



Hampton Roads Base
United States Submarine Veterans, Inc.
*"To Perpetuate the Memory of our Shipmates, who gave their lives
in the pursuit of their duties while serving their country."*



Proposed Base BYLAWS



Proposed: 15-AUGUST-2026

Approved: CAPT Micheal E. Sears, U.S.N.R. (Ret)
District Commander, ES1

HAMPTON ROADS BASE UNITED STATES SUBMARINE VETERANS, INC. BYLAWS

PREAMBLE

The organization shall be known as the Hampton Roads Base (HRB) and is a subsidiary of the United States Submarine Veterans, Inc. (USSVI). As a subordinate organization, HRB is governed by the USSVI Constitution and Bylaws as supplemented by its own Bylaws (this document). **If any HRB Bylaws is in conflict with the USSVI National Constitution and Bylaws, National Bylaws will govern and will be automatically amend the HRB Bylaws without requiring a vote or approval by HRB Members, as it will be considered an administrative change.**

ARTICLE I - DUES

Section 1: USSVI National dues shall be collected by the Base Treasurer in accordance with the National Bylaws and forwarded by him to the National business office in a timely manner.

Section 2: The amounts to be collected for National dues are as determined by the USSVI National Board of Directors.

Section 3: Base dues shall be collected by the Base Treasurer following the schedule of collection for National dues and deposited ~~by him~~ in the Base bank accounts in a timely manner.

Section 4: The amounts to be collected for Base dues shall be set at one-half the rate of USSVI National dues for the same periods of time as those for USSVI National dues. **The HRB Executive Board is empowered to make recommendations to change the amount of HRB dues to HRB membership to be voted on for approval at any scheduled HRB Base Meeting. If a recommended HRB due change is approved, it will be considered an administrative change to the Bylaws.**

Section 5: The Base Secretary and/or Treasurer will ensure that all members are informed of any changes to the schedule of USSVI National or Base dues.

ARTICLE II - MEMBERSHIP

Section 1: CHARTER MEMBERS: Those members who were accepted for membership in the Base prior to 31-December-1998 will hereafter be considered Charter Members of HRB.

Section 2: LIFE MEMBERS:

- A: Base Life Membership is available for ~~Regular Members only and not for Base Associate Members~~ for all Members eligible to be USSVI National Life Members.
- B: Members must be USSVI National Life Members prior to becoming Base Life Members or they may become Life Members of both USSVI National and the HRB at the same time.

Section 3: REGULAR MEMBERS: Regular Membership shall be in accordance with the USSVI National Constitution and Bylaws.

Section 4: ASSOCIATE MEMBERS: Associate Membership shall be in accordance with the USSVI National Constitution and Bylaws.

ARTICLE III - BASE MEETINGS

Section 1: MONTHLY MEETING: The Base shall normally meet on the third Saturday of each month, however, the Base Commander may change the date and time, provided that due notice is given to the membership.

Section 2: MEETING NOTICE: The Base Secretary shall publish a Notice of Meeting at least five days before any Base meeting using email or regular mail, as appropriate.

Section 3: QUORUM:

- A. Eight members in good standing, one of whom must be an elected Base officer, shall constitute a quorum for the transaction of business at a Base meeting.
- B. Once a quorum has been established, no member absenting himself from the meeting shall destroy the quorum.
- C. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

Section 4: VOTING:

- A. Each member in good standing shall be entitled to vote at any Base meeting.
- B. There shall be no voting by proxy or absentee ballot; any member in good standing, not voting will be considered to be abstaining from the vote.
- C. Voting may be by voice vote or by show of hands; a simple majority vote of the members present and in good standing shall be required for a favorable vote.
- D. Voting shall include soliciting votes 'FOR' 'AGAINST' and 'ABSTAINING'.
- E. Base Commander will abstain from all voting except in the case of a tie, in which he will cast the deciding vote.

ARTICLE IV – ELECTED BASE OFFICERS

Section 1: Elected Base Officers will be the Base Commander, Base Senior Vice Commander, Base Junior Vice Commander, Base Secretary, and Base Treasurer.

