

UNITED STATES SUBMARINE VETERANS INC.

Appalachian Base

Established 07 February 2026

BYLAWS

09 February 2026

The Appalachian Base of the United States Submarine Veterans, Incorporated (“**USSVI**”) adopts in whole as its own, the Constitution of the National Organization of the USSVI (“**National**”). Should these Base Bylaws (“**Bylaws**”) conflict with the USSVI National Constitution or USSVI National Bylaws, National shall have precedence. The accepted formal name for the Appalachian Base shall be The Appalachian Base of the United States Submarine Veterans, Incorporated. Within National it may be referred to as the Appalachian Base (“**Base**”). In the interest of clarity in press releases and other communications with outside entities and the media, the Appalachian Base may also be referred to as the Appalachian Chapter of USSVI. The fiscal year for the Base will be from 01 January to 31 December.

Article I. PURPOSE/CREED

Section 1. The purpose/creed of USSVI is 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 may be a constant source of motivation toward greater accomplishments, and to pledge loyalty and patriotism to the United States of America and its Constitution.

Section 2. In addition to perpetuating the memory of departed shipmates, USSVI shall provide a way for all submariners to gather for their mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. The USSVI supports a strong U.S. Submarine Force.

Section 3. The Base will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have made the supreme sacrifice. The organization will also endeavor to educate all third parties it comes in contact with about the service our submarine shipmates performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

Article II. DUES

Section 1. The annual dues of the Base will be established at the first Base meeting and may be changed by the BoD as needed.

Section 2. National and Base dues are owed and payable on or before 01 January of each year. Beginning on 01 January, a non-renewed member will be considered in arrears. National annual dues not paid by 31 January results in a member being dropped from all National and Base rosters. Base dues not paid by those who are National Life members on or before 31 January are lapsed. Members whose Base dues are lapsed on 31 January of a current year will be dropped from the Base roster.

Article III. MEMBERSHIP

Section 1. General

- a. To be a member of the Base, membership in good standing with National is required.
- b. A member is considered to be in good standing if both National and Base dues have been paid for the current year. Members may join any number of bases. One base shall be selected as their primary base and all others as secondary (“**Dual Base(s)**”). Members may vote only from their primary base in the National elections.

Section 2. Founding Members (“**Plank Owners**”)

All members who were present at the organizational meeting of 07 February 2026 and who joined the Base immediately thereafter, and were members on the date the charter was issued will be considered Founding Members, also referred to as a Plank Owners. The Membership Chairperson shall maintain appropriate records indicating the status of Founding Members.

Section 3. Charter Members

All members who joined the Base before the charter date will be considered Charter Members, provided they continuously maintain their membership in good standing. The Membership Chairperson shall maintain appropriate records indicating the status of Charter Members.

Section 4. Regular Members

Regular membership is restricted to current and former U.S. Military personnel who have been designated, “QUALIFIED IN SUBMARINES,” by authorized U.S. Navy Command Authority and if discharged from the Armed Forces of the United States of America, must have been discharged under honorable conditions. Proof of qualification and honorable service may be required to be provided to the Base Secretary or Membership Chairperson.

Section 5. Associate Members

- a. Qualification for Associate Membership is as defined by the National Constitution and Bylaws. An Associate Member must have a Regular Member in good standing as a sponsor at all times to be a member of USSVI and the Base.

- b. Associate Members may vote on Base matters and may be elected to the office of Secretary or Treasurer, or both concurrently.
- c. In the event an Associate Member's sponsor cannot or will not continue to sponsor the Associate Member, another Regular Member may assume the sponsorship of the Associate Member. If the sponsoring member goes on Eternal Patrol, another Regular Member or the Base itself may assume the sponsorship if no other Regular Member comes forward to sponsor the Associate Member.

Article IV. MEETINGS

Section 1. General

The general procedure for meetings of the Base shall be in keeping with the normal parliamentary procedures as set forth by Robert's Rules of Order, newly revised.

Section 2. Meeting Schedule

At least one regular periodic meeting of the Base general membership will be conducted monthly. Meetings will be held at a time and place as announced by the BoD and published on the Base website, in the local media, and/or by other means. Additional meetings of the general membership and meetings of the BoD may be called by the Base Commander.

Section 3. Procedure

At all meetings of the Base a moment of silence in memory of all departed shipmates will be observed. Tolling the Boats lost in the month coinciding with the month that the meeting is being held may be conducted at general membership meetings.

