

USSVI Perch Base
Policies and Procedures Manual
Revision 5 - May 2011
(Revised to reflect Communications Officer)



**Perch Base , Phoenix, AZ
United States Submarine Veterans, Inc.**

**Policies and Procedures
Manual
Policies, Procedures
and
Guidelines for Officers**

**Revised – May 2011
(Original January, 2003)**

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INTRODUCTION

The Perch Base Policies and Procedures Manual is a “living document” that will expand and contract as the need arises. Its purpose is to provide general performance guides for the conduct of the 's day-to-day business. Its procedures and practices, however, must comply at all times with the USSVI National Constitution and By Laws and the Perch Base Constitution and By Laws.

The manual is divided into sections that are designed to provide thorough instructions as to how the formal business of the Base is conducted. This manual also contains written descriptions of the functions, responsibilities and procedures associated with performing the various positions (elected and appointed) of the organization. The procedures are intended to be of sufficient detail to allow another person to step in and perform in any of the functions with a minimum acceptable level of efficiency. It is intended to be somewhat like an organizational cookbook that provides lists of the things responsible individuals and groups do, how they do them and who they work with to get things done in support of the 's operation.

FOREWORD

This manual is the property of USSVI, Arizona Submarine Veterans, Perch Base. It augments and expands on the procedures and requirements of the Perch Base Constitution and By Laws. The procedures and requirements in this manual are subordinate to the Constitution and By Laws and in no circumstances should they conflict with that document. This manual and all changes thereto must be approved by the Perch Base Board of Directors (BOD) before they can be utilized.

Copies of the manual, following approval will, be provided by the Secretary to each elected officer, appointed officer and committee chairman. A non-editable version shall also be placed on the Perch Base web page (www.perch-base.org.)

Comments, requested changes or modifications should be addressed to the Secretary. The Secretary will submit all recommended changes or revisions to the BOD for review and approval. If approved, the Secretary or designee will prepare the revision to the manual and distribute the revised pages to holders of copies of the manual.

STATEMENT OF PURPOSE

The purpose of the organization; specifically the Arizona Submarine Veterans, Perch Base is to formulate, organize and conduct various functions, activities and evolutions that reinforce and support the National Organization (United States Submarine Veterans, Inc.) and its goals and objectives. In this regard the Base is guided by the organizations primary 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 and its Constitution.”

In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Submariners to gather for the mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U.S. Submarine Force.

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.

PERCH BASE ORGANIZATIONAL GOALS AND OBJECTIVES

The following goals and objectives are adopted by the Base and serve as a listing of desired achievements for the organization.

Membership/Recruiting:

- Retain more than 90% of current active members by maintaining active personal contact and other methods to sustain interest in the USSVI and Perch Base.
- Recruit new members to increase the active membership by 10% or more each year.

Meetings:

- Hold formal monthly meetings at nine (9) times each year. Three months of the year should be set aside for the USSVI National Convention (when applicable), a family picnic and Formal Awards Dinner.
- Increase as needed meeting participation by members by at least 10% each year by employing call trees, transportation pools, and other practices.

Finances:

- Manage the finances in such a manner that the treasury increases each year.
- Provide the membership with an annual budget prior to the beginning of each calendar year.

Special Events:

- As a special project, the Base will devote all available energies towards the establishment of a USS Phoenix (SSN-702) memorial or monument using, as practical, the actual sail, sail planes and rudder of the original vessel. Details of this project will reside with a Save-Our-Sail Committee, separate from Perch Base.
- Participate, as a group, in at least four (4) public events each calendar year including parades, memorial services and other such events that emphasize the contribution by members of the veteran's community and the armed forces of the United States.
- Encourage member support for these events by recognizing member participation in each month's MidWatch and special call out at the Annual Awards Banquet.

Organization:

- Develop the means for involving a larger percentage of the membership in the functions of the Base through the use of committees and teams to perform special tasks.

Publicity:

- Encourage and initiate means and methods for publicizing the existence and purpose of the USSVI and Arizona SubVets to members of the general population.
- Encourage members to participate in external activities with groups unaffiliated with the veteran

community or the military in order to acquaint them with the US Navy and the USSVI.

Facilities:

- Enter into formal or informal agreements with a suitable facility for holding Base monthly and special (i.e., Awards Banquet) meetings. All efforts shall be made to ensure stability of this location by making any facility agreements for as long a period as possible.
- Either the Commander or a designee shall act as the single point of contact with the appropriate meeting location representative.

Communications:

- Use the Perch Base web site (www.perch-base.org) as the primary method of updating members on National and other information.
- Publish a newsletter each month and make it available to all active members through the Base's Internet Web Site, direct e-mail distribution or through hard-copy direct mail.
 - E-mail distribution is the preferred method of dissemination and efforts will be made to get members to use this.
- Provide e-mail alerts of USSVI, and related news to the members particularly if of an immediate or extra-important nature. This shall be in the format of a **Flash Traffic** message

Membership Services:

- Develop incentives for long-term membership and involvement with Perch Base, including formal recognition, service awards, etc.

Scholarships and Charitable Involvement:

- If financially prudent for the Base and approved by the BOD, provide financial support to at least one scholarship fund that serves to benefit children or grandchildren of submarine veterans. The amount and target of such support to be determined by the BOD and approved by the membership.
- If financially prudent for the Base and approved by the BOD, provide financial support to at least one military family oriented charitable cause. The amount and target for such support to be determined by the BOD and approved by the membership.
- If possible, participate in at least one effort each year at a Veterans Administration hospital or home by providing comfort and support for indigent or ill veterans of service in the U.S. Armed Forces.

History:

- Produce and retain written, photographic and computer records sufficient to establish a recorded history of the Perch Base and its activities. Such records to be of sufficient quantity and quality to present an accurate history of the and its organization from inception to current times.
- Archive historical records with the Historian on a regular basis.

SECTION I - ELECTED OFFICERS

The following Officers are elected by the Membership:

Commander:

The Commander is the Chief Executive of the Base. He is elected, by the membership to a two (2) year term. The person in this office is limited to two (2) consecutive terms and, at the next inauguration of a new Commander, when he becomes the Past Commander. He is a member of, and chairs, both the Executive Committee and the BOD. His other duties include:

- Preside over all meetings and activities of the general membership.
- Supervise and audit the performance and activities of all elected and appointed officers and committee chairmen.
- Select and appoint non-elected officers and committee members to responsible positions as necessary and in sufficient numbers to satisfy the needs of the organization, its goals and objectives.
- Act in conjunction with other members of the Executive Board and the BOD in formulating and carrying out national and local organizational policies and procedures.
- Approve or endorse all correspondence between Perch Base and all outside entities including the national officers of the USSVI.
- Keep the District Commander and Regional Director informed of functions and activities on a regular and routine basis.
- Assign duties and responsibilities to officers, committees and members in the conduct of operations and functions.
- Serve as the representative to the USSVI National Organization.
- Conduct operations in accordance with the and USSVI Constitution and By Laws and Policies and Procedures Manuals.

vice-Commander:

The vice-Commander is elected to a one (1) year term by the Base membership and is a member of the Executive Committee and the BOD. Nothing precludes the vice-Commander from running for repeated terms. The vice-Commander's duties are:

- Serves as assistant to the Commander.
- Presides over meetings and activities of the general membership in the absence of the Commander.
- Presides over all meetings of the BOD in the Commander's absence.
- Assists the Commander in supervising and auditing the performance and activities of all elected and appointed officers and committee chairmen.
- Recommends candidates and consults with the Commander in the selection and appointment of non-elected officers and committee members.
- Acts in conjunction with other members of the Executive Board and the BOD in formulating and carrying out national and local organizational policies and procedures.

