

**LADIES AUXILIARY
FLEET RESERVE ASSOCIATION**

ALSO, DBA

**THE AUXILIARY OF THE
FLEET RESERVE ASSOCIATION**



STANDING RULES

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Revised October 2014

Standing Rules

Preface

Standing Rules are previously adopted motions which shall have continuing effect until amended or rescinded.

Although combined within the same binder, the LA FRA SR's are not a part of the C&BL, nor are they subject to all the same rules regarding adoption, amendment, or resolution.

SR's may be amended, suspended, or rescinded by a two-thirds vote at the Annual National Conventions, or by a majority vote with prior notice. Prior notice for a change to the SR shall be submitted in accordance with C&BL. Article 6 Section 608(a).

The NBOD is empowered by a two-thirds vote to adopt, amend, or rescind SR between the Annual National Convention, subject to ratification, amendment, or recession of the action at the next National Convention.

Robert's "Rules of Order Newly Revised shall be the governing authority for parliamentary matters of debate not covered herein or within the LA FRA C&BL.

Standing Rule 1

SR-1. Certificate of Appreciation

SR-1(a). A Certificate of Appreciation, signed by the Unit President and/or Unit Secretary or by the National Officer presenting the certificate, may be awarded to an individual person and/or body of organized persons, in the name of the body, who have rendered some distinguished service to the Unit or to the National Officer.

SR-1(b). Certificate of Appreciation forms shall be carried by National Financial Secretary, and will be sold at a nominal price to the Units and National Officers.

SR-1(c). A Certificate of Appreciation shall be presented to the Organizer of a new Unit at the close of the Instituting Ceremony.

Standing Rule 2

SR-2. Awards of Merit

SR-2(a). Awards of Merit shall be given in the form of certificates, provided by the National Financial Secretary, and presented by the Regional President to Units doing the most outstanding work, in Activities, Americanism-Patriotism, Hospital, Publicity, Unit Report, Welfare & Rehabilitation, and Youth Activities. Certificates for first, second and third place, in each grouping, will be awarded at the Regional Convention.

SR-2(b). All first place Unit Reports from each group and each Region shall be judged, at the Annual National Convention, by a committee appointed by the National President.

SR-2(c). First, second and third place competitive awards in each grouping for the Unit Report will be given to Units having displayed outstanding progress in various Auxiliary projects accomplished during the previous Unit Administrative Year. All Units compete in the group in which they were placed effective 31 March of the current year.

Standing Rule 3

SR-3. Grouping for awards

SR-3(a) In the GROUPING for all competitive purposes, Units shall be divided into five groups according to the final Membership Service Administrator's printout for the Membership Year 1 April through 31 March, and remains unchanged for twelve months. New Units instituted after 31 March are automatically put in Group Five regardless of number of members.

- | | |
|--------------|---|
| GROUP ONE; | All Units with one hundred members or more. |
| GROUP TWO: | All Units with fifty-five members, but less than one hundred members. |
| GROUP THREE: | All Units with thirty-five, but less than fifty-five members. |
| GROUP FOUR: | All Units with twenty-five members, but less than thirty-five members |
| GROUP FIVE: | All Units with less than twenty-five members. |

Standing Rule 4

SR-4. Membership Awards

SR-4(a). A Membership Award shall be presented each year to the Unit, which stands highest in membership gain during the current membership year.

SR-4 (b). **Membership Cash Award** - An award of fifty dollars shall be given to the Unit of each group which has made the highest gain in membership during the current Membership Year. (1 April thru 31 March)

SR-4(c). **Gold Membership Pins** - Any member of the LA FRA or of the FRA who obtains ten new or reinstated members for the LA FRA shall be presented with a Gold Membership Pin. The Unit Secretary shall request the award by letter to the National Financial Secretary of the LA FRA giving the following information:

- (1) The name and address of the recipient of award
- (2) Names and addresses of the ten new or reinstated members.
- (3) Name and number of the Unit

SR-4(d). In case of loss of original pin, members are permitted to purchase a Gold Membership Pin to replace a lost one provided the Gold Membership Pin is authorized and ordered by the Unit Secretary.

