

Notice

The information contained in this manual represents Policies and Procedures for Blueback Base; U.S. Submarine Veterans, Inc. at the time of publication.

As the needs of Blueback Base and its members change, these policies and procedures may be revised by the Executive Board to better meet these needs.

As with any guidelines, exceptions to these policies and procedures may be made as appropriate for individual situations.

January 1995

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Policy Review, Dating and numbering

1.0 Purpose:

The purpose of this Policy is to have a standard concerning the dating and numbering of policies, and an annual review by the E-board.

2.0 Scope:

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions:

3.1.1 All policies shall be dated, numbered, and retained in notebook fashion.

3.1.2 Policies shall be dated as approved.

3.1.3 All Policies shall be reviewed annually by the E-board.

A. Agenda item for June E-Board meeting.

B. Final review at July E-Board meeting.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Commander

1.0 Purpose:

The purpose of this Policy is to outline duties of the Blueback Base Commander.

2.0 Scope:

This Policy applies to the Blueback Base Commander.

3.0 General Provisions:

In addition to the duties and responsibilities of the Blueback Base Commander that are covered by the By-laws, the Commander shall be responsible for the following:

3.1 Shall appoint the Chairman to all standing committees with the approval of the E-Board.

3.2 Receives for review copies of all official outgoing correspondence initiated by officers and committee chairman.

3.2.1 Forward official correspondence to Secretary for filing.

3.1 Receive for review all U.S. Subvets Base Newsletter.

3.3.1 After review, forward newsletters to Base Historian/Editor.

3.2 Approve original copy of the minutes.

3.3 In June, solicit a minimum of two volunteers to the Nomination Committee – designate one as chairman.

- 3.4 Submit annual budget for the operation of his office to the E-Board at the January E-Board meeting.
- 3.5 In December, appoint an Audit Committee of three members who have accounting or bookkeeping background. Appoint one to be the chairman.
 - 3.7.1 Brief the Committee on their duties to audit the books of Blueback Base.
- 3.8 At January E-Board meeting, present newly appointment chairman of standing committees to the E-Board for approval.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Vice Commander

1.0 Purpose:

The purpose of this Policy is to outline duties of the Blueback Base Vice Commander.

2.0 Scope:

This Policy applies to the Blueback Base Vice Commander.

3.0 General Provisions:

In addition to the duties and responsibilities of the Vice Commander that are covered by the By-Laws, the Vice Commander shall be responsible for the following:

3.1 Contact each assigned Committee Chairman once a month.

3.2 Help stimulate Committee activities.

3.2.1 Remain aware of Committee projects.

3.2.2 Attend Committee meetings.

3.2.3 Remain aware of Committee goals and ensure Committee Chairman follow through on these goals.

3.3 Advise E-Board if Committee becomes non-functional.

3.4 If a Committee Chairman resigns, serves as Committee Chairman until the position is filled.

3.5 Responsible for the contents, production, and publication of the Base Newsletter.

3.6 Submit an annual budget at the January E-Board meeting.

3.7.1 Budget for the office of Blueback Vice Commander.

3.7.2 Budget for Base Newsletter operation.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Secretary

1.0 Purpose:

The purpose of this Policy is to outline duties of Secretary of Blueback Base.

2.0 Scope:

This Policy applies to the Secretary of Blueback Base.

3.0 General Provisions:

In addition to the duties and responsibilities of the Secretary that are covered by the By-Laws, the Secretary shall be responsible for the following:

- 3.1 Serve as ex-officio member of any standing or special committee as directed by the Base Commander.
- 3.2 Send notices of meetings and minutes of previous meeting to the editor for inclusion in Base Newsletter.
- 3.3 Maintain a file of muster lists of all who attend E-Board, Regular, and Special Meetings.
- 3.4 Maintain a master file of all Policies and Procedures as approved by E-Board.
 - 3.4.1 Assign Policy Numbers as they are approved.
 - 3.4.2 Type new and / or amended Policies.
 - 3.4.3 Serialize and maintain an inventory of all Policy and Procedures manual issued.

3.4.4 Responsible for distribution of Policy and Procedures Manual to applicable persons.

3.5 Submit an annual budget for operation of his office at the January E-Board meeting.

3.6 Submit monthly Control Report to National USSVI.

3.7 Receive new member applications.

3.7.1 Aid/assist in maintenance of Data Base (Local & National)

3.8 Submit monthly Control Report of new members, member status changes, transfers, deceased to the National Secretary, National Treasurer, National Membership Chairman, Base Officers, and Base Membership Chairman.