Immediate Past Commander

This individual is the immediately preceding Commander to the current Administration. He serves until "relieved" by a new ex-Commander. He is a Member of the Executive Board and the BOD.

- The Past Commander is also a member of the ad hoc committee consisting of other ex-commanders that, along with the current Commander, shall have the sole responsibility for selecting the 's "Sailor of the Year," which is awarded at the annual Awards Banquet. The members of this group are excluded from this award while serving as Committee members.
- Other duties include:
 - Acts as an advisor to the Commander.
 - May also be assigned to chair various committees (standing and ad hoc).
 - Serves as a "technical advisor" to other officers on matters related to conduct of business.

Term of Office

The term of office for the Commander is limited to two (2) consecutive two (2) year terms. The vice-Commander may serve any number of one (1) year terms, or until a successor is elected. However, all officers, including the Commander must stand for re-election or re-appointment, as the case may be following the established annual/bi-annual election cycle. Election of Officers is outlined in the Administration section of this document.

SECTION II - APPOINTED OFFICERS

The following positions are appointed by the Commander with the concurrence of the BOD. These positions have no term limits. All appointed officers may be regular or associate members.

Secretary

The Secretary is a member of both the Executive Committee and the BOD. The Secretary has the responsibility to conduct the correspondence of the organization, issue notices of meetings of the organization and keep minutes of their proceedings. His duties include:

- The Secretary is custodian for the Base records.
- He maintains a record (minutes) of the proceedings of all formal meetings of the BOD, Executive Board and General Membership. This shall include the results of any matters that are voted upon in any of the venues.
- The Secretary creates and submits formal correspondence for approval and/or endorsement by the Commander and/or Vice Commander. Approves or endorses correspondence between Perch Base and all outside entities including the national officers of the USSVI when acting on behalf of the Commander in his absence.
- He maintains attendance records ("Sailing List") for all formal meetings of the membership and shall keep these lists with the minutes of that meeting.
- The Secretary submits, prints and transmits the minutes of all meetings of the regular membership to the Newsletter Editor for inclusion in "The MidWatch". The Secretary also submits, prints and transmits the minutes of Executive Board and BOD meetings to the Webmaster or designated group for permanent storage, preferably on a secure non-public portion of the web page. All minutes are submitted for the purpose of approval/amendment by the appropriate audience.

- Assists the Commander, with assistance from the Newsletter Editor, in drafting, publishing and distributing printed correspondence, policies, procedures, information notices and directives.
- Receives, reviews and forwards, for approval by the BOD, requested amendments to the Perch Base Constitution and By Laws, Policies and Procedures, and other documents established as operating criteria.
- The Secretary shall perform other duties as assigned by the BOD or the Commander.

Treasurer

The Treasurer is a member of both the Executive Committee and the BOD and acts as the Chief Financial Officer of the. Specific duties include:

- He shall establish and maintain one or more checking, savings, CD or money market type accounts with an established institution that provides for "insured account" coverage (either FDIC or other). This includes reconciling each account monthly.
- The Treasurer receives monies (checks, cash or electronic transfers) and insures that the funds are deposited within a reasonable time (preferably less than one week after receipt).
- The Treasurer will pay the Base's bills in a timely manner ascertaining the accuracy and validity of the bill as well if the bill is within budget. If a bill is not within budget, he shall submit it to the BOD for approval. The bills to be paid should be regularly recurring or routine bills. Other bills to be paid should be approved by the BOD.
- Any member who incurs expenses in doing official business may be reimbursed from the Treasurer by submitting a Perch Base Expense Report, ATTACHMENT B.
- If a bill is unusual in amount, unexpected or not usually necessary to the efficient operation of the Base, he shall submit it to the BOD for further action.
- He shall provide the BOD and the membership a financial statement at the end of each calendar month at the monthly formal meeting when held.
- The Treasurer will turn over all books and financial records to a relieving treasurer. He will assist in the arrangements to remove outgoing his (as outgoing) signature from all financial accounts and initiate new signature records for the incoming Treasurer.
- He will transfer national membership dues to the National Office in a timely manner.
- He will maintain the Base's financial information on a cash basis of accounting.
- The Treasurer shall file control reports to the USSVI National Office, as required.
- He will assist, in conjunction with the COB, in maintaining an inventory of all -owned capitol equipment of significant value (more than \$1,000.)

Chief of the Boat

The Chief of the Boat (COB) is a member of the BOD. The following are the duties of the COB:

- The COB shall report directly to the Commander on the status and/or problems in conducting any of his duties.
- The COB shall be responsible for ensuring that the meeting place for Base meetings is ready and in order to conduct business. In this capacity, the COB may use any and all personnel assets of the Base.

- The COB shall be responsible for the physical positioning of assets and equipment, including the USS Phoenix (SSN-702) float and accessories, as needed for events. This DOES NOT mean that the COB must have physical possession of these assets and personally position them, but he IS responsible for delegation and verification of positioning.
- The COB is responsible for arranging any "working parties," such as needed for the refurbishment of the torpedo at the Memorial Cemetery. He shall also ensure that any needed supplies or equipment is available for such working parties.
- The COB will receive the checklists from each event involving Base equipment (lists located at www.perch-base.org/Policies_Procedures/Checklists.htm) and ensure that preventative maintenance is performed on equipment as required. Appendix C lists maintenance that is known for various items.
- The COB shall perform other duties as assigned by the BOD or the Commander.

Chaplain

The Chaplain is a member of the BOD. The Chaplain's duties include:

- Follows all duties in accordance with the USSVI Chaplain's Manual.
- Gives the opening and closing prayers at meetings and other functions as assigned.
- Is the single point of contact for information and assistance to all members who are ill, hospitalized, in need of spiritual assistance or otherwise need assistance not elsewhere covered.
- Send condolence and get well cards in the name of the Base.
- Visit hospitalized members and provides what spiritual assistance possible.
- Organize all assistance requested by family for members departing on "eternal patrol."

Historian

The Historian is the Base archivist and also a member of the BOD. His duties include:

- He is responsible for collecting and preserving all documents and artifacts of historical value to the Perch Base.
- The Historian will collect and compile a historical summary of the Perch Base from inception, and provide historical information to the Editor - Perch Base Newsletter and the membership as requested.
- The Historian will be the repository for all awards, trophies and other tangible items won by- or given to-the Base.
- The Historian retains any needed backup copies of the MidWatch (newsletter) that are not electronically saved by the Newsletter Editor.

Membership Chairman

The Membership Chairman is a member of the BOD. The Membership Chairman has the following duties:

- Keep the BOD apprised of membership contact information and status.
- Maintain the electronic database of the Base.
- Update the USSVI national on-line data with member information.
- Act as liaison with the USSVI office on membership and data issues.
- Receive and process applications for membership in USSVI and Perch Base as well as referrals and transfers.

