

USSVI BOWFIN PEARL HARBOR BASE
PEARL HARBOR, HAWAII
(CHARTERED JUNE 1997)



BYLAWS

(Revised January 2020)

ARTICLE I – NAME

Section 1 - The name of the Base shall be the “USSVI Bowfin Pearl Harbor Base, Pearl Harbor, Hawaii,” and will also be known as “USSVI Bowfin Base.”

Section 2 - For the purpose of these bylaws, the term "Base" shall be synonymous with "USSVI Bowfin Pearl Harbor Base.”

ARTICLE II – EMBLEM

Section 1 - The emblem of this Base shall be depicted by a circle with the words USSVI BOWFIN BASE along the inside edge of the circle at the top and the words PEARL HARBOR, HAWAII along the inside edge at the bottom. A depiction of the USS *Bowfin* (SS 287) World War II emblem shall appear centered in the circle. A depiction of the Base emblem is found on the cover of these Bylaws.

Section 2 - Use of the emblem for any purpose by any person, persons or group shall be by permission obtained in writing from the Executive Board of the Base.

ARTICLE III – PURPOSE

Section 1 - Creed. To perpetuate the memory of our shipmates who gave their lives while voluntarily serving in submarine warfare 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. To further promote and keep alive the spirit and unity that existed among submarine crewmen during World War II. To promote sociability general welfare and good fellowship among our members. To pledge loyalty and patriotism to the United States of America and it’s constitution.

Section 2 - In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Pearl Harbor 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.

Section 3 - The Base will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice. The Base will also endeavor to educate, inform and promote to all third parties it encounters about the services our submarine brothers and sisters performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

ARTICLE IV – POLICY

Section 1 - The Base shall adopt no policy in conflict with the laws and practices of the United States of America and the United States Submarine Veterans, Inc., National Constitution and Bylaws.

ARTICLE V – FISCAL YEAR

Section 1 - The fiscal year of the Base shall commence on the first day of January and end on the thirty-first day of December in each year. This is in agreement with the parent organization.

ARTICLE VI – MEMBERSHIP

Section 1 - General

- A. All members shall be bound by these Bylaws and the Constitution and Bylaws of the National Organization.
- B. A member is considered "in good standing" if both National and Base dues have been paid for the current year.
- C. Members whose dues are in arrears on April 1st of the current year will have their continuous membership in good standing terminated and will be dropped from all rosters.

Section 2 - Regular Member: Anyone “Qualified in Submarines” that have retired or have been discharged from the Armed Forces of the United States of America under honorable conditions. Proof of qualification and honorable service must be provided.

Section 3 - Active Duty Members: Membership of active duty service members is restricted to U.S. personnel who have been designated "QUALIFIED IN SUBMARINES" by the U. S. Navy.

Section 4 - Charter Member: Members who were members of the Base on day chartered – June 6, 1997.

Section 5 - Associate Members

- A. Each Associate Member must be sponsored by a Regular Member in good standing.
- B. Associate Membership is reserved for persons not eligible for Regular Membership but are 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.
- C. Any naturalized U.S. citizen who is a "Qualified Submariner" of a currently allied Navy may become an Associate Member and does not require a sponsor.
- D. Associate Members may vote on Base matters and may not hold elective Base office.

- E. Associate members may hold appointed offices.
- F. In the event an Associate Member's sponsor can no longer sponsor the Associate Member (i.e. transferred or called to eternal patrol) the Base may assume sponsorship of the Associate Member.

ARTICLE VII – DUES

Section 1 - Base dues are due January 1st each year and remain in effect until December 31st of the same year.

Section 2 - Annual Base dues will be \$25.00 payable to the Membership Chairman or Treasurer.

Section 3 - Life membership dues will be \$250.00 payable to the Membership Chairman or Treasurer.

Section 4 - Life membership shall be given to any member inducted into the Holland Club.

ARTICLE VIII – RULES OF ORDER

Section 1 - The general procedure of meeting of this Base shall be in keeping with normal parliamentary procedure set down in the current issue of "Robert's Rules of Order Newly Revised".

ARTICLE IX – MEETINGS

Section 1 - The USSVI Bowfin Base Pearl Harbor shall conduct a monthly Business Meeting on the first Friday of every month, unless otherwise announced. The monthly business meeting is open to all members in good standing.