SR-4(e). A guard inscribed with the figures 1, 2, 3, 4, etc. in lieu of a Gold Membership Pin, indicating recruitment of each additional twenty five new or reinstated members since 1 July 1964, may be awarded by any Unit of the LA FRA without charge to Units or individuals. The guard shall be a small Silver Star.

SR-4(f). **Silver Anchor Award** - Any member of the FRA or the Auxiliary who obtains fifty new or reinstated members for the LA FRA after 20 September 1976 shall be presented with a

Silver Anchor pin, a Silver Anchor certificate and a letter of commendation signed by the National President.

SR-4(g). Membership pins shall be awarded as follows:

- (1) Gold Membership Pin - - - 10 members
- (2) Silver Star Guard #1 - - - 25 additional members
- (3) Silver Anchor Award - - - 15 additional members

SR-4(h). Any special awards for recruiting after September 1987 shall not interfere with any other sub-paragraph within SR-4.

SR-4(i). **FRA AWARDS (Refer to FRA C&BL, Article 3, Section 311**

Section 311(a). **The National President's Membership Club** – Any member of the FRA or LA FRA who obtains one new active duty member of the U.S. Navy, Marine Corps, and Coast Guard will receive a Navy, Marine Corps and Coast Guard pin respectively. Any member of the FRA or LA FRA who obtains two additional new FRA members, will be presented with The National President's Membership Club Pin.

Section 311 (b) 1. **Gold Lapel Button Award** – Any member of the LA FRA who obtains ten new or reinstated members for the FRA shall be presented with a Gold Lapel Button of the FRA and a Letter of Commendation signed by the National President.

Section 311 (b) (2). Only one Gold Lapel Button will be issued unless the member having lost the original button qualifies for a new award, or that the member may purchase a new Gold Lapel Button.

Section 311(c). **Silver Pendant Award** - A pendant in lieu of a Gold Lapel Button indicating recruitment of each additional twenty-five new or reinstated members may be awarded by any Branch of the FRA and is prescribed for sale to Branches or individuals. This pendant shall be silver in color,

inscribed with the figure 1, 2, 3, etc. which will slip over the post of the Gold Lapel Button.

Section 311(d). **Silver Anchor Squadron Award** - Any member of the FRA or LA FRA who obtains fifty new or reinstated members for the FRA after 13 September 1974 shall be presented with a Silver Anchor Squadron Award Pin, a Silver Anchor Squadron Certificate, and a Letter of Commendation signed by the National President, FRA.

Standing Rule 5

SR-5. Scholarships

SR-5(a). **Scholarships** – Three Scholarships are established in the amount set by the annual budget, to be paid from the Scholarship Reserve Fund.

SR-5(b). **LA FRA Scholarship** –To be awarded annually to the male or female candidate chosen from children or grandchildren of members of the FRA and LA FRA by the National President and her committee. Contributions will be accepted.

SR-5(c). **Sam Rose Memorial Scholarship** –To be awarded to the male or female candidate chosen from the sons, daughters, grandsons, or granddaughters of deceased LA FRA and FRA members by the National President and her committee in the name of the LA FRA. Contributions will be accepted.

SR-5(d). **Allie Mae Oden Memorial Scholarship** –To be awarded to the candidate chosen from the children or grandchildren of members of the LA FRA or FRA by the National President and her committee in the name of the Auxiliary. Contributions will be accepted.

SR-5(e). Details are at the direction of the LA FRA, National President, as follows:

- (1) This scholarship award shall be given to an applicant on the basis of scholarship proficiency, character, and need of financial assistance for further education.
- (2) The applicant shall be a graduate, or prospective graduate, of an accredited high school, or its equivalent. A student currently attending an accredited school of advanced education, or university, may be considered for this award.
- (3) Other factors being equal, preference will be given to an applicant who is a dependent of a member of the Fleet Reserve Association and/or LA FRA.