- Run the annual re-enlistment drive.
- Collect new member and re-enlistment dues payments and Booster Club donations and provide all funds collected to the Treasurer in a timely manner.
- Maintain the listing of Perch Base Life Members and provide Life Member cards.
- Provide the Commander with an annual list of members for induction into the Holland Club.
- When so established, maintain Member participation records for the Participation Pin awarded at the annual Awards Banquet.
- Provide an annual listing of member USSVI longevity awards.
- Maintain hard copies of membership applications and re-enlistments

Communications Officer

The Communications Officer's primary tools are the Base newsletter, the "MidWatch," the web page (www.perch-base.org) and *Flash Traffic* messages.

He creates and produces the Perch Base newsletter; "The MidWatch" and is responsible for the content and quality of this newsletter. The Communications Officer also acts as the Base's point of contact (POC) with USSVI National. The Communications Officer is a member of the BOD.

The newsletter duties of the Communications Officer include:

- The Communications Officer will advise and assist the Commander on all printed and web material produced for the Base.
- With the coordination of the Membership Chairman, the Communications Officer will maintain an e-mail distribution list of all Base members capable of receiving information electronically. Messages via this distribution list will be the primary method of updating the Base members on an immediate basis.
- The Communications Officer will publish a newsletter each calendar month. This product will be in the Adobe Acrobat "pdf" format for electronic distribution and printing.
- The primary method of delivery of the newsletter will be electronically via e-mail. Only when absolutely necessary, shall a hard-copy of the newsletter be mailed to a member.
- The publish date should be early enough in each month such that Members have a chance to receive it prior to that month's meeting. This is primarily done on the mailing of hard-copy issues.
- The Communications Officer will ensure that, as best possible, each member in good standing gets a copy of this newsletter when published.
- He shall maintain an archive of the past issues and have these available on the web page.
- The Communications Officer will create and electronically distribute "Flash Traffic" messages based on National USSVI input, directions from the Base Commander or other needs as appropriate.
 - Flash Traffic messages will be sequentially numbered each month.
 - If practical, a hard copy of the previous month's Flash Traffic messages will be available for member reading at each Base meeting.

The web page duties of the Communications Officer include:

- Ensuring the web page is designed to,
 - Attract new members to join Perch Base,

- Provide a one-stop shop for pertinent information for current members, and
- Attract a general audience to submarines and activities of Perch Base.
- Act as the sole interface with the web server company, currently Vario.
- Ensure that, to the best of his ability, that the web page is current, accurate and relevant as possible.
- Post information as directed by the Commander or decided upon by the BOD.
- Keep the calendar and "What's Happening" as up to date as possible.
- Post as provided and directed by the BOD, items for sale as indicated by the Storekeeper.
- Ensure the web page is always in good taste, non-political and reflects the good name and ideals of Perch Base and USSVI.

Storekeeper

The Storekeeper is a member of the BOD and is responsible for the merchandise the Base maintains for sale and awards purposes. He is the sole-source for identifying, locating, purchasing, storing and selling all such merchandise. His duties include:

- The Storekeeper will identify items that he thinks should be purchased and stocked by the that would sell and support the principles of Perch Base and USSVI.
- He will seek the advice and approval of the BOD prior to purchase of new items.
- He will be receptive to requests for stocking new items but will at all times use his best judgment and the sense of the BOD in purchasing decisions.
- He will maintain inventory of items as deemed adequate with the advice and consent of the BOD.
- The Storekeeper will maintain an inventory of all items in the Store and present this inventory to the BOD twice each year. He shall maintain a running inventory at all times that would allow a reasonable "snapshot" of goods at any time.
- He will always try to negotiate the best price and/or deal on all items purchased.
- The Storekeeper will act as the primary interface for any member wanting a vest made.

Events Coordinator

The Perch Base Events Coordinator is responsible for ensuring that outside events such as parades, static displays, etc. are carried out in a manner that supports the Base's goals. The Events Coordinator is a member of the BOD. The Event Coordinator will:

- Act as the primary interface with the outside organizations requesting participation in an event or activity.
- Ensure commitments for participation in an outside event or activity are approved by the BOD.
- Provide on-going communications, with the Commander's approval, with the organization requesting participation.
- Ensure any scheduling conflicts are brought to the BOD attention and resolved.
- Ensure any necessary event or activity paperwork is completed and submitted.
- Ensure commitments for participation are provided to the Webmaster for inclusion in the web-

based Calendar.

- Ensure Members are made aware of commitments for participation.
- Solicit a sufficient number of Members to participate and support in events and activities.
- Coordinate the preparation of assets for commitment.
- Coordinate the transportation of assets to and from the commitment and their return to storage as required.
- Ensure that the event-specific person in charge (PIC) has copies of the "Float Safety Checklist" and the "Parade/Static Display Checklist" both available on the web page at www.perch-base.org/Policies_Procedures/Checklists.htm. **These forms must be completed and e-mailed to the Base COB for necessary maintenance tracking.**

SECTION III - BOD

BOD: The BOD shall be comprised of the two (2) elected Perch Base Officers, the Appointed Officers and the immediate past Commander. The Chairmen of the Base's Standing Committees (if any) may be invited to participate in meetings of the BOD. Participation by the Committee Chairmen is however, in an ex-officio advisory capacity. Only the elected officers, the Appointed Officers and the immediate past Commander may vote on issues before the BOD, with the exception of the Commander who may only vote only to break a tie vote.

The BOD shall have the control and general management of the affairs and business of the organization. Any member of the BOD may be removed from office for cause by a vote of 2/3 of the members. A replacement may be appointed, from the general membership, by the Chairman or the sitting officer next in seniority, or the vacated duties may be absorbed or distributed to the remaining members as the Board may approve.

- **Board Meeting:**
 - The BOD normally meets in the week prior to regular meetings. The meeting date, time and location are set by the Commander.
 - The Commander sets the agenda for Board Meetings.
 - The Secretary will take minutes of all Board meetings and will publish these minutes to the Board members prior to a next meeting. All votes and decisions of the Board shall be included in the minutes.

SECTION IV - EXECUTIVE BOARD

The Executive Committee will be comprised of the Base's Commander, vice-Commander, Secretary, Treasurer and the immediate Past Commander.

The Executive Committee is responsible for advising and assisting the Commander in the conduct of Perch Base business. The Executive Committee is a working resource to the Commander and is tasked with assisting him in carrying out the decisions of the BOD.

SECTION V - ADMINISTRATION

Correspondence from the Base

The Commander, vice Commander, Secretary and Communications Officer will be the only authorized originators of outgoing correspondence from the Base. All outgoing correspondence shall be approved by the Commander.

Nomination and Election of Officers

The Secretary shall serve as Chairman of the Nominating Committee. The Nominating Committee conduct a search for candidates for the elected positions and shall issue a call for nominations of eligible candidates for officers to all members in good standing via the January issue of the "MidWatch" and at the January meeting.