- A. Elected Base Officers are elected for a two-year term with elections being held at the December meeting of odd-numbered years and they shall be sworn into office at the following January meeting to immediately take up the responsibilities of their office(s).
- B. All elected Base Officers may succeed themselves in office.
- C. If a vacancy develops in an Elected Base Officer position of the Base Commander or Senior Vice Commander, the Senior Vice Commander or Junior Vice Commander will "Fleet Up" to take the next higher elected position to server the remaining term. The resulting Senior Vice or Junior Vice Commander and/or if the vacancy is the Secretary or Treasurer the Nominations Committee shall meet to develop a slate of candidates to propose to the membership at the next scheduled Base meeting that is at least 30 days after the vacancy occurs for immediate election to fill the vacant position.
- D. The positions of Base Secretary and Base Treasurer may be combined into one position at the recommendation of the Nominations Committee and with the concurrence of the Executive Board.

Section 2: BASE COMMANDER: The duties of the Base Commander shall include but not be limited to:

- A. Serve as the chief executive officer of the Base and chairman of the Executive Board.
- B. Cause to be called all regular and special meetings of the Base.
- C. Preside over all regular and special meetings of the Base.
- D. Enforce the USSVI National Constitution and Bylaws and the Base Bylaws.
- E. Direct and supervise the operation of the Base.
- F. Communicate directly with USSVI National Officers and Organization and be responsible for the promulgation of all pertinent information to the members of the Base.
- G. Be an ex-officio member of all committees except the Nominating Committee and the Resolution Committee.
- H. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, either electronic or hard copy, and/or official materials assigned to their care.

Section 3: BASE SENIOR VICE COMMANDER: The duties of the Senior Vice Commander shall include, but not be limited to:

- A. Assist the Base Commander in the discharge of their duties.
- B. Assume the duties of the Base Commander in the event of their absence, illness, or call to eternal patrol.
- C. Serve as Chairman of the Membership Committee.
- D. Serve as Chairman of the Scholarship Committee.
- E. Serve as a Member of the Ways and Means Committee.
- F. Serve as a Member of the Executive Board.
- G. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, either electronic or hard copy, and/or official materials assigned to their care.

Section 4: BASE JUNIOR VICE COMMANDER: The duties of the Junior Vice Commander shall include, but not be limited to:

- A. Assist the Base Commander in the discharge of their duties.
- B. Assume the duties of the Base Senior Vice Commander or Base Commander as necessary in the event of their absence, illness, or call to eternal patrol.
- C. Serve as Chairman of the Ways and Means Committee.
- D. Serve as Chairman of the Events Committee.
- E. Serve as a Member of the Membership Committee.
- F. Serve as a Member of the Executive Board.
- G. Serve as the Base representative to the Hampton Roads Council of Veterans' Organization (HRCVO).
- H. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, either electronic or hard copy, and/or official materials assigned to their care.

Section 5: BASE SECRETARY: The duties of the Base Secretary shall include, but not be limited to:

- A. Be the clerk of the organization.
- B. Be custodian of all nonfinancial records, both electronic and hard copy, and materials, which shall remain Base property.
- C. Keep~~ing~~ permanent records as required by the USSVI National & Base Bylaws.
- D. Keep~~ing~~ permanent records, either electronic or hard copy, of the proceedings of all Base meetings (meeting minutes).
- E. Ensure that only members in good standing vote on organizational business.
- F. Serve as the official Base correspondent, forwarding to officers and to committee chairmen such correspondence as may be appropriate to the performance of their duties.
- G. Serve as Chairman of the Public Relations Committee.
- H. Serve as a Member of the Executive Board.
- I. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

