

United States Submarine Veterans, Inc

Groton Base

Dominic “Joe” Negri Memorial Club

Operations

Policy & Procedure

Manual



OUR CREED:

“To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country, That their dedication, deeds, and supreme sacrifice be a constant source of motivation towards greater accomplishments. Pledge loyalty and patriotism to the United States of America and its Constitution”

**UNITED STATES SUBMARINE VETERANS INC
GROTON BASE**

Dominic "Joe" Negri Memorial Club Operations
/ Policy and Procedures Manual

28 January 2019



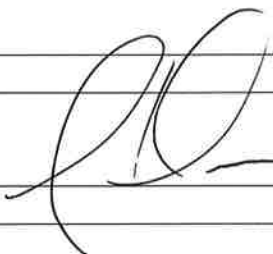
	Approved by Executive Board
	1/28/19
	Signature Base Commander

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ARTICLE I - INTRODUCTION

SECTION 1 - The purpose of this Policy and Procedure Manual is to provide guidelines for the Joe Negri Memorial Clubhouse. The U.S. Submarine Veterans Inc. National Organization has established that the USSVI Groton Base Executive Board shall maintain and manage the Joe Negri Clubhouse at 40 School Street Groton CT on behalf of the membership of U.S. Submarine Veterans Inc.

SECTION 2 - USSVI Groton Base shall conduct all business within the Policies and Procedures outlined in this document. This Policy and Procedure Manual will be maintained as an Appendix to the official U.S. Submarine Veterans Inc. Groton Base By-laws

SECTION 3 - If there is a conflict between the Policy and Procedure Manual and the current approved by-laws for the organizations, the bylaws shall take precedence.

SECTION 4 - A copy of this Policy and Procedure Manual will be made available to all members in good standing.

SECTION 5 – This PPM supersedes all previous PPM that deals with the Clubhouse//BOT

ARTICLE II - ABBREVIATIONS/ACRONYMS

SECTION 1 - For purposes of brevity in the remainder of this document the following common abbreviations/acronyms shall be used:

- **ATM:** Automated Teller Machine
- **BOT:** Board of Trustees.
- **CBOT:** Chairman of the Board of Trustees
- **CLUB, or BAR:** Groton Base Clubhouse at 40 School Street
- **CM:** Club Manager
- **EBOARD:** Executive Board
- **GROTON BASE:** U.S. SUBMARINE VETERANS INC. Groton Base
- **NATIONAL:** U.S. SUBMARINE VETERANS INC.
- **PPM:** Policy and Procedure Manual

ARTICLE III - GENERAL POLICY

SECTION 1 - USSVI-SUBMARINE VETERANS INC, National organization has entrusted the leadership and the members of the Groton Base with the Day-to-Day operations of the Dominic "Joe" Negri Memorial Clubhouse. The EBOARD shall manage all aspects of the club and report its operations directly to National Board of Directors via the Oversight Committee as established

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between the Memorandum of Understanding between National and Groton Base. The EBOARD will provide over site and report the findings and recommendations the general membership of Groton Base

SECTION 2 - The Groton Base has established as per their by-laws a standing committee hereby known as the Board of Trustees (BOT).

SECTION 3 - The BOT is a Standing Committee of Groton Base that will be elected to their position by the membership in accordance with the Groton Base By-laws. The BOT shall serve as an advisory board to the Executive board on matters pertaining to the day-to-day operations of the Joe Negri Clubhouse. All final decision regarding the day-to-day operations of the clubhouse shall be approved by the Base Commander.

SECTION 4 - The term "The Bar" will be synonymous with the term "The Club". The terms are interchangeable.

SECTION 5 - All members of USSVI Submarine Veterans, INC (National/Groton) in good standing in accordance with the National Bylaws are to be considered members in good standing of the club.