3.8.1 National Secretary receives Control Report only.

3.8.2 National Treasurer receives Control Report along with the Blueback Base check for any National membership dues collected (Regular or Life)

3.8.3 National Membership Chairman received Control Report along with original application and Biographical Data Sheet of new members or renewal applications from current for entry into U.S. SubVets database.

3.8.4 Base Officers and Membership Chairman receive same as 3.8.3.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Treasurer

1.0 Purpose:

The purpose of this policy is to outline duties of the Treasurer.

2.0 Scope:

This Policy applies to the Treasurer of Blueback Base, U.S. Submarine Veterans, Inc.

3.0 General Provisions:

3.1 In addition to the duties and responsibilities of Treasurer that are covered by the By-Laws, the Treasurer shall be responsible for the following:

3.1.1 Serve as official liaison to any conference or convention committee.

3.1.2 Serve as ex-officio member of any standing or special committees as directed by the Base Commander.

3.1.3 Maintain current accounting of Blueback Base's budgeting status.

A. Reconcile bank statements on monthly basis.

B. Provide current financial status at each Executive Board meeting and at General meetings or upon request from any Board Member.

3.1.4 Reports:

- A. End of year status of organization.
 - 1. Information obtained through Treasurers records.
- B. Propose recommendations for following year.
- C. Make proposal for annual dues at October Executive Board meeting.
 - 1. Reference financial status and information obtained from the various standing committees, newsletter editor, and Base officers' budgets.
 - 2. Propose amount.
 - 3. Obtain Executive Board approval.
 - 4. Inform membership at the General Meeting the dues changes for the coming year, if any.

3.1.5 Reunions, conferences, conventions

- A. Establish registration fee
 - 1. Meet with applicable committee chairman to obtain proposed expenses.
 - 2. Compute figures on projected attendance.
- B. Provide Executive Board with proposed fee.
 - 1. Inform applicable committee chairman for development of registration form.

3.1.6 Fundraisers

- A. Assigned Committee
 - 1. Is responsible for inventory and distribution.
 - 2. Will report to Treasurer
 - a. One time fundraisers at the end of activity.
 - b. All others – monthly

3.1.7 Dues for Base Lifetime Membership

- A. Monies collected for Lifetime Membership will be deposited in savings account.

3.1.8 Submit annual budget for operation of his office at the January E-Board meeting.

3.1.9 All monies collected for the following dedicated funds will be placed in an interest bearing account.

- A. Memorial Fund
- B. Building Fund
- C. Scholarship Fund

3.2 Budget

3.2.1 At January E-Board meeting submit to each member a copy of the last approved budget along with actual expenditures since previous January.

3.2.2 At February E-Board meeting, assist E-Board in finalizing the next years budget.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Ways and Means Officer

1.0 Purpose

The purpose of this Policy is to outline duties of the Ways and Means Officer, Blueback Base.

2.0 Scope

This policy applies to the Ways and Means Officer.

3.0 General Provisions

In addition to the duties and responsibilities of the Ways and Means Officer that are covered by the By-Laws, the Ways and Means Officer shall be responsible for the following:

3.1 Chair Committee to find ways to raise funds.

3.1.1 This Committee to be made up of volunteers solicited by the Ways and Means Officer.

3.1.2 The Committee is to meet at least quarterly to discuss ways to raise funds for Blueback Base.

3.2 Present fund raising committee ideas to the E-Board for discussion and approval / disapproval.

3.3 Conduct 50/50 Raffle at regular meetings, special meeting, and Blueback Base social functions.

3.4 Budget

- 3.4.1 Shall submit annual budget to January E-Board meeting.
- 3.4.2 Shall update budget whenever fund raising projects dictate by submitting to next E-Board meeting.

3.5 Maintain the Base inventory file.

- 3.5.1 Request inventory of all Blueback Base property in February from all applicable officers and committee chairman.
- 3.5.2 All inventories to be reviewed at the March E-Board meeting.
- 3.6.3 Present the inventory to the newly elected officers at the January E-Board meeting.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Chief of the Boat

1.0 Purpose

The purpose of this Policy is to outline duties of the Chief of the Boat, Blueback Base.

2.0 Scope

This Policy applies to the Chief of the Boat, Blueback Base.

