



NEW BASE DEVELOPMENT/OPERATING MANUAL

Revised March 27, 2020
Revised September 03, 2020

Contents

(Clicking on the line item will take you directly to the page.)

New Base Development/Operating Manual	1
Welcome.....	3
Purpose Of This Manual	4
What Is USSVI?	4
Why Does USSVI Exist?.....	4
Article III – Purpose/Creed	4
How Do You Get Started?	5
Attachment List	9
Sample Letter Requesting Authorization To Form A New Base.....	10
United States Submarine Veterans, Inc. Election Verification Report	11
Suggested Appointments	12
Oath Of Office	13
About The Pre-Approved Base Bylaws	14
New Base Start-Up Funding Guidelines.....	21
Suggested Meeting Format	22
USSVI Structure.....	23
New USSVI Base Bank Account Requirements.....	25
Bank Authorization Letter W/Ussvi EIN Number	26
Certificate Of Incorporation, Dated February 4, 1964.....	27
Internal Revenue Service Letter Dated August 26, 2010	35
Base Commander Sample Letter For Bank Account Authorization	36
USSVI Base Legal Status Policy Statement.....	37
Application For Membership.....	38
USSVI Base Annual Activity Report	39
District Commander’s New Base Development Check List	41
Last Page.....	43

Welcome



Shipmates,

I welcome you to United States Submarine Veterans Inc (USSVI) and thank you for your interest in joining us as a Base and as a member of USSVI. You are to become part of the premier Submarine Veterans Organization that embraces Remembrance, Fellowship and Compassion.

Remembrance

We remember our departed shipmates who honorably served in submarines during periods of war and peace. We especially honor those who perished in the great struggle against evil and tyranny in WWII.

Fellowship

We meet and participate in group activities to keep alive the spirit and bonds of comradeship with our shipmates.

Compassion

To our shipmates we extend a helping hand and words of encouragement or solace when they are needed. Through our Charitable Foundation we extend scholarships, maintain memorials, provide holiday meals to young submariner families in need and do other charitable functions and deeds.

This manual will provide a process on how to complete the procedure of becoming a member of USSVI and creating your new Base within USSVI. If you have any questions or need more information, contact your District Commander or call the USSVI National Office at 877-542-3483. Again, welcome aboard shipmates.

Pride Runs Deep

Wayne Standerfer
USSVI National Commander

Purpose of this Manual

1. To assist the Members and prospects with the process of becoming a Base Member of USSVI.
2. To provide the District Commander the required steps necessary to Charter a New USSVI Base.

What is USSVI?

USSVI is a 501(c)19 Not-For-Profit Veterans Organization that is chartered in the State of Connecticut as a Non-Stock Corporation. We were chartered in 1964 starting with one Base at Groton, Connecticut and over the last 55 years have grown to more than 150 Bases with more than 12,000 members across 48 states.

Why does USSVI Exist?

This can best be expressed by our Creed/Purpose quoted from our USSVI Constitution.

ARTICLE III – 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 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.

We also have a separate 501(C)3 USSVI Charitable Foundation for Scholarships, Brotherhood Fund and a Memorial Fund.

How do you get started?

1. You need 7 qualified submariners together who want to join USSVI and/or USSVI members in good standing who want to start a new Base.
2. Call the USSVI National Office at 1-877-542-3483 to get the name and phone number of the USSVI District Commander for your location to start a Base. The District Commander will start you on your way and help you complete the process. The name, address, phone number and e-mail address of your District Commander and Regional Director are also available from our web site www.USSVI.org
3. By requesting information and down-loading this New Base Development/Operating Manual, you have made known your desire to help promote the Creed of the United States Submarine Veterans, Inc. also known as USSVI or SUBVETS and are working to increase membership and strengthen the National organization. You have already accomplished the most difficult step toward that end.
4. At least SEVEN (7) regular members in good standing of U.S. Submarine Veterans, Inc. is required to form any Base and for the base to continue operations. If you or any other Submarine veteran in your group is not currently a member in good standing of USSVI, simply fill out an Application for USSVI Membership for each new member. Attach the Application for USSVI Membership to the "Letter Requesting Authorization" to form a new Base along with some proof of being a Subvet, to your District Commander for verification and approval. Include each new member's personal check made payable to "USSVI" for the appropriate amount of Regular Annual or Life Member dues and provide to your District Commander. The District Commander, upon approval, will mail Membership Applications and checks to the USSVI National Office.
5. The only reason you would not receive authorization would be if the new Base would be in a location determined to be detrimental to the growth and stability of an existing Base. In this case, you may join a nearby Base or establish your Base in another location.
6. When you receive authorization from the District Commander of your area, you then proceed to elect the required Interim Base Officers (Commander, Vice Commander, Secretary, Treasurer and appointed positions of TOOLS Manager and Point of Contact). You must choose a Base name. Once the Base is chartered, you will NOT be able to change it. Your District Commander shall provide the postings of your Interim Base officers and Base name to the National Office, National Secretary and National Junior Vice Commander.

The meeting at which your Interim officers are chosen should follow 'Roberts Rules of Order'. All future meetings of your Base must follow certain guidelines established by the National organization (see Attachment 7). Any further structure of your Base meetings should follow Roberts 'Rules of Order'.

7. The next and final step required of you in the development process is to seek official recognition from the National organization as a Chartered Base of USSVI. This recognition will come following acceptance of your Base Bylaws, which must not conflict with those of the National organization. The exact form is under your Base Membership's control. The simplest manner in which to implement this requirement is to pass a motion to use the USSVI E-BOARD APPROVED Bylaws in this Manual as your Base Bylaws. Then you may make whatever modifications to those Bylaws that your Base desires at a later date. Once your Bylaws have been submitted to and approved by the District Commander, they will be forwarded to the National organization via the Regional Director within 2 weeks. Your Region Director will forward for issuance of your National Charter within 2 weeks to the National Secretary recognizing your

Base as part of the National Organization bearing the signature of the National Commander, the National Secretary and the National Organization Seal. The required Base Documents that your District Commander must send to the National Secretary via the Regional Director for your charter are:

- a.** The Name of the New Base and date of the first Base meeting
- b.** A copy of the list of Elected Base officers and Base members.
- c.** A copy of the completed District Commander's check off Sheet.
- d.** A copy of the approved new Base Bylaws

Possession of your Charter authorizes your Base to use the name United State Submarine Veterans, Inc. and the National organization's logo in the course of Base business and activities. Your new members will receive a membership card, a "Welcome Aboard" letter, and informational brochures describing USSVI and our Charitable Foundation and a USSVI LOGO window decal. The Base will receive membership applications and bumper stickers from the National Office. The National POC Manager will send out a National Bulletin announcing the new Base formation with Base location and contact information.

8. Once you are a recognized Chartered Base of the National organization you will be required to use the "Online Membership Management System" (TOOLS) to report Base and membership information into the USSVI Date Base. Your TOOLS Manager will receive the appropriate training from the National Junior Vice Commander. Your TOOLS Manager can then enter all the necessary Base and membership information into the USSVI data base and the Base information section of the USSVI website.

9. There are 3 types of Base Members:

- a.** Primary Base Member – this is a member who is a member of your Base only.
- b.** Dual member- this is a member of your Base who belongs to one or more Bases and he has to declare which Base is his Primary Base.
- c.** Associate member – this a member who is not a qualified submariner. An Associate can be a family member (wife, son, husband, and daughter) or a non-family member who shows that they have interest in submarines (sub tender sailor, other member of the military services, shipyard workers, author of submarine books etc.).

Whenever a member's status changes (i.e., Life membership, transfer to or from another Base, change of address, etc.), your TOOLS Manager must notify the National Office via TOOLS. Transferring membership from old Base "A" to new Base "B", is the responsibility of new Base "B" to notify Base "A" and the National Office at office@ussvi.org by e-mail of the transfer.