Nominations may be submitted to the Nominating Committee by any member in good standing on or before February 15. Any nominations submitted must be accompanied by the written consent of the nominee that he will accept the nomination and serve if elected. A statement of qualifications for the office, not to exceed 100 words, may accompany the nomination.

Nominations, when called for, may be made from the floor at the meeting and shall be accepted upon the written or oral consent of the nominee that he accepts the nomination and will serve if elected.

The Nominating Committee shall ensure all candidates are Regular Members in good standing.

The Secretary shall publish names of all candidates for office in the March "MidWatch" along with a printable ballot indicating the candidates for each office and a place to indicate a write-in candidate.

Voting for Officers

All Members of Perch Base, including Associate Members are entitled to vote, provided the Member is in good standing at the time his vote is counted.

There shall be no voting by proxy, any member not voting is considered abstaining.

For a ballot vote, the member should mark the ballot provided in the "MidWatch" and return it to the Nomination Committee as directed on the ballot. A member may also vote by e-mail indicating their choices from the ballot.

The Secretary shall ensure that all returned ballots or e-mails are brought to the March meeting to be counted and presented to the attending membership. The Secretary shall appoint two (2) members, not standing for election, to count the ballots and report the results. Acceptance of the results shall be by acclamation of the attending membership. The resulting count shall be documented in the minutes of the meeting.

Presentation and Voting other than Elections

When revisions to the Constitution and By Laws or other important actions need the approval of the membership, the Base Commander shall direct that the document or a description of the action is distributed to the member. The membership shall be given a minimum of 30 days from the date of the distribution for consideration. The distribution shall include a printable ballot to indicate the member's approval or disapproval and directions for its return. A member may also vote by e-mail indicating their approval or disapproval.

For these vote actions (NOT a vote for officers,) members may assign their proxy — in writing via e-mail or U.S. Postal Service — to any Base officer who shall enter their vote as indicated.

The Commander shall ensure the results of the vote are tabulated and have the results presented in the

next edition of the "MidWatch" following the end of the consideration period. The commander shall also present the results at the meeting corresponding to that edition of the "MidWatch". The results shall be documented in the minutes of the meeting.

Membership Tracking and Reporting

Membership is recorded in two electronic databases, the USSVI On-Line Data and the Perch Base Electronic Database. Access to edit the portion of the USSVI On-Line Data must be granted by the National office. Typically only the Membership Chairman and the Base Commander will have this access but others may be granted access at the Commander's direction.

A Member may update his own information in the data through the USSVI website. Any changes made in this way are flagged to the Membership Chairman before being finalized to ensure consistency of information.

The USSVI On-Line Data

New members, member information updates, dues payments and eternal patrol information are entered into the USSVI on-line data. Updating dual address member locations when notified by the member is also required. Adding to, updating and printing reports from the USSVI data requires a PC with MS Internet Explorer 7 or 8, other programs will not work. There is an on-line set of instructions provided.

The Membership Chairman shall ensure that Perch Base membership information is as accurate and up to date as possible. The Membership Chairman will act as liaison with the USSVI National Office and National Officers for membership and on-line data issues.

The Perch Base Electronic Data

The Membership Chairman maintains a MS Excel data record of Perch Base membership information. The data will typically include the membership information found in the USSVI member data and other information needed for activities. This other information should at least include the following:

- Member Contact information
- Re-enlistment dues status
- USSVI longevity years
- Holland Club Members
- Eternal Patrol list
- Life Member list

Typically the main data has separate worksheets for Current Membership List (showing Last Name, First Name, Status, Address, State, Zip Code, Telephone, and Email Address), Holland Club, Deceased, Perch Base Life, and several other categories. At no time will any membership data be made available to any outside entity and is considered an internal document. The only exception is sharing some of the data with USSVI to the extent necessary to maintain the USSVI On-Line Data.

Members Contact Information

Members are responsible for keeping the Membership Chairman informed of their current address, phone number and e-mail address. To facilitate updating the national data, Dual Members who maintain 2 addresses must inform their PRIMARY when they shift between addresses.

Roster

A roster of active Members is developed and maintained by the Membership Chairman using the information in the data and is provided to all Officers electronically. A hard copy of the Roster will be

available at Meetings for any member to view.

The Roster will include the name, address, phone number, e-mail address and membership status of all members. When a person holds dual membership their Primary will be indicated.

SECTION VI - MEMBERSHIP

Regular Membership Eligibility

Qualifications for Membership:

- The membership of Perch Base shall consist of persons qualifying as stated in the USSVI National Constitution and By Laws and who agree to be bound by these bylaws.
- Regular Membership is restricted to all personnel having been designated "Qualified in Submarines" and to all personnel who served on a U.S. Submarine, or in a Submarine relief crew while on active duty between December 1, 1941 and September 1, 1945. Those members who have been discharged from the Armed Forces of the United States, shall have been discharged under honorable conditions.

Membership Status

There are several categories of USSVI and Membership

- **Regular Member** – Regular Members are those who have been qualified in submarines as specified above and who choose to pay their USSVI and dues annually.
- **Associate Members** – Persons who have NOT been qualified in submarines but who wish to participate and support the creed and goals of USSVI and Perch Base . These members must be sponsored by a Regular Member and can choose to pay their USSVI and dues annually.
- **USSVI Life Member** - Any Regular or Associate Member who chooses to pay the one-time USSVI Life Member fee.
- **Perch Base Life Member** - Any Regular of Associate Member who chooses to pay the one-time Perch Base Life Member fee.
- **Holland Club Member** – A Regular Member who has been inducted as a member of the Holland Club.
- **Dual- Members** – A Regular or Associate Member who chooses to belong to more than one at a time. The person must choose which of these s will be their "Primary ". The Member shall pay USSVI dues and vote through their Primary .
- **New Members**

Perch Base gets new members in the following ways.

- Hard Copy Applications
 - When a hard copy application is received the Chairman should verify that all required information is provided and the correct dues have been tendered. The USSVI and Base data are then updated to reflect the new member and dues payments provided to the Treasurer for processing. All applications of new members shall be accompanied by proof, when requested, of eligibility to be a regular member as specified above. Form DD214, Letter from Commanding Officer, copy of signed off qualification card, or

signature of a regular member in good standing attesting the application to the best of their knowledge, shall be accepted.

- Referrals from USSVI
 - Referrals from the USSVI National office are generally made when a person joins USSVI on-line or at a convention but can be just a verbal referral to the . The USSVI National Office will enter the member information into the on-line data and collect the necessary dues. If the person has indicated the desire to join a , the USSVI National Office will collect those dues as well and credit the .
- Base-to-Base Transfers
 - Transfers from other bases can be processed in two ways
 - The member can contact the USSVI National Office directly by phone, email or snail mail and request a Primary change from his current to Perch Base . The USSVI National Office will then make the change and notify both the original Primary and Perch Base by email. The person should provide Perch Base with a hard copy application of the basic contact information.
 - The member can provide the Perch Base with a hard copy application with the basic contact information indicating that they wish to change their Primary to Perch Base. The Perch Base Membership Chairman contacts the USSVI National Office by e-mail, with copies to the old Primary and the affected member, requesting the Primary change to Perch Base .The email must state “At the request of “member’s name” please change his primary from “the old ” to Perch Base ”.