ARTICLE IV BOARD OF TRUSTEES

SECTION 1 – MEMBERSHIP

- A. The BOT membership shall be as delineated in the Groton Base bylaws.
- B. The Club membership shall elect the members of the BOT in conjunction with Groton Base elections.
 1. All members of SUBVETS are eligible to be elected to the BOT.
 2. No member may be elected to the BOT while serving on the EBOARD.
 3. No member who is an employee of the Club may be elected or appointed to the BOT or EBOARD.
 4. No member of the BOT can be serving in a similar position with another organization.
- C. The members elected to the BOT will select the Chairman of the BOT. Once selected by the BOT, the Chairman of the BOT shall be designated in writing by the Base Commander of USSVI Groton Base.
- D. The CBOT shall designate a Vice CBOT to act in his absence. Additionally, the CBOT shall designate a Recording Secretary to keep minutes of all meetings of the BOT and to generate all correspondence required by the BOT. All minutes and correspondence generated by the BOT shall be forwarded to the EBOARD via the Junior Vice Commander, to be incorporated into the archives of USSVI Groton Base.
- E. The normal term for the CBOT and other BOT members will be two years with no limit on the number of terms each board member.
- F. With the written approval of the EBOARD, the Chairman shall have the authority to dismiss any individual member of the BOT for Non-participation in carrying out functions of the BOT or for behavior unbecoming a BOT member.
- G. The CBOT will appoint members to replace elected members who do not complete their elected term. Members of the BOT appointed by the CBOT must be endorsed by the

EBOARD and approved via membership at next available meeting.

- H. The entire BOT cannot be dismissed without the unanimous vote of the EBOARD and forwarded to the Groton Base membership with a recommendation to dismiss for cause. The EBOARD will assume all responsibilities of the BOT until the next regularly scheduled Groton Base meeting, at which the EBOARD will conduct a special election from the membership to fill all positions on the BOT.
- I. If a member wishes to resign their position on the BOT prior to their two-year term they must do so in writing to the CBOT and forwarded to the EBOARD.

SECTION 2 OPERATIONS

A. Meetings

- 1. Meetings of the BOT shall be held monthly as a minimum. Additional meetings may be called as deemed necessary by the CBOT. If a meeting must go into executive session all non-BOT and Non-EBOARD members shall be excused.
- 2. Members of the EBOARD, the Permittee and the CM are invited to attend BOT meetings as non-voting members.
- 3. A quorum will comprise a simple majority of the total of members currently appointed to the BOT. A quorum will be required to establish or change Club policy. This quorum will normally meet during the monthly meeting, however for special circumstances it can be obtained by the CBOT through Email to resolve urgent issues.
- 4. Unless specified otherwise by the CBOT, meetings of the BOT will be open to attendance by all members in good standing of Groton Base. The scheduled dates for meetings of the BOT shall be provided to the membership of Groton Base.
- 5. The designated BOT Recording Secretary will record the minutes of all BOT meetings and provide a copy of these minutes to all members of the BOT, with an additional copy to the Groton Base Secretary for dissemination to the EBOARD.

B. BOT Duties and Responsibilities:

- 1. Shall recommend the policy and procedure for operation of all Club facilities including Bar and Galley (not to conflict with or violate any CT State Liquor Laws and Regulations). Any policy set forth by the BOT shall be approved via the Groton Base Commander and Groton Base Executive Board.
- 2. Shall recommend the salaries of all paid employees of the Club in accordance with CT State and Federal laws with the approval of the Groton Base EBOARD.
- 3. Shall review current prices charged by Bar and Galley and adjust any found by the Board to be excessive or inadequate, based on the recommendations of the CM.
- 4. Shall inform the EBOARD of all hiring's and firings, based on the recommendations of the Club Manager and Permittee. The Executive Board shall serve as the Appeal Board for all firings if the employee chooses to appeal said firing.
- 5. Shall recommend (not to conflict with CT State Liquor Laws and regulations) the normal hours of operations that Club facilities will be open to the Membership of

- this Base and their guests, based on the recommendations of the Club Manager.
6. Shall make recommendations to the EBOARD regarding purchase or lease of any major Plant Account equipment necessary or required for operation of the Club facilities in excess of operating funds.
 7. Shall develop and implement a set of House Rules to be followed by all Customers and employees. The House Rules will be clearly posted in a conspicuous location in the Club and will be contained in Appendix A. These House Rules will be reviewed by the BOT and updated as necessary in conjunction with the election of each CBOT and Base Commander

C. Suggestions and Recommendations

1. Any suggestions, complaints, or recommendations with regards to Club Operations will be submitted in a written and witnessed statement to the BOT with copies to the Permittee and the CM.
2. In cases of complaints the person making the complaint may be required to appear before the BOT at the next scheduled, or special meeting.
3. If feasible, the BOT will then review the complaint in the presence of all persons involved.
4. Once a decision on the incident has been reached all persons involved will be notified of the decision reached by the BOT in writing, with concurrence of the EBOARD prior to issuance.
5. Members, guests, or employees who have committed violations of House Rules or who have committed serious infractions not in keeping with good business practices, or infringing on the rights and privileges of other members, patrons, or employees of the Club will be reported to the BOT. The BOT shall act with these violations and infractions and a determination shall be made by the BOT of appropriate actions for the responsible individuals. The responsible individuals will be informed of the decisions made by the BOT in writing within 7 days of the BOT's determination, with concurrence of the EBOARD prior to issuance.