- Section 6: BASE TREASURER:** The duties of the Base Treasurer shall include, but not be limited to:
- A. Be the financial officer of the Base.
 - B. Be the custodian of all financial records of the Base.
 - 1. Shall support audits of financial records as directed by the Base Commander.
 - C. Receive and be responsible for the collection of all monies due and payable to the Base or USSVI National and for forwarding the latter to the appropriate USSVI National Officer in a timely fashion.
 - D. Develop a proposed budget for the coming fiscal year and present it to the Executive Board at their fourth calendar quarter meeting for its approval.
 - E. Have custody of all Base funds and provide for their safekeeping.
 - F. Provide reports at Base meetings on the status of Base funds.
 - G. Serve as a Member of all committees that expend Base funds.
 - H. Serve as a Member of the Executive Board.
 - I. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

ARTICLE V – APPOINTED BASE OFFICERS

- Section 1: Appointed Base Officers** will include but not be limited to the Base Chief of the Boat (COB), the Base Chaplain, the Base Historian, the Base Social Media Coordinator, the Base Storekeeper, and three members of the Executive Board.
- A. Appointed Base Officers shall be appointed by and serve at the pleasure of the Base Commander.
 - B. Appointed Base Officers shall serve until relieved by a successor.
 - C. Appointed members of the Executive Board shall have their appointments confirmed by a vote of the membership at a regular Base meeting.

- Section 2: BASE CHIEF OF THE BOAT:** The duties of the Base Chief of the Boat shall include, but not be limited to:
- A. Be the Base Parliamentarian and Maintain Order and Discipline at Base meetings.
 - B. Be in charge of all Honors and Ceremonies in which the Base participates, including maintaining custody of all flags, banners, bells, and other ceremonial items.
 - C. Coordinate and run any Base Meeting Raffles.
 - D. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

- Section 3: BASE CHAPLAIN:** The duties of the Base Chaplain shall include, but not be limited to:
- A. Provide the **non-denominational** invocation at Base meetings.
 - B. Maintain the Base "Binnacle List" and update the status of all members on the Binnacle List at each regular Base meeting.
 - C. Coordinate the Base response to all notifications of a member going on Eternal Patrol.
 - D. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

- Section 4: BASE HISTORIAN:** The duties of the Base Historian shall include, but not be limited to:
- A. Maintain a record of all Base Elected Officers and when they served.
 - B. Maintain a record of all the events the Base participates in as an entity.
 - C. **Maintain and/or forward any USSVI National Historical records as required.**
 - D. Work up, keep current, and pass on immediately to their relief, a "Turn Over" folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

Section 5: BASE SOCIAL MEDIA COORDINATOR: The duties of the Base Social Media Coordinator shall include, but not be limited to:

- A. Maintain and keep current a presence for the Hampton Roads Base on Facebook (general: photos, videos, blogs, and apps), LinkedIn (business and professional networking), and other various social media outlets such as Instagram and Twitter.
- B. Work up, keep current, and pass on immediately to their relief, a “Turn Over” folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

Section 6: BASE STOREKEEPER: The duties of the Base Storekeeper shall include, but not be limited to:

- A. Be the direct contact with the USSVI National Storekeeper for the ordering of USSVI National materials for use by the Base.
- B. Be the direct contact with the USSVI National Storekeeper for the ordering of USSVI National materials for purchase by members of the Base.
- C. Provide a monthly inventory and financial status report to the Base Commander and Base Treasurer at the end of each regular meeting.
- D. Take orders from members for the patches or other materials available from the USSVI National storefront.
- E. Work up, keep current, and pass on immediately to their relief, a “Turn Over” folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

Section 7: APPOINTEES TO THE EXECUTIVE BOARD (THREE APPOINTEES)

- A. Shall serve as full members of the Executive Board with the same voting rights as all other members of the Executive Board.
- B. Each Appointee shall work up, keep current, and pass on immediately to their relief, a “Turn Over” folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

Section 8: BASE WEBMASTER: The duties of the Base Webmaster shall include, but not be limited to:

- A. Maintain and keep current the Base Website (URL: <https://www.hrb-ussvi.org>) including the calendar of events and other information deemed pertinent to the Hampton Roads Base, as provided.
- B. Create engaging and entertaining content from the submarine community of specific interest to Base members.
- C. Assure timely responses to Base members and/or the public who have contacted the Base via the Base Website to topics including but not limited to:
 - 1. Joining the Website Member Area.
 - 2. Emergent Web Announcements.
 - 3. Eagle Scout Award Support.
 - 4. Kap(SS) 4 Kid(SS) program promotion.
 - 5. Any ~~other~~ pertinent topics.
 - 6. ~~And forward~~ **Forward** copies of incoming emails to the Base email address hrb.ussvi@gmail.com to the Base Secretary **or Treasurer** as appropriate.
- D. Authorize Base members access to the Website Member Area based on the current Base Roster at the time an individual applies.
- E. Limit access to the Website’s private Members Only Area to authenticated members only.
- F. Work up, keep current, and pass on immediately to their relief, a “Turn Over” folder, including any official correspondence, records, both electronic and hard copy, and/or official materials assigned to their care.

ARTICLE VI - EXECUTIVE BOARD

Section 1: MEMBERSHIP: Members of the Executive Board shall be the Base Commander who shall normally act as its chair, the Base Senior Vice Commander, the Base Junior Vice Commander, the Base Secretary, the Base Treasurer, the Immediate Past Base Commander (or most recent Base Commander who is still active in the Base), and three members of the Base appointed by and serving at the pleasure of the Base Commander who are also confirmed by a vote of the Base membership.

Section 2: ANNUAL MEETING: The Executive Board shall meet at least once a year at the call of the Base Commander, in the last quarter of the year with the primary purpose of the meeting to be a review of the Base Financial Report (year-to-date) and to review and approve the budget for the next fiscal (calendar) year.

Section 3: MEETING CHAIR: All Executive Board meetings will be chaired by the senior elected Base Officer present.

Section 4: ADDITIONAL MEETINGS:

- A. Additional meetings of the Executive Board may be called by the Base Commander, or by any three members of the Executive Board.
- B. Additional meetings may be physical meetings or virtual (by telephone email or other online collaboration) meetings.

Section 5: MEETING NOTICE: Notice of all meetings shall be given to each member of the Executive Board by the Base Secretary, in a timely fashion, using email or regular mail as appropriate, specifying the time and place of the meeting and the primary purpose of the meeting.

Section 6: GUESTS: Guests may be invited to attend meetings of the Executive Board if it is deemed they have information pertinent to the meeting but they shall not have voting privileges at that meeting and may be requested to leave the meeting before any voting takes place during the meeting.

Section 7: BUSINESS TO BE CONDUCTED: Business other than that specified in the notice of meeting may be conducted at any meeting of the Executive Board if proposed to the chair by a member of the Executive Board and seconded by another member of the Board.

Section 8: QUORUM:

- A. Four members in good standing, one of whom must be an elected Base officer, shall constitute a quorum for the transaction of business at an Executive Board meeting.
- B. If a quorum is not present, no business of the Executive Board may be conducted.

Section 5: VOTING:

- A. Each member in good standing shall be entitled to vote at any Executive Board meeting.
- B. If the positions of Base Secretary and Base Treasurer are combined the person serving in the combined position shall have only one vote.
- C. There shall be no voting by proxy or absentee ballot; any member in good standing, not voting will be considered to be abstaining from the vote.
- D. Voting may be orally or by show of hands; a simple majority vote of the members present and in good standing shall be required for a favorable vote.
- E. Voting shall include soliciting votes 'FOR' 'AGAINST' and 'ABSTAINING'.

ARTICLE VII - COMMITTEES

Section 1: MEMBERSHIP COMMITTEE:

- A. The Membership Committee shall be a standing committee.
- B. The Base Senior Vice Commander shall chair the Membership Committee and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Membership Committee shall include, but not be limited to:
 - 1. Receive applications from new members.
 - 2. Determine the eligibility of each applicant.
 - 3. Provide the Base Secretary and Base Treasurer with the applications for membership for processing and filing.
 - 4. Distribute Base Qualification Cards to new Base Members.