3.0 General Provisions

In addition to the duties and responsibilities of the Chief of the Boat that are covered by the By-Laws or by specific policies, the Chief of the Boat shall be responsible for the following:

3.1 Ensure muster list is signed by all present at E-Board, Regular and Special Meetings.

3.1.1 Give completed muster list to Base Secretary at end of each meeting.

3.2 Keeper of the National Flag, Base Flag, and Toll Bell.

3.2.1 Set up Flags at Regular Meetings.

3.2.2 Set up Toll Bell at Regular Meetings.

3.3 Becoming familiar with the "New Roberts Rules of Order", Base Constitution and By-Laws.

3.4 Submit annual budget to the January E-Board meeting.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Executive Board

1.0 Purpose

The purpose of this Policy is to establish guidelines for the Executive Board (E-Board).

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base, U.S. Submarine Veterans.

3.0 General Provisions

- 3.1 Be an active member of Blueback Base; attend all meetings, conferences, and conventions as required.
- 3.2 Read, understand and follow all Blueback Base and U.S. Submarine Veterans By-Laws, constitution and applicable policies.
 - 3.2.1 A quorum will be no less that four members present.
 - 3.2.2 To pass a motion, there must be no less that three (3) votes for, and / or 60% of the members present.
 - 3.2.3 All E-Board business will be conducted for the good of the membership and organization.
 - 3.2.4 The presiding officer will schedule meeting with an agenda, only when an issue relating to the function of the board presents itself.

- 3.3 Make prudent decisions on expenditures.
 - 3.3.1 The E-Board must approve all expenditures over \$50.00.
 - A. Bring a recommendation to the members present at a regular meeting when consideration of expenditures over \$500.00 exists.
- 3.4 Make decisions that would not need a vote of the membership.
- 3.5 Be able to recommend removal from office of any Base Officer for just cause.
 - 3.5.1 To call in the books, records, and accounts of said officer.
 - 3.5.2 To call in all Blueback Base property.
- 3.6 To remove a Base Officer requires a vote for removal of 75% of E-Board Members present.
- 3.7 Causes for removal:
 - 3.7.1 Misappropriation of Base funds and / or property.
 - 3.7.2 Fraud
 - 3.7.3 Unexcused absence from two consecutive E-Board meetings or unexcused absences from a total of three meetings in one term year. Term year is 1 January through 31 December.
 - 3.7.4 Failure to carry out the Base By-Laws or Base Procedures and Policies.
- 3.8 Standing Committee Chairman shall attend E-Board meetings.
- 3.9 Annual events that demand E-Board attention:
 - 3.9.1 January – Turn over Base documents to new officers
Base audit report due
Send Base financial report to National Base officers to submit operating budgets
 - February – Request inventory from all Base officers
Finalize Base budget
 - March – Review Base Inventory
 - April –
 - May – Membership chairman annual report due
 - June – Review Policy and Procedures Manual
Solicit volunteers for Nominating Committee

July – Finalize Policy & Procedures Manual
Designate Nominating Committee
August - Nominating Committee Report
September - Review inventory of all Base property
October - Turn over with newly elected officers
November - Members receive budget information
Confirm all newly appointed Committee Chairmen
December - Installation of Base officers
Financial audit committee appointed

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Base Historian

1.0 Purpose

To gather and preserve permanent records and documentation of the organizations history.

2.0 Guidelines and Procedures

2.1 All officers, Committee Chairman, Membership at Large, and any others involved in written or photograph evidence or events of accomplishments of Blueback Base shall provide the Base Historian copies of all materials. These materials shall be compiled in albums.

2.2 The Base Historian shall be appointed by the Base Commander.

2.3 Duties of the Historian

2.3.1 To attend E-Board meetings when deemed necessary by the Base Commander.

2.3.2 Will make available the Base History.

A. At regular and special meetings.

B. At Base social functions.

C. At U.S. Submarine Veteran Annual Conventions.

2.3.3 To review items and records to determine if they are significant to the history of the Base.

- 2.3.4 To contact membership, news media, and other reliable sources of information searching for back ground material of historical nature that may be incorporated into our files as permanent records.
- 2.3.5 To inform our membership, by whatever methods are available of this historical, factual information concerning our organizations history.
- 2.3.6 To establish and maintain the history of Blueback Base in safe location.
- 2.4 It shall also be the responsibility of the historian to maintain all pins, plaques, pendants, etc. that are presented to the Base.
- 2.5 Submit an annual budget in January to the E-Board.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Expense Reimbursement

1.0 Purpose

The purpose of this Policy is to establish guidelines for reimbursing members for expenses incurred while conducting the official business of Blueback Base.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions

Expenses incurred by E-Board members, Officers, Committee Chairman, and Committee members in the fulfillment of their duties are expected to be borne by those members. Expectations may be made by the E-Board subject to the following:

3.1 Members who wish to receive reimbursement must submit a Reimbursement Request form to the Treasurer no later than 30 days after incurring the expense(s). Items that have been budgeted for or had prior approval must still submit a "Reimbursement Request Form".