ARTICLE V EMPLOYEES

SECTION 1 PERMITTEE

- A. The Permittee shall be selected by the EBOARD, unless otherwise directed by the Groton Base Bylaws.
- B. The Permittee shall be under the direct supervision of the Executive Board will answer only to the Executive Board.
- C. The position of Permittee is a volunteer, unpaid position. He/ She shall work with the BOT and Club Manager in all matters regarding the paid employees of the club.
- D. The Permittee is responsible to ensure that all operations of the Club are within the legal requirements of the State of CT.
- E. The Permittee shall not be serving in a similar or related position for any other organization, including trustee or executive board positions.
- F. Shall have firing and hiring authority based on the recommendations of the CM for all paid employees for the Clubhouse.

SECTION 2 - CLUB MANAGER

- A. The CM based on the concurrence of the Permittee and approval of the Executive Board shall be selected by the BOT.
- B. The CM shall interface with the BOT on the execution of their duties and responsibilities and the Groton Base Commander as required.
- C. The CM is responsible for the day to day management and operation of the Clubhouse. CM is responsible for the conduct of employees, customer service, inventory, and cleanliness of the club.
- D. CM will work within a close relationship with the Permittee to ensure all operations of the club are within the legal requirements of the State of CT.
- E. CM will work within a close relationship with the Treasurer to ensure all financial operations of the club are within the legal requirements of the State of CT and Federal Regulations.
- F. The CM shall make recommendations to the Permittee and BOT with regards to the hiring of employees, and the salaries of all paid employees.
- G. Shall make recommendations to the BOT on prices charged by Bar and Galley and implement changes deemed necessary by the BOT.
- H. Shall make recommendations to the BOT on the normal hours of operations that Club facilities will be open and ensure that hours of operations as determined by the BOT are adhered to by the Membership of this Base, their guests, and employees.
- I. Shall ensure that the House Rules promulgated by the leadership of the organization are followed by all Employees and Customers (See Appendix A).
- J. Shall not be serving in a similar or related position for any other organization, including trustee or executive board positions.
- K. Shall provide the necessary reports via the BOT as required to the Executive Board.

ARTICLE VI – DOMININ "JOE" NEGRI MEMORIAL CLUBHOUSE

SECTION 1 – The Dominic "Joe" Negri Memorial Clubhouse located on 40 School Street was built in 1895 and some consider it a historical landmark. It was once the home of the Ancient Order of United Workers (AOUW). It was also used as a YMCA and served as the home for the International Order of Odd Fellows along with the Groton ELKS. In 1966 Joe Negri and the Founding members of USSVI, bought the Clubhouse with the proceeds following the raffle of a gold Cadillac, and the clubhouse has served as our home ever since.

SECTION 2 – BUILDING MAINTENANCE

- A. To help maintain the building a Building Maintenance Committee has been established to coordinate all maintenance. The committee will be under the guidance of the Junior Vice Commander.
- B. A deficiency log will be generated that will track all building required maintenance. This log will be maintained by the Junior Vice Commander and reviewed quarterly with the Base Commander.
- C. A maintenance logbook will be generated and maintain that will track all maintenance

DOMINIC "JOE" NEGRI CLUBHOUSE OPERATIONS POLICY AND PROCEDURES MANUAL

that was conducted. It will also contain a listing of the required occurring maintenance. This book will be maintained by the Junior Vice Commander and reviewed quarterly by the Base Commander.

SECTION 3 – REQUIRED MILESTONES

A. There are several different keys and milestones that are required to be met to maintain operation of the club on a day-to-day basis and are listed in the table below.

Month	Milestone
February	<ul style="list-style-type: none">• Insurance<ul style="list-style-type: none">○ DRAM○ Building○ Worker Compensation○ Indemnification
May	<ul style="list-style-type: none">• Fire Control System for Galley Inspected• Health Department License
June	<ul style="list-style-type: none">• Game License (Video, Pool, Juke Box) from Groton City Police• Shipmans Check for Fire Extinguisher, lights and Signs
July	<ul style="list-style-type: none">• Fire Inspection by local Fire Department• Liquor license renewal (after Completed Fire Inspection)• Sales/Use Tax License (Every 5 years)
Nov	<ul style="list-style-type: none">• A1 Hood and Duct Cleaning
Dec	<ul style="list-style-type: none">• Fire Control System for Galley Inspected

SECTION 4 – GROTON BASE STOREKEEPER

- A. The Base Commander will establish a member of the Groton Base to serve as its Storekeeper. The Storekeeper will fall under the guidance of the Junior Vice Commander.
- B. The Groton Base Storekeeper will coordinate with the National Storekeeper to ensure that there are adequate supplies of USSVI National and Groton Base Apparel for our members.