10. Definitions and Duties of the required Base Officers and Appointed Positions:

A: BASE OFFICERS.

1. Elected officers of the Base will be: Commander, Vice-Commander, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same individual, and they may be either regular or associate members.
2. The term of office for all officers will be determined by the Base Bylaws, or until their successors have been elected.
3. All officers may succeed themselves in office.
4. The term of office for elected officers will begin immediately after the business meeting at which the elections were conducted.
5. The required appointed positions are, TOOLS Manager and POC (Point of Contact).

6. Appointed officers may include: Chaplain, Historian, Parliamentarian, Legal Officer, Editor of the Newsletter, Chief of the Boat, and Storekeeper and other special positions as determined by the Base and its Board of Directors (BOD).
7. The term of office for appointed offices will begin immediately after confirmation and notification by the Board of Directors. No officer shall be paid any salary for services rendered on behalf of the Base.

B: BOARD OF DIRECTORS

1. The Board of Directors (BOD) shall have the control and general management of the affairs and business of the Base.
2. The BOD will be comprised of the elected officers, the immediate past Base Commander and may include the duly appointed officers of the Base.
3. Each member of the BOD will have one vote. In the event of a tie vote, the Base Commanders' vote will carry the decision.
4. 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 end of year meeting.
5. The BOD will approve/disapprove the nominations made by the Base Commander to appointed office and committee chairpersons.

C: DUTIES OF OFFICERS:

1 BASE COMMANDER

- a.** Preside at all Base meetings.
- b.** Preside at all meetings of the Board of Directors.
- c.** Act as chairperson "Ex-Officio" of all committees.
- d.** Appoint all committees, committee chairmen and appointed officers subject to membership approval at the next regularly scheduled business meeting.
- e.** Represent the Base at official functions.
- f.** Oversee the performance of all committees and Base officers.
- g.** Prepare a "turn over" package for the relief, containing all information and correspondence relative to the office.

2. BASE VICE-COMMANDER

- a.** Assist the Base Commander in the performance of duties.
- b.** Preside over meeting in the Base Commander's absence.
- c.** Serve on the Board of Directors.
- d.** Perform all the duties of the Base Commander should the Base Commander become incapacitated.
- e.** Prepare a "turn over" package for the relief, containing all information and correspondence relative to the office.

3. BASE SECRETARY

- a.** Keep the minutes of all Base regularly scheduled meetings and meetings of the Board of Directors.
- b.** Answer and keep a record of all Base correspondence.
- c.** Serve on the Board of Directors.
- d.** Maintain a copy of the Monthly Treasurer's report for Tax purposes.
- e.** Submit all Base Meeting Minutes and Treasurer's reports to National Archivist annually.

- f.** Prepare a "turn over" package for the relief, containing all information and correspondence relative to the office

4. BASE TREASURER

- a.** Accept, and keep a record of, all monies and Base assets.
- b.** Disburse such monies as may be approved by a majority vote of the members.
- c.** Keep complete and accurate financial reports.
- d.** Complete the Base End of Year report and send it to the National Treasurer, as required by 1 Mar.
- e.** Make a Treasurer's Report at each meeting and provide a copy to the Base Secretary for Base Tax records.
- f.** Prepare a "turn over" package for the relief Base Treasurer, containing all information and correspondence relative to the office.

5. BASE TOOLS MANAGER

- a.** Acquire training from the National Junior Vice Commander on the use of the Tools Management System known as TOOLS.
- b.** Enter all required Base information into TOOLS and update this information in a timely manner.

6. Base POC (Point of Contact)

- a.** Act as the main contact person for the Base.
- b.** Is required to pass all National Bulletins from the National POC Manager to all members of the Base.
- c.** It is recommended that every six(6) months, the Base Secretary or the Base POC send to all Base members a "Do not Reply" e-mail to verify all e-mail addresses are correct.

11: NOTES:

- A.** Your Base Charter is a one-time issuance document. As such, it shall be kept and protected.
- B.** Base membership shall be at least Seven (7) Primary members. If the Base falls to less than 7, the District CDR, Regional Director or the National Junior Vice Commander should be contacted for assistance.
- C.** Failure to maintain at least seven (7) primary members and requested assistance has been unsuccessful, the Base shall dissolve. This will necessitate the return of the Base Charter to the National Secretary, and the unused funds in the Base Treasury shall be sent to the National Senior Vice Commander. The base is encouraged to include with the funds a recommended distribution list of those funds.

Attachment List

Attachments identified with an asterisk * on this page can be found on the USSVI website www.ussvi.org. Some of these documents are in PDF Fillable format and are identified with a double asterisk **.

Other attachments that require being completed can be printed from this manual and filled in with pen and ink or typed by the Commander or Secretary in a suitable format.

1. Sample Letter Requesting Authorization to Form a Base
2. USSVI Election Verification Report.
3. Suggested Appointed Offices.
4. Oath of Office
5. Pre-approved Base Bylaws
6. New Base Start-up funding guidelines
7. Suggested Meeting Format
8. USSVI Structure
9. New Base Bank Account Requirements *
10. Bank Authorization Letter for Use of the USSVI EIN *
11. Certificate of Incorporation dated February 4, 1964 *
12. Internal Revenue Service letter dated August 26, 2010 *
13. Base CDR sample Letter for Bank Account Authorization
14. USSVI Legal Status Policy Statement *
15. Application for Membership **
16. USSVI Base Annual Activity Report **
17. District Commander's New Base Development Check List

Sample Letter Requesting Authorization to Form a New Base

DATE: _____

(New Base OFFICER NAME)

(New Base OFFICER ADDRESS)

(New Base OFFICER CITY, STATE, ZIP)

Dear District Commander,

In accordance with the Constitution and Bylaws of United States Submarine Veterans, Inc. this letter serves as a request from the following members in good standing of United States Submarine Veterans Inc. (Applications and dues attached) for authorization to form a new Base:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

(Additional names may be added on separate page)

The New Base is to be called: _____

The New Base address will be: _____

We have received a New Base Development/Operating Manual and thoroughly understand the steps and procedures in forming a new Base; the first is seeking your authorization.in establishing a new Base. After reviewing this request please contact me as soon as possible so we may move forward in our efforts to become a Chartered Base within USSVI.

Name: _____

Address _____

Phone # _____ - _____ - _____

E-mail (if applicable) _____

Attachment 2
USSVI ELECTION VERIFICATION REPORT

BASE _____
 CITY _____ STATE _____
 DISTRICT _____ REGION _____
 DATE OF ELECTION _____ DATE OF FILING _____

Required Base Officers and Appointed Positions

OFFICE	CANDIDATE	SIGNATURE OF ELECTED OFFICER	VOTES REC'D
COMMANDER			
VICE COMMANDER			
SECRETARY			
TREASURER			
TOOLS MGR			NA
POC (Point of Contact)			NA

VOTE TABULATORS:

SUBMITTED AS VERIFIED BY:

 Base Secretary

Cc: Base Commander
 District Commander
 National Junior Vice Commander
 Base Secretary (Base Records)

SUGGESTED APPOINTMENTS:

CHAPLAIN	This person assists the Secretary in maintaining an awareness of each Base Member's health status [death/illness] and to conduct the Invocation and Benediction during meetings, activities and function of the Base).
BASE WEBMASTER	Maintain a base website should the base choose to have one
BASE MEMBERSHIP CHAIRPERSON	Might consider this the Base Vice Commander. Manages the USSVI Online Tools Management System.
SOCIAL CHAIRPERSON	Lunch/Dinner event & Picnic coordinator
WAYS & MEANS CHAIRPERSON	Usually the Base Treasurer. Oversees the preparation of the annual Base budget
NEWSLETTER EDITOR/ PUBLICITY CHAIRPERSON	A member skilled in writing and motivated to be a communicator within the base and with the outside community. He may also be the Base Historian.
NOMINATION/ELECTION MASTER CHAIRPERSON	This member is responsible for soliciting annual nominations for Base Officer positions and conduct the Base election.
CEREMONY AND AWARDS CHAIRPERSON	Responsible for coordinating Base events such as Parades and an Annual Tolling the Boats ceremony, plus providing recognition to deserving members and Holland Club candidates.
BASE STOREKEEPER	Responsible for purchasing stores from USSVI National Storekeeper for resale to members. (Usually a source of Base income.)
CHIEF OF THE BOAT	Duties as assigned. Usually Parliamentarian and Master at Arms. Meets and Greets the new attendees to make them welcome.