Section 2 - The monthly Business Meeting will be held at Lockwood Hall Clean Sweep Bar beginning at 7:00pm, unless otherwise announced.

Section 3 - The membership present at the opening of a meeting will be considered a quorum. Any member who removes himself prior to adjournment will not be considered to remove the quorum.

Section 4 - The order of business for the monthly meeting shall be:

- a. Call to order
- b. Pledge of Allegiance
- c. Moment of Silence
- d. Invocation

- e. Tolling of Bells for Boats Lost in the Month
- f. Welcoming of New Members and Visitors
- g. Reading and Acceptance of the Minutes of the Previous Monthly Meeting
- h. Reading and Acceptance of the Treasurer's Report
- i. Report of Committees
- j. Unfinished Business
- k. New Business
- l. Communications and Bills
- m. Reading of Correspondence Received
- n. Good of the Organization
- o. Announcements
- p. Adjournment of meeting

Section 5 - Meetings of the Executive Board, whether by telephone, email or in person may be called at any time by the Base Commander for the purpose of dealing with Base business when necessary between regularly scheduled Monthly Meetings.

ARTICLE X – OFFICERS

Section 1 - Base Officers

- A. Elected Base Officers shall include the following: Base Commander, Base Vice Commander, Base Secretary, and Base Treasurer.
- B. The prerequisite for Base Office is that the Nominee must be a Regular or Life Member in good standing a minimum of twelve consecutive months.
- C. The term of office for Base Officers, will be two (2) years or until a successor has been elected.
- D. Appointed Officers shall consist of: Chief of the Boat, Chaplain and Committee Chairmanships appointed by the Base Commander and confirmed by the Executive Board.

Section 2 - Executive Board

- A. The Executive Board shall have the control and general management of the affairs and business of the organization.
- B. The Executive Board will consist of the elected officers and the Chief of the Boat.
- C. Three members of the Executive Board shall constitute a quorum. Once a quorum has been established, it cannot be removed by a member absenting himself.
- D. The Executive Board will take action on all matters referred to them by the membership. All other actions are to be considered a recommendation until the minutes are read and accepted at the next general membership meeting.

Section 3 - Base Commander

- A. Act as the Chief Executive Officer.
- B. Cause to call all regular and special meetings of the Base.
- C. Preside over all regular and special meetings of the Base.
- D. Enforce the National and Base Constitution and Bylaws.
- E. Direct and supervise the operation of the Base.
- F. Prepare and present an annual report to the membership.
- G. Submit, in writing to all officers for confirmation, all appointed officers and committee chairmanships.
- H. Be responsible for the promulgation of all pertinent information to the membership of the Base.
- I. Other duties as necessary in the support of Article III – Purpose.
- J. Serve as a member of the Executive Board.
- K. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records and official materials assigned to his care.

Section 4 - Vice Commander

- A. In the absence of the Base Commander, shall preside at all meetings.
- B. Perform such duties as assigned by the Base Commander or as necessary in the support of Article III – Purpose.

- C. Serve as a member of the Executive Board.
- D. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records and official materials assigned to his care.

Section 5 - Secretary

- A. Shall keep minutes of all meetings and maintain files for reference. Copies are to go to the Base Commander.
- B. Shall read the meeting minutes, if required, at the Business Meetings and place copies on file with the Base Commander.
- C. Shall keep a file of all outgoing and incoming correspondence, and maintain the contact information of all members.
- D. Serve as a member of the Executive Board.
- E. Work up, keep current and pass on, immediately to his relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his care.
- F. Perform such duties as assigned by the Base Commander or as necessary in the support of Article III – Purpose.

Section 6 - Treasurer

- A. Shall be responsible for all funds and securities of the USSVI Bowfin Pearl Harbor Base and deposit such in the name of the Base.
- B. Shall read the monthly financial reports, if required, at the Business and Executive Board Meetings and place copies on file with the Base Commander and Secretary.
- C. Serve as a member of the Executive Board.
- D. The books shall be audited annually, prior to being relieved, by an auditing committee. This committee will consist of three active members appointed by the Executive Board. The Executive Board may require an additional audit as deemed necessary.
- E. Shall collect dues and forward to National that portion of the dues required by them in accordance with existing National Bylaws.
- F. All monies in the Base functions shall pass through the Treasury.