3.2 At the next scheduled E-Board meeting the requests will be reviewed. The E-Board and/or Base Commander will determine of to reimburse or not reimburse.

3.2.1 Individual payments \$50.00 or less will be reviewed by the Base Commander for determination. Over \$50.00 will require review by the E-Board for determination.

3.2.2 Reimbursements over \$500.00 require 50% plus 1 of the membership present at a regular or special meeting for approval.

4.0 Special Considerations

4.1 The E-Board may grant exceptions to this Policy if it determines that special or emergency conditions warrant.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Duties of Immediate past Base Commander

1.0 Purpose

The purpose of this Policy is to outline the duties of Past Base Commander.

2.0 Scope

This Policy applies to Immediate past Base Commander.

3.0 General Provisions

3.1 Past Base Commander shall be responsible for the following:

3.1.1 Serve on Budget Committee

3.1.2 Serve on Nominating Committee

3.1.3 See that the E-Board members and committee chairman do not violate adopted policies or procedures.

3.1.4 Shall attend all E-Board meetings and actively take part in all organizational business transacted by the E-Board.

3.1.5 Will represent the organization whenever requested to do so by the Base Commander.

3.1.6 Conduct installation ceremony of new officers at the annual installation dinner meeting.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Adopting Policies

1.0 Purpose

The purpose of this Policy is to establish guidelines for developing policies for Blueback Base.

2.0 Scope

This policy applies to all persons directly or indirectly connected with Blueback Base, U.S. Submarine Veterans.

2.1 General Provisions

- 3.1 E-Board policies are the documents by which Blueback Base is governed. The E-Board and all Committees shall operate within the framework of these policies.
- 3.2 Proposals for new policies or changes to existing policies may be initiated by any E-Board Member or by any member in good standing. In order to allow the E-Board sufficient time to review policy proposals, suggestions shall be made in writing to the Base Commander and he shall place them on the agenda for the next E-Board meeting for consideration.
- 3.3 Final action on a Policy or Policy change shall not be adopted at the meeting at which they are introduced. The Policy or Policy change, if approved, will go into effect at the next E-Board meeting.
 - 3.3.1 Temporary approval may be granted by the E-Board in lieu of formal action to meet emergency conditions or special event which will take place before formal action can be made.
- 3.4 The Secretary shall be responsible for typing, printing, and distributed of new Policy and /or Policy changes as approved by the E-Board.

3.4.1 The updated and/or new copies of Policies shall be handed out at first meeting after approval.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Calendar Year

1.0 Purpose

The purpose of the Policy is to establish type of year for conducting Blueback Base business.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions

3.1 The calendar year beginning 1 January and ending 31 December.

3.2 All budgeting, accounting, and business functions of the organizations shall be conducted on a calendar year basis.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Audit Committee

1.0 Purpose

The purpose of the Policy is to appoint a Committee that will audit the financial position of Blueback Base and summarize the financial transactions on an annual basis.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions

3.1 The Committee shall:

3.1.1 In December, the Base Commander shall appoint a minimum of three Committee members and designate the chairman.

A. The Committee Chairman must have an accounting background or bookkeeping background.

3.1.2 All members are entitled to vote.

3.1.3 Minutes shall be kept of all meetings.

3.1.4 The chairman will designate a secretary for the committee.

3.2 Duties of Chairman

3.2.1 To call meeting as necessary to conduct the business of the committee.

- 3.8.5 To prepare a written report and an oral report to the E-Board, no later than the January E-Board meeting. A copy of the written report to each E-Board member.
- 3.8.6 Will make an oral report to the membership at the January regular meeting.
- 3.8.7 If expenditures are anticipated, the chairman shall submit a proposed budget as prepared by the committee to the E-Board as soon as possible.

3.9 Duties of Committee

- 3.9.1 To audit the financial position of Blueback Base and summarize the financial transactions on an annual basis.

3.10 Duties of Committee Members

- 3.4.1 To attend meeting as called by the chairman.
 - 3.4.2 To carry out activities as designated by the chairman.
- 3.5 Expenses incurred by Committee Members in fulfillment of these duties are expected to be borne by the Committee member. Exceptions may be made by the E-Board at their discretion.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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Nominating Committee

1.0 Purpose

The purpose of this Policy is to establish a Nominating Committee for election of Officers and to prepare a slate of eligible candidates who are willing and have time to serve.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions

3.1 The Committee shall:

3.1.1 The Committee shall consist of no less than two members in good standing and not running for any office or Committee chairmanship.