Attachment 4
OATH OF OFFICE

I (Name), Do Solemnly Swear (or Affirm) That I Will Faithfully Execute The Office To Which I Have Been Elected, And I Will To The Best Of My Ability, Preserve, Protect and Defend The Constitution Of The United States And Serve The Best Interests Of Our Nation, The United States Submarine Veterans Inc., And The U.S. Submarine Force.

About the Pre-Approved Base Bylaws

For a New Base this is a quick easy way to have a set of Pre-Approved Base Bylaws that you just fill in the Name of your Base so you can be Chartered in a timely manner. Once Chartered you can change these Base Bylaws to suit your Base at a later meeting. They are a suggested starting point as a simple basic set of Bylaws designed to get you started and for you to modify as needed. They were put into this Manual as a Basic Reference for new and already chartered Bases.

For a Base Already Chartered these Pre-Approved Bylaws in NO WAY over-ride or supersede any Base Bylaws of a Chartered Base and are here for the New Bases to use when they go through the Chartering process. The New Base Development Committee proposed these Bylaws Revisions and the Nat'l Board of Directors approved them.

If you have any question about theses Bylaws you can contact your District Commander, your Regional Director or any member of the Board of Directors.

UNITED STATES SUBMARINE VETERANS INC.

(Base Name)

Established (Date of initial meeting)

BY-LAWS

(Date mm/dd/yyyy)

The (name) Base of the United States Submarine Veterans, Inc. (USSVI) adopts in whole as its own, the Constitution of the National Organization of the United States Submarine Veterans, Incorporated. Should these by-laws conflict with the USSVI National Constitution or By-laws, the latter shall have precedence. The accepted formal name for (name) Base shall be The (name) Base of the United States Submarine Veterans, Incorporated. Within the USSVI National Organization it may be referred to as the (name) Base. In the interest of clarity in press releases and other communications with outside entities and the media, the (name) Base may also be referred to as the (name) Chapter of USSVI. The fiscal year for the (name) Base will be from 1 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 (name) 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 (name) Base will be established at the first Base meeting and may be changed by the Base Board of Director as needed.

Section 2. National and Base Dues are due and payable on or before 1 January of each year. Beginning on January 1st, 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 USSVI 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 may be dropped from the Base roster.

Article III. MEMBERSHIP

Section 1. General

a. To be a member of the (name) Base, membership in good standing with the USSVI 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 (main) Base and all others as (secondary) dual Base(s). Members may vote only from their primary Base in the National elections of the organization.

Section 2. Founding Members (Plank Owners)

All members who were present at the organizational meeting of MM/DD/YYYY and who joined (name) Base immediately thereafter, and/or were members on the date the charter was issued will be considered Founding Members, also referred to as a Plank Owner. The membership chairperson shall maintain appropriate records indicating the status of Founding Members.

Section 3. Charter Members

All members who joined the (name) Base before MM/DD/ YYYY 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 Constitution and By-Laws of the USSVI. An Associate Member must have a Regular Member in good standing as a sponsor at all times to be a member of USSVI.

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 general membership of the Base will be conducted annually. Meetings will be held at a time and place as announced by the Board of Directors and published in the Base website, in the local media and/or by other means. Additional meetings of the general membership and meetings of the Board of Directors 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 or 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 Board of Directors, two of which are elected officers, shall constitute a quorum for the transaction of business at a duly called meeting of the Board of Directors.
- 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 Board of Directors.
- d. Each member in good standing shall be entitled to vote in person 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 (name) Base Officers

- a. The elected officers of the Base will be: Commander, Vice Commander, Secretary and Treasurer. The same individual may hold the offices of Secretary and Treasurer. The Base Commander may not be the Base Commander of another Base simultaneously.

- b. The term of office for all elected officers will be (odd, even or every year) and will begin in the month of (Month). 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 other base Officers, i.e. the Base CDR may be the POC and the base Secretary may be the TOOLS Manager.
- d. Additional appointed officers may be Chief of the Boat, Chaplain and Base Storekeeper. Additional appointed officers 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 are nominated by the Base Commander and their appointment is approved/disapproved by the Board of Directors. Appointed Officers serve with no term limits.
- e. The term of office for appointed officers will begin immediately upon being notified that their appointment has been approved by the BOD.
- f. No elected officer or appointed officer shall be paid any salary for services rendered on behalf of the Base.

Section 2. The (name) Base Board of Directors

- a. The Board of Directors (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 may include the duly appointed officers of the Base.
- c. Each member of the BOD will have one vote. In the event of a tie vote, the Base Commanders 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 office and committee chairpersons.
- f. Any member of the Base Board of Directors may be removed from office, for cause, by a two-thirds (66-2/3)% vote of the Base BOD members.

Article VI. DUTIES OF OFFICERS

Section 1. The (name) Base Commander

- a. Preside at all Base general membership meetings.
- b. Preside at all meetings of the Board of Directors.
- 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 relative to the office.

Section 2. The (name) 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 Board of Directors.
- 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 relative to the office.

Section 3. The (name) Base Secretary

- a. Keep the minutes of all Base general membership and Board of Directors meetings.
- b. Keep a permanent record of and answer all Base correspondence including a signed copy of the Base Treasurers 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 Board of Directors.
- g. Conduct Base elections.
- h. Keep a record of changes to the Base 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 relative to the office.

Section 4. The (name) 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 or the Treasurer or others as directed by the BOD.
- d. Disburse such moneys as may be approved by a majority vote of the 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 Treasurers 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 relative 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 Positions

- 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 POC (Point of Contact)
 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 at any general membership meeting of the Base, 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 ().

Section 2 A nominating committee will be appointed in the month of () to solicit nominations and will present the slate of nominees to the membership at the () 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 Board of Directors, to complete an unfilled term.

Article IX. REVIEWS

A review of the Base assets will be conducted upon the relief or extension of term of office of the Base Commander and/or the Treasurer, 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 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 a 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 in writing its findings to the Board of Directors. The Board of Directors 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 results of the asset and asset records review will be presented to the Base Commander for examination.
- b. The Base Commander will review and endorse the report and pass it to the Board of Directors 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 by-laws by forwarding a proposed change to any elected officer of the Base who will forward the proposed change to the Board of Directors 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 by-laws 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 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 organization shall be turned over to the National Senior Vice Commander of the United States Submarine Veterans Inc. (All remaining funds are to be surrendered to the NSVC, no exceptions)

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 NSVC will distribute the funds accordingly.