- G. Work up, keep current and pass on, immediately to his relief a "Turn over" folder, including all official correspondence, records, and official materials assigned to his care.
- H. Perform such duties as assigned by the Base Commander or as necessary in the support of Article III – Purpose.

Section 7 - Chief of the Boat

- A. Shall be appointed by the Base Commander with approval by the Executive Board.
- B. Shall be a member of the Executive Board.
- C. Shall act as Master-At-Arms at all meetings. He shall be responsible that only members in good standing and bonafide guests are admitted to all meetings.
- D. Shall toll the bell for Lost Boats at all meetings.
- E. Perform such duties as assigned by the Base Commander or as necessary in the support of Article III – Purpose.

Section 8 - Chaplain

- A. Shall be appointed by the Base Commander with approval by the Executive Board.
- B. Shall perform all duties in accordance with the National Chaplain's Manual.

Section 9 - Membership Chairman

- A. Shall be appointed by the Base Commander with approval by the Executive Board.
- B. Shall maintain a current membership list.
- C. Shall prepare and distribute Control Reports to National with copies to the Base Commander, Treasurer and Base Files.
- D. Shall turnover all monies collected in the form of dues to the Treasurer.

ARTICLE XI – EXPENSES

Section 1 - All elected officers may draw from the Treasury upon proof of expenditure for expenses in the discharge of their duties.

Section 2 - All expenses not covered in this article must be approved by the Executive Board before reimbursement from the Treasury.

ARTICLE XII – TRANSACTIONS

Section 1 - There will be no soliciting, selling nor bartering, etc., at any USSVI Bowfin Pearl Harbor Base function unless reviewed and authorized by the Executive Board. The Executive Board will not consider any such action unless it is beneficial to the Base.

ARTICLE XIII – CHANGE OF BYLAWS

Section 1 - Any member may submit a change to the Bylaws in the form of a type written change to the Executive Board for consideration and recommendation. The proposed change will then be read at the next three-monthly Business Meetings. At the third meeting, the membership will vote to accept or not accept the proposed change. No change can be withdrawn after the first reading.

ARTICLE XIV – STANLEY K. NICHOLLS AWARD

Section 1 - The Stanley K. Nicholls Award is awarded to the Base Member in good standing who, by his personal individual efforts and participation during the preceding years contributed the most to the advancement and embodiment of the USSVI Creed and Agenda, and by his dedicated service and support to the Bowfin Pearl Harbor Base and his fellow Submarine Veterans exemplifies the meaning and spirit of the word, "Shipmate."

Section 2 - Award Criteria – Nominees shall have:

- A. Regularly attended Bowfin Base meetings
- B. Regularly attended Bowfin Base ceremonies such as Memorial Day, Veterans Day, and Punchbowl plaque re-dedication
- C. Promotes the mission of the Bowfin Base and actively strives to increase the base membership
- D. Volunteered for various committees
- E. Provided support for the various Bowfin Base ceremonies
- F. Is active in the local community

Section 3 - Nominations will be accepted during the month of June by email, letter or at the June meeting. All inputs shall be submitted to the Base Commander.

Section 4 - A selection committee of at least 3 members will be selected at the July meeting.

Section 5 - Presentation of the award will be in August.

ARTICLE XV – LADIES AUXILIARY

Section 1 - A Ladies Auxiliary may be established and shall if established be known as "Ladies Auxiliary, USSVI Bowfin Pearl Harbor Base.

Section 2 - The Ladies Auxiliary shall be governed by the National Bylaws of the USSVI.

Section 3 - The Ladies Auxiliary may adopt their own Bylaws however, they must not conflict with the National Bylaws.

Section 4 - The adopted Bylaws shall be approved by the Base Commander prior to implementation.

Section 5 - Membership in the Ladies Auxiliary shall be limited to Wives, Widows, Sisters, Mothers and Daughters not less than 16 years of age.

Section 6 - Each member shall be permitted to sponsor one female member not covered by the requirements list in Section 5.

Section 7 - The Ladies Auxiliary will nominate and elect their own Base Officers and will nominate and elect a National Commander and a National Vice Commander. The National Commander (or the National Vice Commander in the absence of the National Commander) shall become a non-voting member of the national Board of Directors of the USSVI.

Adopted January 3, 2020.