Section 4. Agenda. The suggested agenda for general membership meetings may be:

- a. Call to Order by the Presiding Officer
- b. Moment of Silence and Tolling the Boats in memory of our departed shipmates followed by an opening
- c. Reading of the Creed
- d. Pledge of Allegiance to the flag of our country
- e. Request Chaplain to carry out Invocation
- f. Introduction of National and Regional Officers, new members, and guests
- g. Reading and acceptance of the minutes of the previous meeting
- h. Reading and acceptance of the Treasurer's Report
- i. Unfinished Business
- j. New Business
- k. Good of the Order
- l. Announcements

m. Adjourn

Section 5. Quorum

- a. Two elected officers and the members present shall constitute a quorum for the transaction of business at a regularly scheduled general membership meeting and those additional general membership meetings called by the Base Commander.
- b. Three members of the BoD, two of which are elected officers, shall constitute a quorum for the transaction of business at a duly called meeting of the BoD.
- c. Once a quorum has been established, no member absenting himself shall destroy the quorum at either a general membership meeting or a meeting of the BoD.
- d. Each member in good standing shall be entitled to vote in person or online (i.e., active remote session) at any meeting of the Base, or by electronic or postal mail, as necessary.
- e. In the event a quorum is not present, a lesser number may adjourn the meeting to some future time and date.

Article V. OFFICERS

Section 1. The Base Officers

- a. The elected officers of the Base are Commander, Vice Commander, Secretary, and Treasurer. The same individual may hold the offices of Secretary and Treasurer concurrently. The Base Commander may not be the Base Commander of another base simultaneously.
- b. The term of office for all elected officers will be two (2) years. The Base Commander and Treasurer shall be elected in odd years. The Base Vice Commander and Secretary shall be elected in even years. Installment of newly elected and appointed officers shall be at the January general membership meeting. All officers may succeed themselves in office.
- c. Required appointed officers will be the Base PoC and Base Tools Manager. These two appointed positions may be held by elected officers (e.g., the Base Commander may be the Base PoC, the Base Secretary may be the Base Tools Manager).
- d. Additional appointed officers may be Chief of the Boat (“**CoB**”), Chaplain, and Base Storekeeper. Additional appointed positions may include, but are not limited to, Assistant Treasurer, KAP(SS)4KID(SS) Chairperson, Membership Chairperson, Legal Officer, Parliamentarian, Historian, Librarian, and Editor of the Newsletter. Appointed officers and positions are nominated by the Base Commander and their appointment is approved/disapproved by the BoD. Appointed officers and positions serve with no term limits.
- e. The term of office for appointed officers and positions will begin immediately upon being notified that their appointment has been approved by the BoD.

- f. No elected officer or appointment may be paid any salary for services rendered on behalf of the Base.

Section 2. The Base Board of Directors (“**BoD**”)

- a. The BoD shall have the control and general management of the affairs and business of the Base.
- b. The BoD will be comprised of the elected officers, the immediate past Base Commander, and appointed officers of the Base.
- c. Each member of the BoD will have one vote. In the event of a tie vote, the Base Commander’s vote will carry the decision.
- d. The BoD will develop an annual plan (calendar) and budget for the Base each October for the next fiscal year and submit the annual plan and budget to the Base general membership for approval at the regularly scheduled November meeting.
- e. The BoD will approve/disapprove the nominations made by the Base Commander to appointed officer and positions.
- f. Any member of the BoD may be removed from office, for cause, by a two-thirds (66-2/3)% vote of the other BoD members.

Article VI. DUTIES OF OFFICERS

Section 1. The Base Commander

- a. Preside at all Base general membership meetings.
- b. Preside at all meetings of the BoD.
- c. Act as chairperson “Ex-Officio” of all committees, and oversee the performance of all committees, as well as the elected and appointed officers.
- d. Nominate to the BoD for approval all appointed officers and committee chairpersons.
- e. Represent the Base at official functions.
- f. Prepare a turnover package for his/her relief, containing all information and correspondence relevant to the office.

Section 2. The Base Vice Commander

- a. Assist the Base Commander in the performance of his/her duties.
- b. Preside over meetings in the absence of the Base Commander.
- c. Serve on the BoD.
- d. Perform all the duties of the Base Commander should he become incapacitated.
- e. Serve as the Membership Chairperson of the Base unless another member is appointed as the Membership Chairperson.
- f. Prepare a turnover package for his/her relief, containing all information and correspondence relevant to the office.

Section 3. The Base Secretary

- a. Keep the minutes of all Base general membership and BoD meetings.
- b. Keep a permanent record of and answer all Base correspondence including a signed copy of the Base Treasurer's Report ("**Treasurer's Report**") made to the Base membership at each general membership meeting.
- c. Preside over meetings in the absence of the Base Commander and the Base Vice Commander. If the offices of Secretary and Treasurer are held by the same person, the Secretary cannot preside because there would be no quorum.
- d. Be the custodian of the Base Charter.
- e. Maintain the membership roll of the Base when a Membership Chairperson has not been appointed.
- f. Serve on the BoD.
- g. Conduct Base elections.
- h. Keep a record of changes to the Bylaws and ensure that the changes are approved by the District Commander.
- i. Submit all Base Meeting Minutes and Treasurer's Reports to National Archivist annually.
- j. Prepare a turnover package for his/her relief, containing all information and correspondence relevant to the office.