Attachment 6
NEW BASE START-UP FUNDING GUIDELINES

- A. It is the intention of the National Board of Directors that the monies be made available to a Base for its use in its "Start Up" period with a minimum of fuss and bother. All new Bases are entitled to receive a zero-interest loan up to \$300 in "start-up" funding from the National Treasurer. The effective date of this policy change is Sept 14th, 2004 and applies only to any future bases established from this point forward. Base startup funds must be repaid in full to the National Treasurer within 48 months from the date of receiving the "Start Up" loan.
- B. The procedure for obtaining these funds, if needed, is as follows:
1. The Base Commander will submit a request in writing, to the appropriate District Commander as a request that the Base be loaned "start-up" funds as described in a detailed expense proposal or expended summary.
 2. The District Commander, after confirming that the Base Commander has met all the prerequisites, will forward the request to the appropriate Regional Director.
 3. The Regional Director will endorse his approval on the request and forward it to the National Senior Vice Commander for Approval.
 4. The National Senior Vice Commander will, if approved, forward the approved request to the National Treasurer for payment.
 5. The National Treasurer will issue a check in the amount of the requested funds to the Base Commander, as supported by the expense account summary.
- C. The expenses must be incurred within the first six months of existence beginning from the date of Charter. The date of the Charter is defined as the date that the Base agreed to form and is the date to be affixed to the Charter.
- D. The type of expenditures contemplated by this arrangement are intended to include postage, administrative supplies, stationery, meeting hall charges, newsletter publication expenditures, advertising in local publications, costs associated with participating in parades, an American Flag (cost limited to \$50) and other similar type of costs incurred by many Bases.
- E. Expenditures and costs specifically excluded from the "start-up" funding category include purchase of inventories (goods purchased for resale from National Storekeeper or any source). Travel, meals and lodging to attend any District, Regional or National convention are also excluded. An expense incurred for food, entertainment, supplies or any type of expense incurred in or at a picnic, special event or so-called "bashes" is also excluded.
- F. Written receipts are not required to be submitted as long as the final accounting is signed by an officer of the Base. The final accounting for the requested funds will be submitted to the National Treasurer by an officer of the Base after the expenditure of the funds or 6 months from the date of the issuance of the Base Charter, whichever shall occur first. Written substantiation must be kept by the Base as part of its accounting records and for presentation to the Internal Revenue Service or any taxing authority upon request.
- G. In the event that dissolution of the new Base should be deemed necessary by appropriate authority, the Prospective Base Commander will turn in ALL assets and unspent monies to the National Senior Vice Commander.

SUGGESTED MEETING FORMAT:

PRESIDING OFFICER:CALL MEETING TO ORDER: (DATE: _____)
(SECRETARY TAKES MINUTES OF THE MEETING)
(REMIND- EVERYONE TO SIGN IN) (START TIME: _____)

“All Rise.” “Let us at this time, with a moment of silent prayer, remember our Shipmates who made the supreme sacrifice, and that we may gather here in Peace.” “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 the service of the first line of defense of our Nation.”

REQUEST CHAPLAIN TO CARRY OUT INVOCATION CONDUCT "PLEDGE OF ALLEGIANCE"
Recite the Creed

CHIEF OF THE BOAT OR DESIGNATED MEMBER READ THE NAMES OF THE BOATS LOST THIS MONTH IN HISTORY, FOLLOWED BY A MOMENT OF SILENCE. “Be Seated”

MEMBER INTRODUCTION: "Would each member please rise, state your name, the boat you qualified on and the year and city you live in for the benefit of those new members and guests who don't know us."

CALL FOR READING OF MINUTES OF LAST MEETING: Secretary reads minutes
CALL FOR MOTION FOR CORRECTIONS OR ADDITIONS. IF NONE, TO ACCEPT

CALL FOR READING OF TREASURER'S REPORT: Treasurer reads report
CALL FOR MOTION FOR CORRECTIONS OR ADDITIONS. IF NONE, TO ACCEPT

ANNOUNCE OLD BUSINESS: "ANY OLD BUSINESS?"
(This constitutes business discussed at a previous meeting but left unfinished.)

If you have a meeting speaker, this is a good place to do so. First call a head break, then have the speaker. Following the presentation, if needed, call another head break, then resume the meeting.

ANNOUNCE NEW BUSINESS: "ANY NEW BUSINESS?"
This could be future events, such as a picnic, parade participation, an annual tolling the boats ceremony, Holland Club induction, and
Christmas lunch/dinner

ANNOUNCE REQUESTS “FOR THE GOOD OF THE ORDER”

REQUEST CHAPLAIN PERFORM BENEDICTION
ENTERTAIN MOTION TO ADJOURN. GET SECOND, THEN ADJOURN MEETING (NOTE END TIME_____)

Attachment 8 (2 Pages)
USSVI STRUCTURE:

The local "Base" is the backbone of the organization. Most of your submariner contact will occur at the regular meetings of your Primary Base.

Regionally there may also be various functions during the year, but the main unit is your local Base; this is the heart of our organization. Your Base Newsletter and monthly meetings will probably be your primary contact with USSVI.

You may choose any USSVI Base as your Primary Base and you can change your Primary Base as your needs change. You may also choose to belong to more than one Base. (See the Base listing at the USSVI website or call the USSVI National Office for the most current Base location information.)

If you relocate and there are no Bases close to your home you can remain a Member of your present Base, join one of the computer based "Internet Bases", or become a Member at Large.

The Base Officers typically include a Base Commander, Vice Commander(s), Secretary, Treasurer, Chief of the Boat, Chaplain, and various Committee Chairmen.

Your local Base is one of several regionally located Bases, which fall under the responsibility of a District Commander. The District Commander's job is to oversee and assist the Base Commander in the performance of his duties, and to help develop new Bases within the District.

The District Commander reports to one of four Regional Directors, who oversees the work of the District Commander and represents the Regional Bases on the National Board of Directors. In addition the Regional Director sits on a number of national committees.

The voting members of the National Board of Directors consist of the National Commander, National Senior Vice Commander, National Junior Vice Commander, Secretary, Treasurer, four Regional Directors, the Immediate Past National Commander and the District Commander of the Year. Non-voting members include the District Commanders.

NATIONAL COMMITTEES:

See the National Website (www.ussvi.org) for the latest listing of committees.

AMERICAN SUBMARINER

USSVI produces this quarterly national publication, which contains relevant information about the current submarine force, boat histories, submariner profiles, and personal experiences that keep our members informed about our organization

TOLLING THE BOATS

Most Bases annually conduct this memorial service, which honors the many U.S. submariners, and especially our World War II brothers, who have given their lives while in the service of our Nation. A solemn and somber ceremony, it is an event most members wish to participate in.

U. S. SUBMARINE VETERANS' CHARITABLE FOUNDATION

Individual members, their families, friends and any person interested in supporting our works may make tax-deductible donations to the Foundation. For more specific information on the specific funds, contact your District Commander, the USSVI National Office or visit the website at www.USSVCF.org .

NATIONAL CONVENTIONS

Every year USSVI holds an Annual Convention at a different location in the USA. Check the USSVI website by clicking on the Convention button on the homepage.

USSVI Internet Website

<http://ussvi.org>

USSVI National Office
PO Box 3870
Silverdale WA 98383-3870

Tel: 877-542-3483

Email: USSVI@telebyte.net

NEW USSVI BASE BANK ACCOUNT REQUIREMENTS

1. Opening a new account.

- a. You will need the following two documents:
(download from www.ussvi.org)
 1. National Articles of Incorporation <http://www.ussvi.org/wrdocs/art-inc.pdf>
 2. Our IRS Federal Identification Number EIN 06-1007203
<http://www.ussvi.org/wrdocs/irsinfo.pdf>
- b. Your base checking account should be named as follows:
Xxx Base of USSVI
123 Main Street
Your Town, State Zip

For example, the checking account for my base is:

Volunteer Base of USSVI
752 S Church Street
Murfreesboro, TN 37130

The federal id (EIN) number on the account is the USSVI
National Federal Identification Number 06-1007203

2. Patriot Act Requirements.

The account must have a signature card signed by the Base Treasurer and at least one other authorized signer. Your bank will probably require a driver's license number and social security number be attached to the account for identity purposes only. Be sure to tell your bank to use and report under the USSVI National Federal Identification Number EIN 06-1007203.