3.1.2 The immediate Past Commander shall be an ex-officio member.

3.1.3 All members are entitled to vote.

3.1.4 The Base Commander will appoint the Committee members and designate the Chairman no later than the July meeting.

3.2 Duties of the Chairman

3.2.1 Call meetings to conduct business of the Committee as necessary.

- 3.2.2 To compile a list of candidates for office with background information.
- 3.2.3 To review with all prospective candidates, the obligations of the office they seek and time requirements necessary to perform the duties of office.
- 3.3 Duties of Committee
 - 3.3.1 Solicit the membership at large to determine if anyone is interested in running for elective office.
 - A. Solicitation may be by telephone, in person, or by mail.
 - B. Of those interested, determine if they understand the duties of the office and the amount of time involved.
 - 3.3.2 Obtain background information on those interested.
 - 3.3.3 Forward this information to Committee Chairman.
 - 3.3.4 Review information on all candidates interested in running for Blueback Base officers or an appointment to a Committee chairmanship.
 - 3.3.5 Prepare and submit a list of eligible candidates recommended for office by the Nominating Committee to the General Membership at the September meeting.
- 3.4 Upon completion of their duties, the minutes of the meeting will be forwarded to the Base Secretary for filing.

Blueback Base
U.S. Submarine Veterans, Inc.

Policies

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By-Laws Committee

1.0 Purpose

The purpose of this Policy is to establish a Committee to review changes to the Constitution and By-Laws and make recommendations to the membership.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base, U.S. Submarine Veterans.

3.0 General Provisions

The Chairman shall be appointed by the Base Commander, with approval by the E-Board. The Committee shall be made up of volunteers appointed by the Base Commander.

3.1 The Committee and membership

3.1.1 All committee members are entitled to vote.

3.1.2 The Chairman shall

- A. Convene the committee within 30 days after receiving a written request to change Blueback Base by-laws from the Base Commander.
- B. Appoint a committee member to act as secretary and keep minutes of the meeting.

- C. Submit a written recommendation to the Base Commander and give an oral recommendation to the membership on the by-laws change within 90 days of the date of the original request.
- D. Read the By-Laws change and recommendation at three consecutive meetings.

3.1.3 Duties of the Committee

- A. To review U.S. Subvets (National) current Constitution and By-Laws and Blueback Base current Constitution and By-Laws.
- B. To review proposed changes to the Blueback Base Constitution and By-Laws.
- C. Within 90 days of the receipt of By-Laws change request, recommend approval or disapproval of the proposed changes to the Blueback Base Constitution and By-Laws.

- 3.2 Upon completion of their work, the minutes will be forwarded to the Base Secretary for filing.

Blueback Base
U.S. Submarine Veterans, Inc.

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Membership Committee

1.0 Purpose

The purpose of this Policy is to establish a Membership Committee to encourage members in Blueback Base, U.S. Submarine Veterans.

2.0 Scope

This Policy applies to all persons directly or indirectly associated with Blueback Base.

3.0 General Provisions

The Chairman shall be appointed by the Base Commander, with approval by the E-Board. The Committee will be made up of the members of Blueback Base.

3.1 Duties of Chairman

3.1.1 Serve on E-Board

3.1.2 Submit a report at each E-Board meeting concerning membership-recruiting activities.

3.1.3 To distribute application forms to all members.

3.1.4 To assist with mail-outs and distribution of material encouraging membership.

3.1.5 To establish a liaison with State and local Veteran Affairs Committees to obtain information on Submarine sailors from this area.

- 3.1.6 Submit a written report to the E-Board concerning activities of the Committee at the May E-Board meeting, advising of contacts made, amount of membership application and materials distributed. Number of returned applications for membership, number of renewals and non-renewals.

Revision History

Date	Reason
3/12/02	Revised dates of Base activities to reflect new term of office for Base officers.
9/13/07	Policy 003 – Deleted para 3.6 for managing Base Logbook. Replaced para 3.6 with para 3.7
	Policy 004 – Added para 3.6, 3.7, & 3.8. Para 3.8 was 3.2 in Policy 005.
	Policy 005 – Deleted para 3.2 for submitting monthly Control Report and transferred to Duties to Secretary
	Policy 009 – Deleted entire policy. Logbook no longer used.