Section 2: WAYS AND MEANS COMMITTEE:

- A. The Ways and Means Committee shall be a standing committee.
- B. The Base Junior Vice Commander shall chair the Ways and Means Committee and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Ways and Means Committee shall include, but not be limited to:
 - 1. Fundraising.
 - 2. Submit recommendations to the Executive Board for unbudgeted expenditures.

Section 3: PUBLIC RELATIONS AND PUBLICITY COMMITTEE:

- A. The Public Relations and Publicity Committee shall be a standing committee.
- B. The Public Relations and Publicity Committee shall be chaired by the Base Secretary and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Public Relations and Publicity committee shall include but not be limited to:
 - 1. Publicity, promoting a positive image of the Base.
 - 2. Develop promotional materials to advertise the Base and Base events.

Section 4: SCHOLARSHIP COMMITTEE:

- A. The Scholarship Committee shall be a standing committee.
- B. The Scholarship Committee shall be chaired by the Base Senior Vice Commander and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Scholarship Committee shall include but not be limited to:
 - 1. Develop, and make available to the Base membership by the end of the calendar year, the Scholarship application, the Instructions for the application, and the Hints for the application to be used for the coming scholastic year.
 - 2. Collect all submitted scholarship applications for review.
 - 3. Review and evaluate all submitted applications to select the best candidate for the Base Scholarship.
 - 4. Announce to the Base the name of the applicant selected for the Base Scholarship award.
 - 5. Inform all applicants of their status after the Base Scholarship award is announced.
- D. If no Scholarship is awarded, the Executive Board shall be authorized to use the Scholarship Award Funds for any other educational purposes.

Section 5: NOMINATING COMMITTEE:

- A. The Nominating Committee shall be an annual committee and shall meet as required to make recommendations to the Base for the filling of elected offices either at the time of regular elections or when a vacancy of an elected office develops.
- B. The Committee shall be chaired by the Immediate Past Base Commander (or most recent Base Commander who is still active in the Base) and members shall be all Past Base Commanders who remain active in regular Base activities.
- C. The Committee shall have other members as deemed necessary and appointed by the Base Commander.
- D. The duties of the Nominating Committee shall include:
 - 1. Soliciting eligible candidates for Base offices.
 - 2. Reporting the slate of candidates at the Regular Base Meeting preceding the meeting at which officers will be elected.
 - 3. Assist the Base Commander in conducting the election of Base Officers.

Section 6: EVENTS COMMITTEE:

- A. The Events Committee shall be a standing committee.
- B. The Chair of the Events Committee shall be the Base Junior Vice Commander and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Events Committee shall include but not be limited to:
 - 1. Serve as the primary Point of Contact to outside organizations for all events in which the Base may participate in.
 - 2. Report on and inform the Base members of all events the Base may participate in as an organization.
 - 3. Submit necessary paperwork for the Base to participate in events.
 - 4. Solicit and coordinate speakers for the Base meetings.
 - 5. Pass all relevant information on events and speakers to the Newsletter committee for inclusion in the Base newsletter and to the Base Secretary for inclusion in the Base meeting agenda.

Section 7: NEWSLETTER COMMITTEE:

- A. The Newsletter Committee shall be a standing committee.
- B. The Chair of the Newsletter Committee, the Editor, shall be an appointed position and the committee shall have members as appointed by the Base Commander.
- C. The duties of the Newsletter Committee shall include but not be limited to:
 - 1. Develop, coordinate and edit a monthly newsletter of information about the Base and of interest to the Base members for distribution by email.
 - 2. Develop, coordinate and edit a monthly hard copy newsletter of information about the Base and of interest to the Base members for distribution to those members of the Base without email.
 - 3. Collect articles from available sources for the newsletter.
 - 4. Send both versions of the Base newsletter to the Base Secretary for distribution on or about the first of every month.