If the bank will not accept the USSVI EIN request a letter of explanation from the National Secretary. Because we are a Non-Stock Connecticut Corporation the USSVI EIN is valid in all 50 states.

3. Reporting Requirements.

All base bank account balances must be aggregated together for federal tax reporting purposes. A "End of Year (EOY) Report" will be submitted to the National Treasurer on or before March 01 of the current year for the preceding year.

Refer any questions or problems to the National Treasurer.

If the Bank required a signed copy of the Articles of the Incorporation a PDF copy is on the USSVI website (ussvi.org) under documents/organization. Click documents on the home page, next click the blue organization button, and it is on page 3 mid page.

BANK AUTHORIZATION LETTER W/USSVI EIN NUMBER



United States Submarine Veterans, Inc
P.O. Box 3870
Silverdale, WA 98383
(360) 337-2978

Date: September 19, 2018

To: To Whom it May Concern

Re: Base Banking Authorization

Encl: (1) Certificate of Incorporation dated February 4, 1964

(2) Internal Revenue Service Letter dated August 26, 2010

The Base Financial Policy and Procedures Manual, a resolution of the board of directors, was approved to provide accounting guidelines to be used in the operations and management of USSVI Base organization Funds.

Each individual Base is a subordinate organization of the United States Submarine Veterans Inc (USSVI). Each Base is governed and operates by the USSVI Constitution and By-Laws as supplemented by its own By-Laws.

By virtue of being a Chartered Base of United States Submarine Veterans, Inc, a Connecticut Non-Stock Corporation with a 501(c) 19 Not-For-Profit Tax-Exempt Veterans IRS Status, each Base of USSVI is entitled to use the USSVI EIN number 06-1007203 for all legal purposes.

Each USSVI Base is authorized to open a checking account, saving account or an investment account in the name of the Base using EIN number 06-1007203; and at minimum, two Base Officers are to be signatory authorities on all such account(s).

I, the undersigned, Secretary of the above-named corporation, do hereby certify that the foregoing is a true statement regarding a resolution adopted by the board of directors of the said corporation on the 17th day of July 2017. The resolution is in full force and in effect for all USSVI Bases.

Raymond Paul Wewers
United States Submarine Veterans National Secretary
(479) 970-7931
raywewers@gmail.com

Certificate of Incorporation, Dated February 4, 1964

CERTIFICATE OF INCORPORATION

We, the incorporators, certify that we hereby associate ourselves as body politic and corporate under the Nonstock Corporation Act of the State of Connecticut.

1. The name of the corporation is **UNITED STATES SUBMARINE VETERANS, INC.**

2. The name of the town in Connecticut in which the corporation is to be located is Groton.

3. The nature of the activities to be conducted, or the purposes to be promoted or carried out by the corporation, are as follows:

(a) 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.

(b) To promote the general welfare of members of the Corporation and their families.

(a) To initiate, develop and carry out social, cultural, recreational, and educational programs on a nation-wide basis and events for the benefit of the members of the Corporation.

(d) To construct, purchase or lease, and to maintain, operate and control such community facilities of whatever type or kind required to accomplish the purposes hereinbefore set forth, including but not limited to facilities for club houses, community centers, playgrounds, athletic fields and the like; and, to provide for the sale of foodstuffs of all kinds, beverages of all types and kinds, whether alcoholic or non-alcoholic, and such other salable items or services of a community-wide nature as may seem necessary or desirable for the convenience of the members of the Corporation and their families; provided always, however that nothing therein contained shall be construed to exclude delegation and concessioning of such sales service, outlets to another person or corporation, and provided further that nothing herein contained shall be construed to permit this Corporation to engage in any business solely for profit.

(e) To purchase, or otherwise acquire by gift or devise, hold, own, sell, assign, transfer lease, exchange, invest in, mortgage, pledge or otherwise encumber or dispose of, to the extent permitted corporations without capital stock under the statute laws of the State of Connecticut, real and personal property, tangible, and of every kind, nature and description whatsoever.

(f) To borrow or raise money for any of the purposes of the Corporation, without limit as to amount and in connection therewith, to grant collateral or other security either alone or jointly with any other person, firm or corporation, and to make, execute, draw, accept, endorse, discount, pledge, issue, sell, or otherwise dispose of promissory notes, drafts, bills of exchange and other

evidences of indebtedness, negotiable or non —negotiable, and to confer upon the holders of any of its obligations such rights and privileges as from time to time may be deemed advisable by its board of directors but only to the extent permitted corporations without capital stock under the statute laws of the State of Connecticut.

(g) To make and adopt a Constitution and Bylaws containing rules (i) for the admission, government, suspension, and expulsion of its members; (ii) for the levying of assessments or dues, to further the purposes and objects of the Corporation; (iii) for the election of its officers and board of directors and defining their duties; (iv) for the management, safe-keeping and protection of its activities, property and funds; and (v) for the voluntary dissolution of the Corporation, not inconsistent with the laws of the State of Connecticut or the United States of America.

(h) IN GENERAL, to do any or all of the things herein set forth to the same extent as natural persons might or could do and in any part of the world and to do all things not forbidden, and within the powers conferred upon, corporations without capital stock by the laws of the State of Connecticut. The enumeration of objects and purpose herein shall not be deemed to exclude or in any way limit by inference any powers, objects, or purposes which this corporation is empowered to exercise, whether expressly or by force of its laws of the State of Connecticut, now or hereafter in effect, or impliedly by any reasonable construction of said laws.

4. The Corporation is nonprofit and shall not have or issue shares of stock or make distributions, and no part of the Corporation's income shall be distributable to its members, directors or officers, except that the Corporation may pay reasonable compensation for services rendered to it, make reimbursement for reasonable expenses incurred on its behalf, and grant benefits to members in conformity with the Corporation's nonprofit purposes.

5. (a) The Corporation shall have two classes of members, called a Regular Members and Associate Members. Admission as a regular Member shall be limited to (i) all United States personnel who have been designated "Qualified in Submarines" by the United States Navy, (ii) all personnel who have served in a United States submarine or a United States submarine relief crew who were on active duty between December 1 1941 and September 30, 1945, and (iii) all persons who are regular members of the U.S. Submarine Veterans of World War II, that organization having received its Federal Charter from the United States : on November 20, 1981. Admission as an Associate Member shall be available to persons who are not eligible for admission as a regular Member but who are (i) closely associated with a regular member, or (ii) related to the Submarine Service by deeds or actions, or (iii) presently serving or have served in a naval service currently allied to the United States, who are qualified in submarines of that allied naval service. Admission to and retention of membership as a Regular

Member *or* an Associate Member shall be governed by such other rules as may be set forth in the Constitution and/or the Bylaws of the Corporation. Only natural persons shall be eligible for membership.

No Corporation *or* other organization *or* entity may become a member of the Corporation.

(b) Each Regular Member shall be entitled to one vote on each matter voted on at a meeting of members. Associate Members shall not be entitled to vote on any matter voted on at a National meeting *or* election of the Corporation and may not hold a National office of the Corporation. Associate Members may vote on Base matters to the extent permitted by the Constitution, and may also hold base offices to the extent permitted by the Constitution. For purposes of this Section 5 paragraph (b), the terms "National" and "Base" shall have the meanings ascribed to them in the Constitution and/or Bylaws of the Corporation.

(c) The Constitution and/or the Bylaws of the Corporation may (i) provide for different categories of membership within the two classes of members, such as, but not limited to, charter members and life members, based on such appropriate criteria as may be set forth in the Constitution and/or Bylaws, and (ii) provide for different levels of dues based on such categories, *or* on age, years of service *or* membership and/or other appropriate criteria.

6 To the extent that the Bylaws *or* Constitution of the Corporation so provide therefor, election of directors *or* officers of the Corporation, *or* any other action to be voted upon by members, may be had by mail in such manner as may from time to time be stated in the Bylaws *or* Constitution of the Corporation.