SECTION 5 – ATM

- A. The operation of the Clubhouse ATM will fall under the guidance of the Groton Base Treasurer. The club manager shall assist the Treasurer in the maintaining of adequate funds to ensure operation of the ATM.

ARTICLE VII – AMENDMENTS

SECTION 1 - Any amendments to this PPM for operation of the Joe Negri Clubhouse maintained by the Base commander with inputs from members of the BOT, Club Manager, and members of the Executive Board.

SECTION 2 – Any resolution to be passed will have a majority of the Executive Board approval.

**APPENDIX A – DOMINIC “JOE” NEGRI
CLUBHOUSE RULES**

DOMINIC "JOE" NEGRI CLUBHOUSE RULES

1. ALL USSVI MEMBERS & EMPLOYEES SHALL AT ALL TIMES CONDUCT THEMSELVES IN A MANNER THAT DEMONSTRATES MUTUAL RESPECT AND COURTESY, AND REFRAINS FROM ANY ACTIONS OR INACTIONS THAT IMPINGE ON THE RIGHTS OF OTHERS OR DISRUPT THE OPERATIONS OF THE CLUB.
2. ONLY USSVI MEMBERS, THEIR WIVES, AND GUESTS WILL BE ALLOWED ADMITTANCE TO THE CLUB PREMISES.
3. PERSONS QUALIFIED IN SUBMARINES WILL BE ALLOWED IN THE CLUB AS A GUEST **THREE (3) TIMES** BEFORE THEY WILL BE ASKED TO BECOME A MEMBER OF USSVI.
4. USSVI MEMBERS ARE AT ALL TIMES RESPONSIBLE FOR THE CONDUCT AND ACTIONS OF THEIR GUESTS, AND MAY BE HELD ACCOUNTABLE FOR VIOLATIONS COMMITTED BY THEIR GUESTS. IT IS THE RESPONSIBILITY OF THE MEMBER TO SEE THAT ALL GUESTS ARE **PROPERLY SIGNED INTO THE GUEST BOOK.** IN THE EVENT THE MEMBER LEAVES THE CLUBHOUSE, HIS/HER GUEST MUST LEAVE WITH HIM/HER OR BE SPONSORED BY ANOTHER MEMBER AND BE PROPERLY ENTERED IN THE GUEST BOOK AS SUCH.
5. THE CLUBHOUSE WILL NOT BE USED AS A DROP/PICKUP STATION FOR BUSINESS PAPERS OF A PERSONAL NATURE BETWEEN AGENT AND CLIENT. THIS DOES NOT PRECLUDE MEMBERS DISCUSSING AND TRANSACTING BUSINESS IN THE CLUBHOUSE.
6. ANYONE UNDER THE AGE OF 18 MUST BE ACCOMPANIED BY A MEMBER IN GOOD STANDING, AND OF AT LEAST 21 YEARS OF AGE. NO ONE UNDER THE AGE OF 21 YEARS WILL BE ALLOWED ON THE CLUB PREMISES AFTER 2200 (10:00PM).
7. ANIMALS WILL NOT BE ALLOWED IN THE CLUB AT ANY TIME UNLESS THEY ARE CERTIFIED SERVICE ANIMALS.
8. NO USSVI MEMBER SHALL REPRIMAND AN EMPLOYEE OF THE CLUB, AND VICE VERSA. A MEMBER OR EMPLOYEE DISSATISFIED WITH THE CONDUCT OF THE PERMITTEE OR ANY EMPLOYEE OR MEMBER OF THE CLUB SHALL COMMUNICATE IN WRITING THE CAUSE OF DISSATISFACTION TO THE BOARD OF TRUSTEES. ALL GRIEVANCES WILL BE BROUGHT BEFORE THE CHAIRMAN OF THE BOARD OF TRUSTEES IN WRITING ONE WEEK PRIOR TO BOARD OF TRUSTEES MEETING.
9. ONLY AUTHORIZED PERSONNEL ARE ALLOWED BEHIND THE BAR AND IN THE GALLEY. (PERMITTEE/CLUB MANAGER AND AUTHORIZED DESIGNEES (AS DICTATED BY THE EXECUTIVE BOARD))

Signature BOT Chairman

Signature Base Commander

APPENDIX B – MAINTENANCE DEFICIENCY LOG