Dual Membership

A person who is already a member of USSVI and another can choose to become a member of Perch Base without giving up membership in their other . To do so the person fills out a hard copy application for Perch Base providing their local contact information and indicating which other they belong to. They should also indicate if they want to make Perch Base their Primary . The Perch Base Membership Chairman will update the USSVI and Perch Base Data to reflect the member’s dual status.

Anytime a new member joins Perch Base the Membership Chairman will notify the BOD of the new member, provide contact information to the Newsletter Editor and should contact the person to welcome them to the Base and make sure they are aware of the meeting time and location. The Newsletter Editor should provide the new member with the latest copy of the “MidWatch”.

National Dues

Members, both Regular and Associate, who are not USSVI Life Members or Holland Club Members shall pay their notional dues annually. The dues amount is set by the national office and collected by the Member’s Primary base. The national dues cover the period from January 1 thru December 31. Members not paying their national dues by December 31 are no longer active members and can lose their longevity.

USSVI Life Membership

Members, both regular and Associate, may choose to pay a one-time dues payment for Life Membership in USSVI. The amount paid is age dependent and set forth by USSVI. Persons wishing to become USSVI Life Members should contact the Membership Chairman of their Primary and provide the appropriate payment. USSVI will provide the member with a Life Membership card and number. This number will be

reflected in the national and Base data and on the Roster.

Holland Club Members

Holland Club Members are subject to National and Base Dues to the same extent as other Regular Members of the organization. Holland Club Members inducted prior to September 2010 are "grandfathered" and will continue to pay no National or Base dues.

Dues

Members, both Regular and Associate, who are not Perch Base Life Members or Holland Club Members shall pay their dues annually. Perch Base dues are specified in Attachment A "Dues Schedule" and cover the period from January 1 thru December 31.

New members who join between January 1 and September 30 will pay the annual dues amount to cover them for the full year in which they join. New Members who join between October 1 and December 31 will pay the amount specified in Attachment A "Dues Schedule" which will cover them for the remainder of the year in which they join and the following full year.

Members not paying their dues by December 31 are no longer considered active members. Members wishing to regain their active status are responsible for paying any dues in arrears plus a late fee as specified in Attachment A "Dues Schedule".

Perch Base Life Membership

Members, both Regular and Associate, who are Life Members of USSVI may choose to pay a one-time dues payment for Life Membership in Perch Base. The amount paid is age dependent and is specified in Attachment A "Dues Schedule".

Persons wishing to become Perch Base Life Members should contact the Membership Chairman and provide the appropriate payment. The Membership Chairman will provide a Perch Base Life Membership card and number. This number will be reflected in the national and data and on the Roster.

Holland Club Nomination and Induction

Any member, who has been designated "Qualified in Submarines" for more than fifty (50) years, is eligible to become a member of the USSVI Holland Club.

At the beginning of the fourth quarter of each year the Membership Chairman will review the USSVI data and determine all those members who will meet the eligibility requirements for induction into the Holland Club during the following year.

The Membership Chairman will prepare a list for the Commander to forward to the USSVI National Office and the Holland Club National Chairman nominating the listed members for induction in the Holland Club. The National Office provides the necessary certificates and patches. The Commander will provide the Storekeeper with a listing of any other items needed for the induction ceremony.

The Holland Club induction ceremony will be conducted at the annual Awards function usually held in January. To ensure the documentation is received from National in time for the Awards function, the nomination list must reach National by mid-December.

USSVI Longevity Awards

Prior to the annual awards function the Membership Chairman will review the USSVI data and determine which members are due for a USSVI Longevity award pin. The pins are awarded in five (5) year increments beginning at 5 years. The Membership Chairman will provide the Commander with a list of members due an award pin and the year designation of the pin. The Membership Chairman will ensure that sufficient pins are on hand to be awarded. Longevity Awards will be made at the annual Awards

function.

Reenlistment

Notice of National and dues renewal (reenlistment) for the following year shall be sent out to all regular and associate members who pay dues annually by the end of the 1st full week in October. Reenlistment payments and forms shall be returned to the Membership Chairman by December 31 of that year.

The Membership Chairman will update the national data and forward the payments to the Treasurer for deposit. The Membership Chairman will keep the Treasurer apprised of the amount due USSVI for national dues. The Treasurer will make payment to USSVI to cover these national dues.

National dues can only be processed by a member's Primary .

Dues Payment Early Bird Drawing

Any member returning their dues payment and reenlistment form by the end of October will be entered into an early bird drawing. To be entered in the drawing, the dues payment must be postmarked no later than October 31. One member in the early bird drawing will be selected by random drawing at the annual awards function. The winning member will be exempt from paying Base dues in the following year.

SECTION VII - VESTS, HEADGEAR AND APPEARANCE

Vests

Vests, if anything, are the single identifying items of USSVI shipmates. Vest shall adhere to the following guidelines:

- Vests should be blue; either a medium blue or Navy blue (See photographs.) For formal occasions, a white vest (with white hat) may be worn. "Formal" shall be designated for the event for this to be applicable.
- Vest may be plain, with gold or yellow piping, or with gold or simulated-gold braid (See picture.)
- Buttons may be plain or gold.

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- It is strongly recommended that new vest purchases be arranged through the Perch Base Storekeeper and our contact seamstress for conformity.
- Front left shall have embroider-applied USSVI patch with the words "ARIZONA SUBVETS" above and "PERCH BASE" below.
- The back patch and wording shall be as indicated in the photograph above.
- Other patches, pins and insignia are at the wearer's discretion but should generally be of a submarine or naval nature.
- Vests SHALL NEVER have material that is risqué, lewd or obscene on them at any time. Shipmates must remember that the public will identify USSVI by what a member wears on the vest.

Headgear

Perch Base had originally, but unofficially, adopted a blue-colored western style hat with a patch on the front. The use of this style has been discontinued because (1) such colored hats have become impossible to find at a reasonable price, (2) members never warmed to the style.

- Western style hats are still acceptable if:
 - Hats are blue or Navy blue.
 - They have a Perch Base patch on the front.
 - They do not have feathers or other additional ornamentation not in keeping with a military western hat style.
- Blue ball-style caps are preferred. Non-submarine related hats are not to be worn.
- Perch Base or a Save-our-Sail themed embroidery is preferred.

General Appearance

When wearing the vest, or otherwise identifiable as a USSVI member and specifically Perch Base , a

members appearance should generally conform to public dress standards for the particular occasion the member is attending.

NOTE

Standards of dress in the Western United States, and Arizona in particular, are more casual than that in other parts of the country. Nothing shall be construed to force Perch Base members to adhere to a standard they would not find acceptable at home.

SECTION IX - PUBLIC RELATIONS

The official position of a Public Relations appointed officer has been abolished by the Perch Base BOD. Because of the various avenues of public relation, these duties are divided on a case-by-case basis.

General

Activities for Perch Base should be coordinated with the Event Coordinator. It is his responsibility to notify the BOD of these events and assist in defining the public relations value of such event.

- The Commander shall assign public relations responsibility for each event as he determines with the assistance of the BOD.

Written Communications

- This media shall be furnished at the direction of the Commander, Secretary and Communications Officer.
- In all cases, USSVI and Perch Base should be shown in a positive light.