7. Upon the dissolution of the Corporation, the Board of Directors shall, after paying *or* making provision for the payment of the liabilities of the Corporation, cause all the net assets of the Corporation (i) to be distributed for one (1) *or* more exempt purposes within the meaning of Section 501 (c) (3) *or* Section 501 (c) (1 9) of the Internal Revenue Code of 1986, as amended (herein called the "Code" and referred to by Section number), provided that such distributee(s) (selected by the Directors in their sole discretion) it is then tax-exempt under Section 501(a) of the Code as described in Section 501 c)(3) *or* Section 501 (c)(1 9) of the Code, or (ii) to be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of, shall be disposed of by the Superior Court of the State of Connecticut for the Judicial District of Hartford, if possible, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

8. All corporate powers shall be exercised by or under the authority of, and the activities, property and affairs of the Corporation shall be managed by or under the direction of, its Board of Directors. The Board of Directors of the Corporation shall be an ex-officio Board of Directors, in that persons occupying certain offices or positions within the Corporation shall, by virtue of occupying

such offices or positions, automatically be Directors of the Corporation while occupying those offices or positions. The particular offices or positions within the Corporation from which ex-officio status as a Director of the Corporation shall be derived shall be those specified as Board of Directors offices or positions in the Constitution and Bylaws of the Corporation as in effect from time to time, and which of such ex-officio Directors offices or positions shall be counted for purposes of determining the presence of a quorum at meetings of the Board of Directors and shall carry the right to vote on matters that come before the Board of Directors of the Corporation shall also be as specified in the Constitution and Bylaws of the Corporation as in effect from time to time. Any person holding an office or position referred to in this Section 8 shall serve as a Director of the Corporation only while holding such office or position, and shall cease to be a Director of the Corporation immediately upon ceasing to hold such office or position, without the need for any action by the Corporation, its members or the other Directors.

9. The Corporation shall (i) be empowered only to engage in activities in furtherance of those described in Section 3 of the Certificate of Incorporation of the Corporation, and (ii) not be empowered to engage in activities that would cause the Corporation to cease to be qualified as exempt under Section 501(a) of the Code as described in Section 501(c)(19) of the Code.

The Corporation shall be subject to the following additional restrictions and requirements: The Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. No substantial part of the activities of the Corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, except to the extent the Corporation makes expenditures for such purposes which are authorized for an organization described in Section 501(c)(19) of the Code.

10. The personal liability of a Director to the Corporation or its members for monetary damages for breach of duty as a Director shall be limited to an amount equal to the amount of compensation received by the Director for serving the Corporation during the calendar year in which the violation occurred (and if the Director received no such compensation from the Corporation during the calendar year of the violation, such Director shall have no liability to the Corporation for breach of duty) if such breach did not:

(a) involve a knowing and culpable violation of law by the Director;

(b) enable the Director or an Associate, as defined in Section 3-3-840 of the Connecticut Business Corporation Act, Chapter 601 of the Connecticut General Statutes, as amended from time to time (the "CBCA") as in effect at the time of the violation, to receive an improper personal economic gain;

(c) show a lack of good faith and a conscious disregard for the duty of the Director to the Corporation under circumstances in which the Director was aware that his or her conduct or omission created an unjustifiable risk of serious injury to the Corporation; or

(d) constitute a sustained and unexcused pattern of inattention that amounted to an abdication of the Director's duty to the Corporation.

Any repeal or modification of this Section 10 shall not adversely affect any right or protection of a Director of the Corporation existing at the time of such repeal or modification. Nothing contained in this Section 0 shall be construed to deny to the Directors of the Corporation the benefit of Section 52-557m of the Connecticut General Statutes as in effect at the time of the violation.

11. (a) The Corporation shall indemnify and hold harmless, to the fullest extent permitted by applicable law as it presently exists or may hereafter be amended, any person (an "Indemnitee") who was or is made or is threatened to be made a party to or is otherwise involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (a "Proceeding") by reason of the fact that he or she, or a person for whom he or she is a legal representative, is or was a director or officer of the Corporation, or while a director or officer of the Corporation, is or was serving at the request of the Corporation as a director, trustee, officer, employee or agent of another corporation or entity, including service with respect to employee benefit plans, against all liability (as defined in Section 33-1116 of the Connecticut Revised Nonstock Corporation Act) and loss suffered, and all expenses (including attorneys' fees) reasonably incurred, by such Indemnitee for any action taken, or any failure to take any action, by the Indemnitee, except liability that (a) involved a knowing and culpable violation of law by the Indemnitee, b) enabled the Indemnitee or an Associate, as defined in Section 3-3-840 of the CBCA, to receive an improper personal gain, (c) showed a lack of good faith and a conscious disregard for the duty of the Indemnitee to the Corporation under circumstances in which the Indemnitee was aware that his or her conduct or omission created an unjustifiable risk of serious injury to the Corporation or (d) constituted a sustained and unexcused pattern of inattention that amounted to an abdication of the Indemnitee's duty to the corporation.

Notwithstanding the preceding sentence, except as otherwise provided in paragraph (c) of this Section 11, the Corporation shall be required to indemnify an Indemnitee in connection with a Proceeding (or part thereof) commenced by such Indemnitee only if the commencement of such Proceeding (or part thereof) by the Indemnitee was authorized by the Board of Directors of the Corporation.

(b) Subject to the last sentence of Subsection 1 a) above, the Corporation shall pay the expenses (including attorneys' fees) incurred by an Indemnitee in defending any Proceeding in advance of its final disposition; provided, however that, to the extent required by law, such payment of expenses in advance of the formal disposition of the Proceeding shall be made only upon receipt of (i) a written affirmation by the Indemnitee of his good faith belief that he has met the relevant

statutory standard of conduct, and (ii) a written undertaking by the Indemnitee to repay all amounts advanced if it should be ultimately determined that the Indemnitee is not entitled to be indemnified under this Section 11 or otherwise.

(c) Subject to the last sentence of Subsection II(a) above, if a claim for indemnification or payment of expenses under this Section 11 is not paid in full within sixty (60) days after a written claim therefor by the Indemnitee has been received by the Corporation, the Indemnitee may file suit to recover the unpaid amount of such claim and, if successful in whole or in part, shall be entitled to be paid the expense of prosecuting such claim. In any such action, the Corporation shall have the burden of proving that the Indemnitee is not entitled to the requested indemnification or payment of expenses under applicable law.

(d) The rights conferred on any Indemnitee by this Section 11 shall not be exclusive of any other rights which such Indemnitee may have or hereafter acquire under this Certificate of Incorporation or any statute, agreement, bylaw vote of members or disinterested Directors or otherwise.

(e) The Corporation's obligation, if any, to indemnify or to advance expenses to any Indemnitee who was or is serving at its request as a director, officer, employee or agent of another corporation or entity shall be reduced by any amount such Indemnitee may collect as indemnification or advancement of expenses from such other corporation or entity

(f) Any repeal or modification of the foregoing provisions of this Section 11 shall not adversely affect any right or protection hereunder of any Indemnitee in respect of any act or omission occurring prior to the time of such repeal or modification.

(g) This Section 11 shall not limit the right of the Corporation, to the extent and in the manner permitted by law to indemnify and to advance expenses to persons other than Indemnitees when and as authorized by appropriate corporate action.

(h) The provisions of this Section 1 are set forth in this Certificate of Incorporation pursuant to the authority contained in subdivision 5) of subsection (b) of section 33 -1026 of the Connecticut Revised Nonstock Corporation Act, Chapter 602 of the Connecticut General Statutes, and are intended to expand the scope of, and make obligatory on the Corporation, the indemnification of directors and officers of the Corporation to the greatest extent now or hereafter permitted under the laws of the State of Connecticut.

