

TSC Policies and Procedures Manual (PPM)

(01/2018) as re-edited (02/2024 and 07/2024)

ARTICLE 1: Organizational Name and Purpose

1.1 The Name of the Organization is The SubCommittee [Hereinafter“TSC”]

1.2 The purpose of TSC is to provide a gathering place for anyone interested in the history, design, construction, engineering, and use of submarines by any nation in peacetime or in war; this to include real-world submarines of full 1:1 size down to static and remote/radio-controlled models of any scale. The organization aims to provide a platform for the exchange of information on all of the above, plus on related submarine systems and equipment, through TSC’s internet presence (website/forums/social media), its official periodical (*The SubCommittee Report*), its various in-person events, and other means. TSC thus provides members the opportunity to 1) discuss and appreciate the history and development of submarines, 2) display submarine models and related collectibles, and 3) operate remote/radio-controlled model submarines as a collective or in groups.

ARTICLE 2: Membership

2.1 Membership is granted to persons and organizations upon payment to TSC of the annual membership fee.

ARTICLE 3: TSC Officers and Officials

3.1 The President of TSC is the Chairperson of the Executive Committee and the executive for the administration of TSC, subject to the direction of the Executive Committee.

3.2 The Vice President/Secretary of TSC shall be responsible for keeping the records of TSC, including the PPM, and such records as defined by the Executive Committee. The Vice President/Secretary shall also be responsible for keeping records of the meetings and actions of the Executive Committee, and make such records available to the membership. If necessary, the Vice President/Secretary may act as the President of TSC if the President is unable to perform that office.

3.3 The Treasurer of TSC has charge and custody of all TSC's funds, as directed by the Executive Committee and the PPM. The Treasurer shall establish and follow good accounting and expenditure controls and shall make full disclosure of all financial dealings of TSC.

3.4 No person shall serve in a specific TSC office for more than two consecutive three-year terms. These provisions shall not prevent such a person from being elected to serve in another office or in serving in that same office after it has been held for at least one term by another person.

3.5 To facilitate the functioning and control of TSC, the Executive Board may appoint members in good standing to specific titled positions. These appointees will have a vote within the Executive Board. As of January 2024 there are two specifically titled appointed positions established, these being:

3.5.1 TSC Membership Chairman:

The Membership Chairperson is responsible for developing new member procedures and defining levels and types of membership for Executive Committee approval; for coordinating membership procedures and fees with the Treasurer; for resolving membership access control, issues, and questions; and for Assisting the Executive Committee in recruiting new members.

3.5.2 TSC Editor:

The Editor is responsible for the overall design, layout, advertising coordination, production, and regular e-publication of *The SubCommittee Report*—or any other official publication established by TSC—based on submarine-related materials submitted by members and others. The publication schedule is determined by the Executive Committee. Current practice of publication (established April 2021) is three times a year (December/April/August). Financial cost incurred by the Editor for publications and development are reimbursed by the TSC upon prior agreement.

3.6 Reimbursement:

3.6.a There is no compensation for nor scheduled expenses reimbursed to officers. Any exceptional expense submitted for reimbursement will require prior authorization by the Executive Committee. These expenditures will be placed in the Treasurer's Report for review by the general membership.

3.6.b Requests for reimbursement of all expenditures must be submitted to and approved by the Executive Committee. Reimbursement requests for scheduled event expenditures must be submitted at least thirty (30) calendar days prior to said event's scheduled start date.

ARTICLE 4: The Executive Committee

4.1 Changes to the PPM: With the sole exception of changes to the Policies and Procedures Manual, decisions of the Executive Committee shall be on the basis of majority vote of the Executive Committee.

4.2 The Executive Committee shall have the power to appoint any officials or committees deemed necessary for the prudent operation of TSC, and shall also have the power to assign duties, modify duties, and terminate duties and appointments as needed.

ARTICLE 5: The Policies and Procedures Manual (PPM)

5.1 The Executive Committee of TSC shall develop, maintain, and update (if needed) a *Policies*

and Procedures Manual containing the operating rules and procedures of TSC.

5.2 The Election Committee shall be responsible for the sections of the *Policies and Procedures Manual* dealing with elections and amendments to TSC's *Articles of Incorporation*, but shall confer with the Executive Committee prior to adopting or changing those sections of the PPM. The PPM text shall be maintained by the Vice President.

5.3 *The Policies and Procedures Manual* may be changed by a majority vote of the Executive Committee, so long as three of the five elected/appointed officers vote in favor of the change. Changes to the *Policies and Procedures Manual* must be promptly noted and posted on TSC's website for review by the general membership; copies of the full text of any change must be made available to any TSC member upon request.

ARTICLE 6: The Elections Committee & Voting

6.1 The tally of votes shall be transparent to the Election Committee. Counting and verification must be done by the Election Committee Chairperson and verified by all members of the committee.

ARTICLE 7: Election of Officers

7.1 Elections for the President and Vice President shall be held every three years, so that these officers may take office on January 1st of the year following the election. Elections shall be held at the end of 1999, 2002, 2005, 2008, and so on. If an elected officer resigns, an election for that office will be held soon thereafter unless another TSC officer agrees to take on this function. Election for Treasurer shall be held every six years; to be held during every other election cycle of the election for President and Vice President.

7.2 Elections shall be decided by a majority of those members voting.

7.3 The Election Committee shall have the authority to organize and conduct TSC elections of officers and shall be responsible for:

- a.) nominating candidates for election to the offices of TSC,
- b.) arranging the election process, including announcements and the voting process, and
- c.) accepting and counting ballots for officers and announcing the results of that election.

7.4 With regard to officer nominations, nominees must:

- a.) be TSC members in good standing, and
- b.) state to the Election Committee that they are willing to serve in the office that they are being nominated for.

ARTICLE 8: Amendments to TSC Articles of Incorporation

8.1 Amendments to the Articles of Incorporation are defined in the Articles of Incorporation of TSC.

ARTICLE 9: Dissolution of TSC

9.1 Dissolution processes shall be as defined in the Articles of Incorporation of TSC.

End of PPM text.