policies\\_Procedures/Checklists.htm](http://www.perch-base.org/Policies_Procedures/Checklists.htm). These forms must be completed and e-mailed to the Base COB for necessary maintenance tracking.

## CHIEF OF THE BOAT

- The Chief of the Boat (COB) is a member of the BOD. The following are the duties of the COB:
- The COB shall report directly to the Commander on the status and/or problems in conducting any of his duties.
- The COB shall be responsible for ensuring that the meeting place for Base meetings is ready and in order to conduct business. In this capacity, the COB may use any and all personnel assets of the Base.
- The COB shall be responsible for the physical positioning of assets and equipment, including the USS Phoenix (SSN-702) float and accessories, as needed for events. This DOES NOT mean that the COB must have physical possession of these assets and personally position them, but he IS responsible for delegation and verification of positioning.
- The COB shall ensure a responsible party is assigned to perform a safety walk-around of assets and equipment, including borrowed or rented equipment, prior to being used for any Base activity. This walk-around shall verify that the asset or equipment appears safe and suitable for the intended use.
- The COB is responsible for arranging any "working parties," such as needed for the refurbishment of the torpedo at the Memorial Cemetery. He shall also ensure that any needed supplies or equipment is available for such working parties.
- The COB will receive the checklists from each event involving Base equipment (lists located at [www.perch-base.org/Policies\\_Procedures/Checklists.htm](http://www.perch-base.org/Policies_Procedures/Checklists.htm)) and ensure that preventative maintenance is performed on equipment as required. Appendix C lists maintenance that is known for various items.
- The COB shall perform other duties as assigned by the BOD or the Commander.

## **STOREKEEPER**

- The Storekeeper is a member of the BOD and is responsible for the merchandise the Base maintains for sale and awards purposes. He is the sole-source for identifying, locating, purchasing, storing and selling all such merchandise. His duties include:
- The Storekeeper will identify items that he thinks should be purchased and stocked by that would sell and support the principles of Perch Base and USSVI.
- He will seek the advice and approval of the BOD prior to purchase of new items.
- He will be receptive to requests for stocking new items but will at all times use his best judgment and the sense of the BOD in purchasing decisions.
- He will maintain inventory of items as deemed adequate with the advice and consent of the BOD.
- The Storekeeper will maintain an inventory of all items in the Store and present this inventory to the BOD twice each year. He shall maintain a running inventory at all times that would allow a reasonable "snapshot" of goods at any time.
- He will always try to negotiate the best price and/or deal on all items purchased.
- The Storekeeper will act as the primary interface for any member wanting a vest made.

## **CHAPLAIN**

- The Chaplain is a member of the BOD. The Chaplain's duties include:
- Follows all duties in accordance with the USSVI Chaplain's Manual.
- Gives the opening and closing prayers at meetings and other functions as assigned.
- Is the single point of contact for information and assistance to all members who are ill, hospitalized, in need of spiritual assistance or otherwise need help not covered elsewhere?
- Send condolence and get well cards in the name of the Base.
- Visit hospitalized members and provides what spiritual assistance is necessary and possible.
- Organize all assistance requested by family for members departing on "Eternal Patrol."

## **HISTORIAN**

- The Historian is the Base archivist and also a member of the BOD. His duties include:
- He is responsible for collecting and preserving all documents and artifacts of historical value to the Perch Base.
- The Historian will collect and compile a historical summary of the Perch Base from inception, and provide historical information to the BOD and the membership as requested.
- The Historian will be the repository for all awards, trophies and other tangible items won by- or given to-the Base.
- The Historian retains any needed backup copies of the newsletter that are not electronically saved by the Communications Officer.