Dated at New London, Connecticut, this 4th day of February, 1964

- s/ Kenneth O. Walkington
Kenneth O Walkington

s/ Dominic JNegri

Dominic J. Negri

s/ Joseph E. Marion
Joseph E. Marion

STATE OF)
CONNECTICUT) ss. New London, February 4, 1964
COUNTY OF NEW)
LONDON

Personally appeared KENNETH O.WALKINGTON, DOMINIC J. NEGRI and JOSEPH E. MARION and made oath to the truth of the Foregoing certificate by them signed, before me.

S/ L. P. Gray III
Commissioner of the Superior Court —
THE STATE)

State of Connecticut,)
OFFICE OF SECRETARY OF HARTFORD

I hereby certify that the foregoing is a true copy of record in this office.

IN TESTIMONY WHEREOF, I have hereunto set

my hand, and affixed the Seal of said State, a
Hartford, this 22nd day
of May A.D., 1964

s/ Ella T. Grasso
Secretary of the State.

Amended by vote of the Board for a Housekeeping Change November, 2009

Amended by vote of the Board for a Housekeeping Change June, 2010

Internal Revenue Service Letter dated August 26, 2010



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567570
Aug. 26, 2010 LTR 4168C E0
06-1007203 000000 00

00013281
BODC: TE

UNITED STATES SUBMARINE VETERANS
INC

% JON JAQUES CPA
PO BOX 3870
SILVERDALE WA 98383-3870



029310

Employer Identification Number: 06-1007203
Person to Contact: Mr. Fraser
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 17, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(19) of the Internal Revenue Code in a determination letter issued in January 1980.

This determination was based on your representation that at least 75 percent of your members are past or present members of the Armed Forces of the United States defined under section 501(c)(19) of the Code. It was also based on the representation that substantially all (97.5%) of the other members, if any, are individuals who are cadets, or are spouses, widows, or widowers of past or present members of the Armed Forces of the United States or of cadets. If at least 90 percent of your members are war veterans and you are organized and operated primarily for purposes consistent with your current status as a war veterans organization, donors can deduct contributions made to or for your use. In the future, if your purposes, character, or method of operation changes, donors cannot deduct contributions made to you or for your use, as provided by section 170 of the Code. You must notify the IRS of changes of the this nature by documenting them on your annual information return.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

Base Commander Sample Letter for Bank Account Authorization

UNITED STATES SUBMARINE VETERANS, INC (USSVI)

PO Box 3870

Silverdale, WA 98383-3870

Name of Base: _____

Address: _____

City: _____ State _____ ZIP _____

Date: _____

To Whom It May Concern:

The _____ (Base Name) is a chartered member of the United States Submarine Veterans Inc. The accompanying letter from the USSVI National Commander authorizes each Base to open and operate checking, savings and investment accounts in the name of the base.

The USSVI EIN No. is 06-1007203

The following individuals are authorized to establish and maintain signatory authority for this base:

1. _____ Base Commander
2. _____ Base Treasurer
3. _____

Sincerely,

(Base Name) Commander

USSVI BASE LEGAL STATUS POLICY STATEMENT

Every Base is established by its Charter and is legally is a part, e.g. a 'branch,' of USSVI and is not a separate independent entity. Organizationally, USSVI is incorporated in the State of Connecticut, is recognized by the IRS as a 501(c)19 veteran's organization and is further acknowledged to meet the federal requirement as comprised of at least 90% membership by members who have served during congressionally designated periods of war.

This War Veteran status allows USSVI at both the National and Base level to accept donations from individuals who may then take a tax deduction for their donation to the extent allowed by current IRS rules covering such donations. There are recordkeeping and acknowledgement requirements for this process which are available on our USSVI website under the "DOCUMENTS" button. Our Federal tax number (EIN) is 06-1007203, and it covers all of the branch Bases of USSVI as well. This is the EIN you use for opening a Base checking account and you CANNOT get your own EIN for that purpose. For if you do get your own EIN for your Base you will have to pay taxes on that EIN as it is not tax exempt like the USSVI EIN.

Bases should not attempt to set themselves up individually as an IRS recognized 501(c)19 or a 501(c)3 organization, because the Base is not an independent legal entity. To represent themselves as such to the IRS would be a misrepresentation and a likely point of confusion with the IRS. A Base cannot be both a branch of USSVI and an independent legal entity. Any base with such a current status must disestablish their independent "501" status immediately or they will be disestablished as a Base within the USSVI branch system and their charter revoked. If a Base is disestablished, the members of that former base may remain members of USSVI either as members at large or as members of other Bases they may concurrently belong to. The prohibition on filing for and maintaining a Base's own '501' status is, however, an absolute requirement.

To summarize, a separate status as a "501" is prohibited. However, if a Base chooses to have a separate EIN number, in all matters concerning their separate EIN they must deal with the IRS on their own as USSVI has no connection with that EIN should they become caught up in tax problems with the IRS concerning that separate EIN. Questions regarding this matter may be directed to the National Senior Vice Commander or the National Treasurer.

Application for Membership



APPLICATION FOR MEMBERSHIP Regular Life Associate

OUR 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 & its Constitution."

With my signature below I affirm that I subscribe to the Creed of the United States Submarine Veterans, Inc., and agree to abide by the Constitution, all Bylaws, Regulations and Procedures governing the U.S. Submarine Veterans, Inc., so long as they do not conflict with my military or civil obligations. I will furnish proof of my eligibility for Regular membership, including my discharge under honorable conditions, and proof of my U.S. Navy (SS) Designation, if required by the Base or the national Membership Chairman. If I am not discharged, the discharge requirement is waived. If I am not U.S. N. submarine qualified, I am applying as an Associate and my sponsor is indicated below.

I certify that I was designated qualified in USN Submarines aboard _____ in _____ (Yr)
(Honorary designations regardless of source do not apply under any circumstances.)

I certify that I received a discharge under Honorable Conditions (if not currently in military service) in _____ (Yr)

Name: (Print/Type) _____ Address: _____

City: _____ State: _____ Zip Code: _____ - _____ Tel: (____) _____ - _____

Signature: _____ Date: _____

Your E-Mail Address _____ Base/Chapter Desired: _____

Nat'l Member Dues year runs from Jan 1st thru Dec 31st. Please indicate your term preference: _____
 Nat'l Dues: 6 Yr term: \$ 115.00; 3 Yr term: \$ 70.00; 1 yr term (Jan thru Sep) \$ 25.00;
 (Oct thru Dec add the next yr): \$ 30.00
 Nat'l Life: 78+ yrs = \$100.00; 68 thru 75 yrs = \$200; 58 thru 65 yrs = \$ 300.00; 48 thru 55 = \$400.00; Thru 45 yrs = \$ 600.00
DUES FOR ACTIVE DUTY PERSONEL ARE COMPLIMENTARY FOR FIRST YEAR
Local Base/Chapter dues are separate and additional. Consult the local base for those figures.

How did you find USSVI? Friend, = Boat Assn, Local Event/News, Internet, Other (_____)

Who is your sponsoring USSVI Regular Member? (Mandatory for Assoc Mbrs) _____

Associate Applicant is: Veteran Spouse of Veteran Other (specify) _____

YOUR U.S. NAVY BIOGRAPHICAL DATA

Date of Birth (MM/DD/YY) ____ / ____ / ____ If other military service, What Branch? _____

Highest Rate & Rank Attained: _____ MIL Retired (Y/N): _____ On Active Duty? (Y/N): _____

YR entered MIL Service: _____ YR left MIL Service _____ (Active/Inactive reserve time also counts.)

Check if your Military Service falls within any of these time periods: Dec 7, 1941, thru Dec 31, 1946; June 27, 1950, thru Jan 31, 1955; Aug 5, 1964, thru May 7, 1975; and from August 2, 1990 to date.