Web Page and Newsletter

- The Communications Officer is responsible for web page content and the public image contained therein. In addition to his own initiative, the Communications Officer will entertain suggestions and advice from the Perch Base officers and members.
- Special web-based public relations campaigns shall be at the approval of the Commander.
- Media appearances representing Perch Base shall be by the Commander or his designee.
- Both the web page and newsletter SHALL NOT contain any material that would not be acceptable to generally accepted ethical standards.

SECTION X - FORMAL PROCEDURES

The following procedures are GENERAL guidelines with the exception of "Tolling for the Boats" and "Holland Club," which should be followed as written.

Regular Monthly Meetings of Perch Base

- The standard agenda for meetings of the membership is as follows:

| |
|--|
| <p>NOTE</p> <p>Unless otherwise specified, the Commander or his alternate will be in charge of all Meetings and responsible for directing the actions described in this procedure.</p> |
|--|

- **Call to Order** - The Commander will call the meeting to order by announcing, "The meeting of the Arizona SubVets, Perch Base will now come to order,." and ask if everyone has signed the sailing list.
- **Invocation (Chaplain)** - Ask the Chaplain or another member to lead the membership in a prayer of invocation. Everyone should remain standing for the Pledge of Allegiance.
- **Pledge Of Allegiance** - Ask one of the members to lead the group in the "Pledge of Allegiance". Members should face the US Flag, remove hats and other head gear, place their right hand over their heart and recite the pledge. NOTE: VETERANS ARE NOW ALLOWED TO SALUTE THE FLAG IF DESIRED.
- **Dedication (USSVI Purpose)** - Read the following dedication: *"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 service of the first line of defense of our Nation."*
- **Moment Of Silence For Departed Shipmates** - Instruct the membership to bow their heads and observe a moment of silence with the following: *"Let us at this time, with a moment of silent prayer, remember our Shipmates who made the supreme sacrifice, that we may gather here in peace."*
- **Monthly Tolling for The Boats** - Read the name and hull number of boats lost during the current month, including the lives lost with its sinking. After each boat is completed, the ship's bell shall be struck one time.
- **Introduction of New Members and Guests** - Introduce all new members attending their first meeting and ask sponsors to take the floor and introduce their guests.
- **Acceptance of Minutes from Last Meeting** - Ask the membership to move that the minutes be approved as published in the newsletter - thereby precluding the formal reading of the minutes. The motion must be made, seconded and approved by voice vote or show of hands.
- **Reading of Treasurer's Report** -The Treasurer will read a report of the 's financial status which will include the beginning balance in all of the 's accounts, the total disbursements for the month and the ending balance in all accounts. The Commander should ask for a motion to accept the Treasurer's report as read. The motion must be made, seconded and approved by voice vote or show of hands.
- **Reports by Officers** - Ask elected and appointed officers to report activities of interest to the membership, as well as any assistance or collaboration required by others on their activities.

- **Old Business** - Review the actions taken on items of business brought before the members at previous meetings. Especially action items that were voted on by the members. This may involve calling on other members and officers responsible for actions supporting the items of unfinished business.
- **New Business** - Introduce any new items of business for consideration by the membership. Typically these are items requiring discussion and approval by the members. Ask the members for any business items they might have for discussion or action by the members.
- **Items for the Good of the Order** - This is the place for discussions and exchange of information that will or is likely to impact the or its members. Items in this phase of the meeting usually do not require motions or approval by vote.
- **50-50 Drawing** - This is the point in the agenda when the 50-50 drawing is held.
- **Benediction** - Everyone is asked to rise and remove their hats and then ask the Chaplain or other member to lead the members in a closing prayer.
- **Adjournment** - Announce that all business having been completed, the chair would entertain a motion to adjourn. The motion should be seconded and referred to a voice vote of the members. After which, announce that the meeting is adjourned.

Conduct of the BOD Meetings

NOTE

Unless otherwise specified,
the Commander or his alternate
will be in charge of all
Meetings and responsible
for directing the actions
described in this procedure.

- The standard agenda for BOD meetings is as follows:
 - **Call To Order** - Address the BOD and announce; "The meeting will now come to order."
 - **Reading Of The Minutes** - Ask the /Board Secretary to read the minutes from the last meeting of the BOD. Following which, the board members should be asked for comments; a motion requested to approve the minutes as read or as amended; a seconding of the motion; and a vote to approve the motion.
 - **Reading Of The Treasurer's Report** - Ask the Treasurer to read a report of the 's financial status. The Treasurer should report the beginning balance in all of the accounts, the total disbursements for the month and the ending balance in all accounts. After the Treasurer has completed his report, ask for a motion to accept the Treasurer's report as read. After a motion is made, ask that the motion be seconded. After which, put the motion to a vote of the members specifying a show of hands or voice vote.
 - **Old Business** - Review the actions taken by the Board at their last meeting and solicit or report current status of actions associated with each item.
 - **New Business** - Items are presented at this time that have not been previously discussed and decided by the Board. Go through the items from the current agenda and

then ask the other board members for additional items of new business for consideration by the Board. Any item requiring approval of the Board should be opened for a motion to approve/disapprove the item, followed by a seconding of the motion and a vote by the board members. Items of business that are to be brought before the general membership for discussion or consideration may also be reviewed by the Board as new business.

- o **Adjournment** - Following completion of the business before the BOD, announce that all business having been completed, entertain a motion to adjourn. After the motion is made and seconded, ask for a voice vote approving the motion to adjourn. After an affirmative vote, announce that the meeting of the Perch Base BOD is hereby adjourned.

Tolling For the Boats Ceremony

The following shall be read by the designee at the Annual Memorial Day Submarine Memorial service:

For those of you here today who are not familiar with submarines and submariners, I would like to offer an explanation of the ceremony you are about to witness.

Since the birth of our underwater Navy in 1900, many sacrifices, loss of life, and a universal dedication to duty, have made our volunteer service what it is today. These accomplishments did not come easy or without the "can do" spirit possessed by those who wear the coveted Dolphin Insignia with pride and dignity.

The U.S. Submarine Veterans of World War Two originally established the "Tolling for the Boats" ceremony. It is a unique and time-honored memorial service and is in keeping with the finest traditions of the Navy. Custom has established that this ceremony is formal, and it honors the memory of those submariners who lost their lives in the line of duty, especially the majority who perished during World War Two. In the ceremony, the names of each of the U.S. submarines lost, along with the fate of its crew, are read aloud as a ship's bell is tolled for each in turn.

The tolling of the bell reminds us of the debt of gratitude we owe to both our departed shipmates and to those in active service, who guard our country, while serving silently under the sea. In many ways the "Tolling for the Boats" ceremony formally reaffirms to serving Navy submarine personnel that their current "deeds and sacrifices" follow in the footsteps of those submariners who preceded them.

It is true that the sea has always taken its toll of seamen. This is especially true for the submariner. Over the years, almost four thousand young men have lost their lives serving our country in the U.S. Submarine Force. In all, a total of sixty-six U.S. submarines have been lost during war and peace.