Section 8: THE HOLLAND CLUB:

- A. The Holland Club is a stand-alone group of members from within the Base who have been qualified in Submarines for 50 years or more.
- B. The Base Holland Club is a part of the USSVI National Holland Club.
- C. The Chair of the Holland Club shall be an appointed position.
 - 1. The Chair shall work with the National Holland Club Chair to identify members for induction into the Holland Club and receive the materials to be distributed to new Holland Club members.
 - 2. The Chair will work with the Base Commander to schedule and conduct induction ceremonies for eligible members, to recognize their accomplishment at least once a year.

Section 9: THE WORLD WAR II SUBMARINE MEMORIAL AND HALL OF FAME (HOF) COMMITTEE:

- A. The World War II Submarine Memorial and Submarine Hall of Fame Committee shall be a standing committee.
- B. The Chair of the World War II Submarine Memorial and Submarine Hall of Fame Committee shall be an appointed position and the committee shall have members as appointed by the Base Commander. In the event of a conflict, the World War II Memorial ceremony takes precedence over the Submarine HOF ceremony.
- C. The duties of the World War II Submarine Memorial and Hall of Fame Committee shall include but not be limited to:
 - 1. Serve as the single point of contact (POC) for Submarine Learning Facility Norfolk as it relates to the annual World War II Memorial ceremony and related Submarine Hall of Fame Program as delineated in Article VIII of these Bylaws.
 - 2. Coordinate all efforts related to the annual World War II Memorial ceremony, usually conducted in May of each year, in conjunction with the Submarine Hall of Fame ceremony.
 - 3. This includes providing a biodegradable wreath for a post-ceremony "At Sea" World War II wreath dedication, at a time specified by the Navy.
 - 4. In consideration of funds received in 2022 from the disestablishment of the Tidewater Chapter of Submarine Veterans of World War II financial accounts, USSVI, Hampton Roads Base agrees to provide funding for the biodegradable wreath for 2023 and all years going forward.
 - 5. Solicit nominations from HRB members in accordance with these Bylaws for the Hall of Fame Boat.
 - 6. Oversee the presentation(s) related to the nomination(s) for the Hall of Fame Boat.
 - 7. Coordinate and run the election for determining the Hall of Fame Boat. Voting is governed by Article III, section 4 of these Bylaws.
 - 8. Coordinate all efforts related to the annual Submarine Hall of Fame ceremony, usually conducted in May of each year, in conjunction with the World War II Memorial ceremony.

Section 10: KAP(SS) 4 KID(SS) COMMITTEE:

- A. The Kap(SS) 4 Kid(SS) (K4K) Committee shall be a standing committee.
- B. The Chair and Co-Chair (if assigned) of the K4K Committee shall be appointed positions and the committee shall have other members as appointed by the Base Commander, in addition to the Base Treasurer.
- C. The duties of the K4K Committee shall include but not be limited to:
 - 1. Establish and maintain a program for the Base using the National K4K Program guidelines.
 - 2. Coordinate the program to bring comfort and joy to children with challenging medical conditions in recognized medical facilities.
 - 3. Solicit and coordinate facility visits with other Base members.
 - 4. Fundraising in specific support of the K4K.
- D. K4K funds cannot be used for any purpose other than the support of the K4K program, without an affirmative vote of a quorum of members at a Base Meeting.
- E. K4K funds shall be held by the Base Treasurer.

Section 11: EMERGENCY RELIEF FUND COMMITTEE:

- A. The Emergency Relief Fund (ERF) Committee shall be a standing committee.
- B. The Chair of the ERF Committee shall be an appointed position and the committee shall have a minimum of two other members, as appointed by the Base Commander, in addition to the Base Treasurer.
- C. The duties of the ERF Committee shall include but not be limited to:
 - 1. Fundraising in specific support of the ERF.
 - 2. Accepting and evaluating applications for benefits from Regular Members of the Base in Good Standing or Base Life Members ONLY, as those terms are defined in the Base Bylaws ("Qualified Member"), or in the case of the sudden and unexpected death of a Qualified Member, then the spouse or eldest surviving subordinate relative of the Qualified Member.
 - 3. Designating the form of application for benefits from the ERF, to allow for the confidentiality of the applicant, if so requested, and provide for the manner in which the deliberations of the ERF Committee are to be conducted. An award to be made must be agreed to by at least 75% of the ERF Committee.
 - 4. To make an award of such benefits as the ERF Committee deems appropriate in those cases where a Qualified Member [see subparagraph (2), above] suffers a catastrophic and emergency situation that is sudden, unexpected, individual, isolated, and necessitated by external factors beyond the applicant's control, in such amount as the ERF Committee deems prudent, based upon available funds, and subject to such restrictions and oversight as set forth below.
 - i) The ERF Committee may make awards up to \$500.00 or 50% of available funds, whichever is less, upon its own authority.
 - ii) Awards of up to \$1,000.00 or 100% of available funds, whichever is less may be made only with the approval of the Executive Board.
 - iii) Any award in excess of \$1000 requires an affirmative vote by a quorum of members at a Base meeting.
- D. Any application for benefits that does not meet all the criteria of Paragraph C, subparagraph (4) above cannot be awarded from the ERF. This prohibition shall not prevent the applicant or the ERF Committee from bringing the question to the General Membership for an award from the Base General Operations Fund.
- E. ERF funds cannot be used for any purpose other than awards of benefits, without an affirmative vote of a quorum of members at a Base Meeting.
- F. ERF funds shall be held by the Base Treasurer.

Section 12: USS SCORPION (SSN 589) MEMORIAL COMMITTEE:

- A. The USS SCORPION Memorial Committee shall be a standing committee.
- B. The Chair of the USS SCORPION Memorial Committee shall be an appointed position and the committee have members as appointed by the Base Commander.
- C. The duties of the USS SCORPION Memorial Committee shall include but not be limited to:
 - 1. Serve as the single point of contact for the annual commemoration of the loss of the USS SCORPION and coordinate all efforts related to the Annual Memorial.
 - 2. Memorials will be conducted in accordance with the guidance contained in USSVI Base Memorials and Ceremonies Handbook.
 - 3. Memorial services will be conducted annually on the last Sunday of May each year in coordination with the Father Michael J. Bader Knights of Columbus Assembly 2439 and conducted at the Scorpion Memorial, located at the Virginia War Memorial Museum, Huntington Park, Newport News, Virginia.
 - 4. Assist the Knights of Columbus in acquiring an appropriate speaker for the ceremony by contacting the Submarine Forces Public Affairs Officer at (757) 836-1650 and provide additional assistance as required.

Section 13: RESOLUTION COMMITTEE:

- A. The Resolution Committee shall be an ad hoc committee called as necessary to resolve disputes within the Base that cannot be resolved by any other means.
- B. The Chair of the Resolution Committee shall be an appointed position and the committee shall have members as appointed by the Base Commander and agreed to by the parties involved in the dispute.
- C. The duty of the Resolution Committee is limited to bringing a resolution to the dispute the committee is called into existence to resolve in a timely fashion.

ARTICLE VIII - HALL OF FAME BOAT PROGRAM

Section 1: The Submarine Hall of Fame is a coordinated event to honor post World-War II submarines that have contributed to the advancement of Undersea Warfare.

Section 2: For a submarine to be considered for the Submarine Hall of Fame it (the submarine to include the crew at the time of the event) must have contributed to advancements in Undersea Engineering or Undersea Tactics/Warfare.

Section 3: A member in good standing will be appointed to coordinate the collection of nominations from the membership at large (to include acceptance of nominations submitted through the internet or by mail).

Section 4: All nominations are presented during the October meeting of the Base for consideration by the Base membership. Then selected members pick from these nominations and research presentations to be made during the November meeting.

Section 5: During the November Base meeting presentations shall be made in support of the submarines being considered as the Hall of Fame Boat. Then voting is to be held to select the inductee to the Submarine Hall of Fame for the following year. After the voting the chairman of the Hall of Fame Committee will coordinate with the Submarine Learning Facility to construct a shadow box for the presentation in May of the following year.