Check if you have been awarded an Expeditionary Medal.

Submarines and ships served aboard as ship's company (Use back if you need more space.)

1. _____ Hull# _____ Rank/Rate _____ From Yr. _____ to Yr. _____

2. _____ Hull# _____ Rank/Rate _____ From Yr. _____ to Yr. _____

3. _____ Hull# _____ Rank/Rate _____ From Yr. _____ to Yr. _____

4. _____ Hull# _____ Rank/Rate _____ From Yr. _____ to Yr. _____

Next of Kin: Name: _____ Relationship: _____ (Spouse, Partner, Son, Dagh, Parent, Other)

Address: _____ City: _____ State: _____ Zip: _____ Tel: _____

(Leave this address line blank if the same as your home address)

Applicants on active duty are requested to provide a permanent home address.

Upon completion, please deliver to: Your Base Chapter Secretary, or if you do not know of a base location near you,

Mail to: USSVI National Office, P.O. Box 3870, Silverdale, WA 98383-3870

Questions: Call 1-877-542-DIVE or email office@ussvi.org

USSVI Base Annual Activity Report

USSVI Base Annual Activity Report

June 1, _____ thru May 31, _____

Region: _____ District: _____ Base Name: _____

Restrict your input to the number of events/activities only. Itemize and Enter any significant event details in item #8 below.				
1	Average Number of Base Members Attending Meetings (Members Only - Not Guest)			Annual
	<u>Month</u>	<u># Base Members</u>	<u>Attended Meeting</u>	<u>Average</u>
	June	_____	_____	0%
	July	_____	_____	0%
	August	_____	_____	0%
	September	_____	_____	0%
	October	_____	_____	0%
	November	_____	_____	0%
	December	_____	_____	0%
	January	_____	_____	0%
	February	_____	_____	0%
	March	_____	_____	0%
	April	_____	_____	0%
	May	_____	_____	0%
	Number of Meetings <u> 1 </u>			
2	Public Events/Ceremonies Attended:		a. Parades	_____
			b. Submarine Events	_____
			c. Memorial Dedications	_____
			d. Community	_____
			e. Other: _____	_____
3	Base/District Events:		a. Eagle Scout Presentations	_____
			b. K4K Events	_____
			c. School Presentations	_____
			d. Color Guard Duty	_____
			e. Eternal Patrol Duty	_____
			f. Other: _____	_____
4	Awards:		a. National/Regional/District/Recognition of Base	_____
			b. National/Regional/District/Base Recognition of Base Members	_____
			c. USSVI Longevity pins awarded (By Base)	_____
			d. Holland Club Inductions (# Base Members Inducted)	_____
5	Base Member Loses during Reporting Period:		a. Eternal Patrol	_____
			b. Transfer	_____
			c. Non-Renewal	_____
			Total:	0
6	New Base Members Recruited: (Not transfers from other Bases, non-primary members or late Renewals)			_____
7	Monetary Contributions Made By Base: (Number of contributions made - Not Monetary Value)			_____

OPTIONAL: Significant Comments if Needed for Above Activities
Please do not include minute details, keep comments as short as possible

8

Signature:

Date:

Position:

Attachment 17 (2 Pages)
DISTRICT COMMANDER'S NEW BASE DEVELOPMENT CHECK LIST

Date Check List Initiated _____

Region _____ District _____ Commander _____

New Base Name: _____

(Please initial the appropriate item when completed:

- 1.) _____ Determine if there are at least seven (7) regular members in good standing or committed candidates for membership in the proposed area of the new Base. At least 7 **MUST BE PRIMARY MEMBERS** of the new Base at the time the Charter is issued. They may maintain "dual membership" with their previous base but **MUST** make the new base **PRIMARY**. A Primary Member is a person who meets the definition of a Regular Member and will vote in District, Regional, and National elections from this new base. Associate members will **NOT** be counted for this purpose.
- 2.) _____ Supply the Prospective Base Commander with local USSVI member name lists from the National Office. Lists should include USSVI members who are within a reasonable driving distance of the proposed Base. This List will include local area members of other Bases and Members at Large (MAL) who may desire to transfer or join the new Base.
- 3.) _____ Inform the new Base of the "Base Startup Expenses" loan program, included in the New Base Development/Operating Manual. Ensure that the prospective Base is aware that all assets and monies of the same shall be turned over to the National Senior Vice Commander if dissolution of a Base is considered necessary by appropriate authority.
- 4.) _____ Have Prospective Base Commander set up an initial meeting to establish the Base and to elect the required Base Officers.
- 5.) _____ As District Commander you should attend the initial meeting or arrange for a knowledgeable USSVI representative be present.
- 6.) _____ Advise the new Base on selecting a Base name. (Make it short and simple). It cannot be changed in the future.
- 7.) _____ Arrange for the new Base to obtain a Policy & Procedures Manual, a Base Financial Policy & Procedures Manual, the New Base Development/Operating Manual, and USSVI Membership Application (Download all from the USSVI Website <http://ussvi.org>)
- 8.) _____ Advise the new Base that incoming members of another Base must join the new Base as a Primary member to be eligible to vote in District, Regional and National elections from the new Base. Explain the concept of "Dual" membership.
- 9.) _____ Advise the new Base on the importance of timely membership reporting, utilizing the Tools Management System. Advise that a Base annual financial End of Year report and a Base annual activity report is required.
- 10.) _____ Arrange to have recruiting literature mailed to the new Base Commander (Brochures, bumper stickers, etc.) from the National Office.

11.) _____ Designate an E-Mail Base POC (Point of Contact) for the new Base and inform the National Jr Vice Commander who it is. It is the responsibility of this POC to pass on all received USSVI communication to the Base officers and members.

12.) _____ Designate an online base Membership Tools Manager/Record-keeper and notify the National Jr Vice Commander who it is and request access and training for that person when the base is established.

13.) _____ Advise the new Base Commander of the need for base by laws per the model in the New Base Development/Operating Manual. Review and approve Base Bylaws. Initially New Base will use the provided model base bylaws. A Base may tailor their Bylaws to meet local conditions, as long as there is no conflict with the National Constitution and Bylaws and is approved by the District Commander. (Sample of base Bylaws are included in the New Base Development/Operating Manual posted at www.ussvi.org.)

14.) _____ Inform the new base that all membership applications, and moneys (assure base name is on the check or on memo section) is to be sent to the National Office at: USSVI, P.O. Box 3780, Silverdale, WA 98383-3870. NOTE: Use of TOOLS (Online Data Base Management System) eliminates the need to send in membership applications. The information is kept current in the national database and only dues payments and a record of who the dues are being paid for needs to be sent in to National.

15.) _____ Advise the Base Commander the preferred method of updating the Base Tools Management System for new and renewing members, the Annual End of Year (EOY) Financial Report (sent via e-mail to the National Treasurer), and the Base Annual Activity Report (AAR) (sent to the District Commander).

16.) _____ When satisfied with the above check off items send this completed checklist and supporting information to the Regional Director for approval.

Date _____

Signed _____ (District Commander)

17.) _____ The Regional Director will forward the check list and supporting documentation to the National Secretary. Ask the National Secretary to prepare a Charter for issuance. Include the address where the Charter is to be mailed. The National Secretary needs the following items before the Charter is issued:

- a. Official Name of the New Base and date of founding meeting.
- b. List of Base Officers (four elected and two appointed) by title and the letter requesting to form a new base with enrolling base members.
- c. Signed copy of this completed DC Checklist
- d. Copy of approved Base bylaws.

18.) _____ Region Director shall make an appropriate and timely announcement of the new Base by posting the news via the National POC in a National Bulletin, notify the New Base Development Chairperson, and establish the new base in the National Website (TOOLS).

Last Page

This page is intentionally left blank.