The vast majority went down with all hands. Some crews died with a BANG! as depth charges imploded the hull or a mine detonated their own torpedoes. Still others were crushed when a damaged hull sank below its maximum limit. Still others died with a "whimper" as oxygen in their boat slowly ran out.

It is also true that no maritime power has ever survived unless its men have been willing to fight back with successively better ships manned by professional seamen who have profited by the lessons learned from the past. Those who have gone to sea in submarines and those who will do so in the future are forever indebted to those submarine sailors who gave their lives testing different innovations in submarine warfare during times of peace.

The significance of our ceremony of "Tolling for the Boats", which honors our fallen submarine heroes, is fundamental to our creed as members of U.S. Submarine Veterans, "To perpetuate the memory of our shipmates who gave their lives in pursuit of their duties while serving their country."

We shall never forget the ultimate sacrifice they made so we all, and especially our families and loved ones, enjoy the fruits of freedom.

We shall now proceed with the tolling ceremony.

(The ship's bell shall be sounded once after each line is read.)

(66 Lost Boats of the Silent Service)

| | | |
|----------------|----------------------------|-----------------|
| Mar. 21, 1915 | USS F-4 (Skate) (SS-23) | 19 men lost |
| Dec. 17, 1917 | USS F-1 (SS-20) | 19 men lost |
| July 30, 1919 | USS G-2 (SS-27) | 3 men lost |
| Mar. 12, 1920 | USS H-1 (SS-28) | 4 men lost |
| Sep. 1, 1920 | USS S-5 (SS-110) | no loss of life |
| Oct. 10, 1923 | USS O-5 (SS-66) | 5 men lost |
| Dec. 17, 1927 | USS S-4 (SS-109) | 34 men lost |
| May 23, 1939 | USS Squalus (SS-162) | 26 men lost |
| June 20, 1941 | USS O-9 (SS-70) | 34 men lost |
| Dec. 10, 1941 | USS Sealion (SS 195) | 5 men lost |
| Jan. 20, 1942 | USS S-36 (SS-141) | no loss of life |
| Jan. 24, 1942 | USS S-26 (SS-131) | 46 men lost |
| Feb. 11, 1942 | (first) USS Shark (SS-174) | 59 men lost |
| Mar. 3, 1942 | USS Perch (SS-176) | 8 men lost |
| June 19, 1942 | USS S-27 (SS-132) | no loss of life |
| July 30, 1942 | USS Grunion (SS-216) | 70 men lost |
| Aug. 17, 1942 | USS S-39 (SS-144) | no loss of life |
| Sept. 25, 1942 | USS S-51 (SS-31) | 46 men lost |
| Jan. 10, 1943 | USS Argonaut (SS-166) | 84 men lost |
| Feb. 14, 1943 | USS Amberjack (SS-219) | 71 men lost |
| Mar. 5, 1943 | USS Grampus (SS-207) | 71 men lost |
| Mar. 15, 1943 | USS Triton (SS-201) | 74 men lost |
| Mar. 20, 1943 | USS Kete (SS-369) | 87 men lost |
| April 3, 1943 | USS Pickerel (SS-177) | 74 men lost |
| April 22, 1943 | USS Grenadier (SS-210) | 4 lost as POW |
| May 28, 1943 | USS Runner (SS-275) | 78 men lost |
| June 12, 1943 | USS R-12 (SS-89) | 42 men lost |
| Aug. 29, 1943 | USS Pompano (SS-181) | 76 men lost |
| Sept. 9, 1943 | USS Grayling (SS-209) | 76 men lost |
| Sept. 28, 1943 | USS Cisco (SS-290) | 76 men lost |

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| | | |
|----------------|-----------------------------|---|
| Oct. 7, 1943 | USS S-44 (SS-149) | 56 men lost |
| Oct. 11, 1943 | USS Wahoo (SS-238) | 70 men lost |
| Oct. 12, 1943 | USS Dorado (SS-248) | 78 men lost |
| Nov. 16, 1943 | USS Corvina (SS-226) | 82 men lost |
| Nov. 19, 1943 | USS Sculpin (SS-191) | 40 men lost |
| Nov. 23, 1943 | USS Capelin (SS-289) | 76 men lost |
| Jan. 5, 1944 | USS Scorpion (SS-278) | 77 men lost |
| Feb. 26, 1944 | USS Grayback (SS-208) | 80 men lost |
| Feb. 29, 1944 | USS Trout (SS-202) | 81 men lost |
| Mar. 26, 1944 | USS Tullibee (SS-284) | 79 men lost |
| June 1, 1944 | USS Herring (SS-233) | 80 men lost |
| June 7, 1944 | USS Gudgeon (SS-211) | 80 men lost |
| June 14, 1944 | USS Golet (SS-361) | 82 men lost |
| July 4, 1944 | USS S-28 (SS-133) | 50 men lost |
| July 26, 1944 | USS Robalo (SS-273) | 84 men lost |
| Aug. 13, 1944 | USS Flier (SS-250) | 80 men lost |
| Aug. 24, 1944 | USS Harder (SS-257) | 80 men lost |
| Oct. 3, 1944 | USS Seawolf (SS-197) | 102 men lost |
| Oct. 17, 1944 | USS Escolar (SS-294) | 82 men lost |
| Oct. 24, 1944 | USS Tang (SS-306) | 83 men lost |
| Oct. 24, 1944 | (second) USS Shark (SS-314) | 90 men lost |
| Oct. 24, 1944 | USS Darter (SS-227) | no loss of life |
| Nov. 7, 1944 | USS Albacore (SS-218) | 86 men lost |
| Nov. 8, 1944 | USS Growler (SS-215) | 84 men lost |
| Nov. 9, 1944 | USS Scamp (SS-277) | 83 men lost |
| Jan. 12, 1945 | USS Swordfish (SS-193) | 90 men lost |
| Feb. 4, 1945 | USS Barbel (SS-316) | 81 men lost |
| Mar. 26, 1945 | USS Trigger (SS-237) | 89 men lost |
| April 8, 1945 | USS Snook (SS-279) | 84 men lost |
| May 3, 1945 | USS Lagarto (SS-371) | 88 men lost |
| June 18, 1945 | USS Bonefish (SS-223) | 86 men lost |
| Aug. 6, 1945 | USS Bullhead (SS-332) | 84 men lost |
| Sept. 26, 1949 | USS Cochino (SS 345) | 1 lost from Cochino, 6 from USS Tusk during rescue |
| May 30, 1958 | USS Stickleback (SS-415) | no loss of life |

| | | |
|----------------|------------------------|--------------|
| April 10, 1963 | USS Thresher (SSN-593) | 129 men lost |
| June 2, 1968 | USS Scorpion (SSN-589) | 99 men lost |

(Two blasts on the klaxon)

"Sailors, rest your oars."

Holland Club Induction Ceremony

The Commander shall recite the following:

Shipmates, Friends and Special Guest(s):

As the Commander of Perch Base of the United States Submarine Veterans, I take extreme pride and great pleasure in being here today to be a part of this special Holland Club Induction ceremony. I request that all Holland Club Members present come forward and join me at the podium.