~~**Section 6:** During the December Base meeting voting is held to select the inductee to the Submarine Hall of Fame for the following year. After the voting the chairman of the Hall of Fame Committee will coordinate with the Submarine Learning Facility to construct a shadow box for the presentation in May of the following year.~~

ARTICLE IX - GENERAL BUSINESS

Section 1: Any business of the Base not otherwise prescribed in the USSVI National Constitution and Bylaws, or Hampton Roads Base Bylaws may be conducted at any Base meeting. Voting may be orally or by show of hands; a simple majority vote of the members present and in good standing shall be required for a favorable vote.

Section 2: Any non-budgeted expenditure >\$250.00 to be submitted to the Executive Board by the Base Member so it can be reviewed. If the Executive Board approves the requested expenditure; it will then be presented by the Base Commander at the next scheduled Base meeting to be voted on by membership.

ARTICLE X – DISSOLUTION

In the event the Base dissolves, all assets and moneys of the Base shall be turned over to the USSVI National Senior Vice Commander with a letter specifying the dissolution, signed by the last serving Base Commander, Base Secretary, and Base Treasurer.

ARTICLE XI - AMENDMENTS

Section 1: Any member in good standing may propose an amendment to these Bylaws at a Regular Base meeting.

Section 2: If the amendment proposal is approved by a simple majority of the votes cast during the meeting at which it is proposed, it shall be published to all Base members at least 21 days before the Regular Base meeting at which it will be considered for final approval.

Section 3: Final approval of the amendment will be by a simple majority of the votes cast during the Base meeting when it comes up for approval and it shall become effective upon final approval by the District Commander.

Section 4: Administrative changes necessitated by changes to the USSVI National Constitution and Bylaws may be made at any time after such changes are published.

Section 5: Grammatical and typographical errors may be corrected at any time.

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(end of Bylaws)

Summary of changes and amendments:

30-November-2016, Complete Revision, and Rewrite: Rewritten to conform with the USSVI National Constitution and Bylaws as revised at the National Convention of August 2016, added a provision to allow for virtual meetings of the Executive Board as an alternative to physical, in-person, meetings, and added a new Section under COMMITTEES to establish and codify the Base Kap(SS) 4 Kid(SS) Program. *(by CSW)*

31-May-2019: Added new Article V – Section 8, Changed the order of Article VII Committees, added new Article VII - Section 11, - corrected the wording of this document to reflect the combination of the National Constitution and Bylaws, and removed any reference to the HRB Constitution. *(by CSW)*

31-October-2022:

1. Added new Article IV, Section 4, Subsection G, - delineating the responsibility to represent the Base to the HRCVO.
 2. Added new Article IV, Section 6, Subsection D, - delineating the responsibility to develop a Base budget for the coming year to the Base Treasurer.
 3. Modified Article VI, Section 2, - changing from the development of the Base budget to a review and approval of the Base budget.
 4. Modified Article VII, Section 1, Subsection c, Sub-Subsection 3, - added the Base Treasurer to the Base Secretary for being provided with applications for membership to be processed.
 5. Modified Article VII, Section 2, Subsection c, Sub-Subsection 2, - for submitting recommendations for unbudgeted expenditures to the Executive Board instead of the Base Commander.
 6. Added Article VII, Section 4, Subsection c, Sub-Subsection 1, - for the development and making available the documents Scholarship program.
 7. Added Article VII, Section 5, Subsection C, - to add other Committee members as deemed necessary and appointed by the Base Commander.
 8. Added Article VII, Section 8, - to delineate the Holland Club and its functions.
 9. Rewrote Article VIII Section 8 - to add clarity and to include the sponsoring of the World War II memorial wreath by the Submarine Veterans of World War II.
 10. Rewrote Article VIII, Section 11, Sub-Section C, Sub-Subsections 3 and 4 - because of security and access changes to Naval Station Norfolk.
 11. Made additions throughout the Bylaws to allow for both electronic and hard copy records.
 12. Made corrections throughout the Bylaws to make them gender neutral.
 13. Made several grammatical and typographical corrections throughout the Bylaws.
- (by CSW)*