Section 4. The Base Treasurer

- a. Accept and keep a record of all monies and Base assets.
- b. Collect all National annual dues and life membership fees and forward to the National Office.
- c. Maintain bank accounts as required to conduct the business of the Base. The checking account will be organized so that checks require the signature of the Base Commander, Treasurer, or others as directed by the BoD.
- d. Disburse such moneys as may be approved by a majority vote of the Base membership and as directed by the BoD.
- e. Assure the tax-exempt status of the Base.
- f. Keep complete and accurate financial reports. Provide a signed copy of the Treasurer's Report, made at general membership meetings, to the Base Secretary for permanent retention.
- g. Submit the Base End-of-Year Report to the National Treasurer as specified in the National Organization Directives and the annual direction of the National Treasurer. Provide a copy to the District Commander.
- h. Prepare a turnover package for his/her relief, containing all information and correspondence relevant to the office.

- i. Must comply with Base Accounting Procedures specified within Section 16 of the USSVI Policy and Procedures Manual

Section 5. Required Appointed Officers

- a. Base Tools Manager
 1. Acquire training from the National Junior Vice Commander on the use of the Data Base Management system known as TOOLS.
 2. Enter all required Base information into TOOLS and update this information in a timely Manner.
- b. Base Point of Contact (“PoC”)
 1. Act as the main contact person for the Base.
 2. Is required to pass all PoC broadcast from the National PoC Manager to all members of the Base by e-mail, regular mail, or as part of the Base Newsletter.

Article VII. VOTING

Section 1. Each Regular or Associate Member in good standing shall be entitled to vote in person or online (i.e., active remote session) at any general membership meeting of the Base; or, by email or postal mail, as necessary.

Section 2. There will be no voting by proxy. Any member in good standing and not voting will be considered abstaining.

Article VIII. ELECTION OF OFFICERS

Section 1. The Base Commander, Vice Commander, Secretary, and Treasurer will be elected by majority vote of the members in good standing at a meeting held in the month of December.

Section 2. A Nominating Committee will be appointed in the month of October to elicit nominations and will present the slate of nominees to the membership at the November meeting.

Section 3. Additional nominations may be made by any member in good standing from the floor during the December meeting prior to the election.

Section 4. Any vacant elected officer positions may be filled by the Base Commander by appointment, with the approval of the BoD, to complete an unfilled term.

Article IX. REVIEWS

A review of the Base assets will be conducted upon the relief or extension of the Base Commander’s and/or the Treasurer’s term, or upon the appointment of any member charged

with collecting, holding and/or distributing any Base asset(s). In any case, the review will be conducted no less frequently than once every two (2) years.

Section 1. In the case of the relief of the Base Commander, Treasurer, or both, the review will take the form of an audit and will be a complete review of all Base assets. Those appointed members charged with collecting, holding, and/or distributing Base assets will present asset records to the Review Committee Chairperson for examination.

- a. A Review Committee consisting of at least three members of the general membership will be appointed by the incumbent Base Commander.
- b. Whenever possible, the incoming and outgoing officers will be members of the Review Committee. The committee will, among themselves, elect a chairperson who is not the subject of the review. The chairperson will arrange for times and locations to conduct the review.
- c. The committee will review the transactions and records of the Base and report its findings to the BoD in writing. The BoD will review the findings and assign action as it deems necessary.
- d. A copy of the findings and assignments of action will become a part of the Base Commander's and Treasurer's turnover files. The results of the review will then be published to the general membership.

Section 2. In the case of the appointment of a member charged with collecting, holding, and/or distributing Base assets, a Review Committee comprised of the outgoing and incoming member so charged, plus one other member appointed by the Base Commander, will be established.

- a. The report of the asset and asset records review will be presented to the Base Commander in writing for examination.
- b. The Base Commander will review and endorse the report and pass it to the BoD for review and action.
- c. The report will become part of the turnover file of the member so charged.

Article X. AMENDMENTS

Section 1. Any member in good standing may submit recommendations to amend these Bylaws by forwarding a proposed change to any elected officer of the Base who will forward the proposed change to the BoD for consideration and formulation of a recommendation to the membership. Proposed change recommendations must:

- a. Be complete statements that stand on their own merit.
- b. Clearly state the intent of the author and the section of the organization policy affected.
- c. Reflect the estimated or actual cost, if any, involved.
- d. Be signed and dated by the author.

Section 2. These Bylaws shall be amended by a majority vote of the votes cast at a regularly scheduled general membership meeting of the Base, provided that the proposed changes have been distributed to all members in good standing at their last known email address or, in the absence of an email address, a USPS address, a minimum of two (2) weeks prior to such meeting.

Section 3. Amendments that are passed will become effective upon approval of the District Commander.

Article XI Dissolution:

In the event the Base dissolves or discontinues activities, all assets and monies of the Base shall be turned over to the National Senior Vice Commander of the USSVI (i.e., all remaining funds are to be surrendered to the National Senior Vice Commander without exception). A list as to how the Base would like for the remaining funds to be distributed can be included. The National Senior Vice Commander will verify each requested recipient on the list is a part of or an authorized non-profit that conforms to the criteria of approved non-profit organizations. If approved the National Senior Vice Commander will distribute the funds accordingly.

Respectfully submitted,



Base Commander

09 FEB 2026

Date

Approved,

/s/ Marlin Helms

District Commander

09 FEB 2026

Date