The Holland Club is a special group of members of the United States Submarine Veterans who have been designated "Qualified in Submarines" by the United States Navy for 50 or more years. Before we proceed with the induction of our shipmate(s) into the Holland Club, allow me to explain the requirements for induction into the Holland Club. A candidate must be a Life Member, in good standing, of the United States Submarine Veterans or an annual dues paying member in good standing for five years. The candidate(s) for Holland Club membership must request to be inducted into the Holland Club.

Shipmate(s) (insert name of candidate(s)) has/have met these requirements and I request at this time that Shipmate(s) (insert name of candidate(s)) join us at the podium.

The men of the Holland Club can best be described in these ten words: Pride, Past, Present, Patriotism, Honor, Duty, Commitment, Professionalism, Courage and Leadership.

PRIDE: Pride in the title "SUBMARINER". They dared to do what others feared and went where others dared not. Pride in whom and what they were and are today. Pride in whom and what they represent today, the United States Submarine Veterans, and pride in the Silver or Gold Dolphins on their chests.

PAST: For all they achieved as members of the United States Submarine Force, the Silent Service, and now as members of the United States Submarine Veterans.

PRESENT: Continuing to recognize and honor our submarine traditions as members of the United States Submarine Veterans; fulfilling our creed to honor the memory of our lost shipmates.

PATRIOTISM: The unwavering love for their country and pride in having served it.

HONOR: Their feeling of self-pride for having done what is right and respecting others who have shown us how.

DUTY: Doing their job, constantly striving to do the best they could for themselves and, most of all, their fellow shipmates by supporting their and the United States Submarine Veterans.

COMMITMENT: Keeping their word not because they had to, but because they chose to and their shipmates knowing it. Being an active part of the crew.

PROFESSIONALISM: Always doing their job to the best of their ability. Each and every member of

a submarine crew depends upon his shipmates to do it right and do it right the first time.

COURAGE: That special quality that allowed them to dare to do and go where other men feared and the desire to be called "shipmate" by men of that caliber.

LEADERSHIP: The ability and qualities they displayed as they served their active duty tours and they continue to display as members/a member of the United States Submarine Veterans.

I would like to now read a letter from the Holland Club Chairman and present some other mementos to shipmate(s) (insert name of candidate(s)).

(Present Holland Club Certificate, Membership Card, Holland Club Patch, Holland Club lapel pin and Holland Club cup.

Sailor of the Year Selection and Award

- An ad hoc committee comprised of the Commander and all past Commanders is formed for the sole purpose of selecting Sailor of the Year.
- The selection is entirely at this committee's discretion but GENERALLY the following factors should be considered:
 - Member who is dues current, preferably a Life Member.
 - One who has contributed significantly of his own time and efforts in furthering the goals and objectives of USSVI and Perch Base .
 - The amount of money contributed to the MAY NOT be a consideration in selecting Sailor of the Year.
 - Interface with, and help given to, other members should be weighed heavily in the selection.
- The selectee is held secret and announced at the annual Awards Ceremony by the Commander or his designee.

Parades and Public Events

These activities are where the public sees USSVI and Perch Base . Each member should always keep in mind that their appearance and conduct will be used by the public to judge our organization.

- **Purpose of the participating in events**
 - Encourage people to understand the sacrifice of those boat sailors who went before us.
 - Encourage a general interest in submarines and submarine service.
 - With the float, promote and solicit interest and financial support in the "Save Our Sail" program.
 - Enjoy the fellowship of brother submariners during the event itself.
 - Recruit new members for USSVI and Perch Base .
- **Receiving and Setup of Events**
 - Any member who receives an event request should forward the contact information to the Event Coordinator.
 - The Event Coordinator gets all details and requirements for the event and does the following:
 1. Notifies the Commander of the event. The Commander has the responsibility for

notifying members (meeting New Business) and ensuring a sufficient number of members participate.

2. Contacts the Chief of the Boat to arrange logistics and staging for the event.
3. Contacts the Web Master to place the event in the on-line calendar and other needed web-d publicity.
4. Contact the MidWatch editor to publicize the event.
5. Follow up with the event sponsor as needed.

- **Conduct at Events**

- Members should wear vests and acceptable headgear for each event.
- All members should be aware of any challenge to float and equipment. Any damage should be reported to the COB as soon as possible.

- **Attendance**

- As many members as possible should participate in each event. It is recognized that time and distance will greatly limit this.
- Two annual events are considered mandatory if at all possible for all Perch Base members:

1. **Phoenix Veteran's Day Parade**
2. **Memorial Day Ceremony at the Phoenix National Cemetery.**

Attachment A

2010 USSVI & PERCH BASE DUES SCHEDULE

USSVI

| | |
|---|----------|
| ANNUAL (Jan. 1 to Dec. 31) | \$20.00 |
| 3 year payment | \$55.00 |
| 5 year payment | \$90.00 |
| New Member joining Jan. thru Sept | \$20.00 |
| New Member joining Oct. thru Dec. (includes the following year) | \$25.00 |
| Life Member Age 76+ | \$100.00 |
| Life Member Age 66 thru 75 | \$200.00 |
| Life Member Age 56 thru 65 | \$300.00 |
| Life Member Age 46 thru 55 | \$400.00 |
| Life Member Age thru 45 | \$500.00 |

PERCH BASE

| | |
|---|----------|
| ANNUAL (Jan. 1 thru Dec. 31) | \$10.00 |
| New Member Joining Jan. thru Sept. | \$10.00 |
| New Member joining Oct. thru Dec. (includes the following year) | \$15.00 |
| Life Member* Age 65 and over | \$50.00 |
| Life Member* Age 56 thru 64 | \$100.00 |
| Life Member* Age 45 thru 55 | \$150.00 |
| Life Member* Age Under 45 | \$250.00 |
| * To apply for Life Membership they must already be a USSVI Life Member | |
| Late Fee for paying USSVI or dues after Dec. 31 | \$5.00 |

ATTACHMENT B - Equipment Maintenance

Honda Portable Generator

The portable generator maintenance is based on hours of operation listed in the following table:

| MAINTENANCE SCHEDULE | | REGULAR SERVICE PERIOD (3) | | | | |
|------------------------|----------------|----------------------------|--|---------------------------|----------------------------|-----------------------------------|
| ITEM | | Each use | First month or 20 Hrs. | Every 3 months or 50 Hrs. | Every 6 months or 100 Hrs. | Every year or After each 200 Hrs. |
| • Engine oil | Check level | ○ | | | | |
| | Change | | ○ | | ○ | |
| • Air cleaner | Check | ○ | | | | |
| | Clean | | | ○(1) | | |
| • Spark plug | Check-adjust | | | | ○ | |
| | Replace | | | | | ○ |
| Spark arrester | Clean | | | | ○ | |
| • Valve clearance | Check-readjust | | | | | ○(2) |
| • Combustion chamber | Clean | | Every 300 Hrs (2) | | | |
| • Fuel tank and filter | Clean | | | | ○(2) | |
| • Fuel line | Check | | Every 2 years (Replace if necessary) (2) | | | |

NOTE: • Emission related items.

(1) Service more frequently when used in dusty areas.

(2) These items should be serviced by an authorized Honda generator dealer, unless the owner has the proper tools and is mechanically proficient. See the Honda Shop Manual.

(3) For commercial use, log hours of operation to determine proper maintenance intervals.