- (4) These scholarships shall be used for tuition, registration or other fees at an accredited school of advanced education, or university designated by the student concerned, for the next year. If for any reason, the scholarship award cannot be used as specified, it shall be returned by the school concerned, to the LA FRA, for award to the alternate applicant. In no case is this award to be given to the applicant for other use.
- (5) Previous winners are eligible to apply for scholarships in subsequent years.
- (6) All application forms are obtained from FRA Headquarters or the FRA Website (www.FRA.org). Completed applications shall be forwarded to the National Executive Director, Fleet Reserve Association, 125 N. West Street, Alexandria, VA 22314 by 15 April of year in which applicant plans to enter the school or continue education.
- (7) The applications are forwarded to the Chairman of the Scholarship Committee. The committee reads and judges the applications. The winners are then forwarded to the National President for the final decision according to established rules.
- (8) The National President presents these awards by letter, to the schools concerned, with copy to the successful applicant.
- (9) Contact or correspondence with the successful applicant shall be at the discretion of the National President.
- (10) Units shall be notified in *The TRIANGLE* of the winners of these scholarships granted from this fund.
- (11) The LA FRA web site (www.la-fra.org) has scholarship forms available for the LA FRA scholarships.

Standing Rule 6

SR-6. National President's Scholarship Fund

SR-6(a). A Scholarship is established in the amount set by the budget annually, to be paid from the LA FRA National President's Scholarship Fund. This is to be awarded annually to the male or female candidate chosen from children and grandchildren of members of the LA FRA or FRA or deceased members of the LA FRA or the FRA by the National President and the committee, in the name of the Auxiliary, and designated as the LA FRA National President's Scholarship.

SR-6(b). The LA FRA National President's Scholarship Fund is established with donations from Units, officers, members, and friends of the Auxiliary. This fund is subject to audit.

SR-6(c). Units shall be notified in *The TRIANGLE* of the winner of the National President's Scholarship granted from this fund.

SR-6(d). The deadline for this scholarship fund is 15 of April of the year in which applicant plans to enter the school or continue education.

SR-6(e). The National President's Scholarship application is also now located on the LA FRA National Web Site. (www.la-fra.org).

Standing Rule 7

SR-7. National President's Project

SR-7(a). The National President may establish a National President's project for the year of the administration under the following rules.

- (1) This project may receive donations from FRA and LA FRA members, Branches and Units. There shall be no transfers from national funds. Any donation from outside the FRA and the LA FRA shall be made through an Auxiliary or Branch Member, or Unit or Branch.
- (2) The National President-elect shall present details of this project to the National Convention prior to its adjournment for approval. If approved, by the LA FRA, National Convention, it shall be submitted to the NBOD FRA for ratification.
- (3) No changes may be made to the project after being approved by the NBOD FRA.
- (4) All money donated for this project shall be received by the Auxiliary National Financial Secretary and deposited in a specially designated fund.
- (5) Final disposition of the National President's Project shall be reported to the LA FRA and NBOD as soon as possible after the close of that administration.

Standing Rule 8

SR-8. Memorial Donations

SR-8(a). **National Officers** - In the event of death, a memorial donation of twenty-five dollars to an appropriate fund, shall be allowed for the following only: National Officers of the LA FRA and FRA while in office, their spouses, and Past National Presidents of the Auxiliary.

SR-8(b). **USS ARIZONA MEMORIAL** – Honolulu Hawaii Flowers for the Memorial Service on 7 December shall be purchased and paid in accordance with the budget line item. Funds for the flowers shall be forwarded to LA FRA, Unit 46.

Standing Rule 9

SR-9. Membership Dues in the LA FRA shall be **twenty** dollars per annum, payable in advance, not to exceed five years at any time. Any advance dues payment shall be non-refundable. Application for new and reinstated membership shall be accompanied by a payment of **twenty** dollars dues.

Standing Rule 10

SR-10. National Convention

SR-10(a). Rules on the National Convention procedures are outlined in C&BL, Article 6, National Convention.

SR-10(b). **Credentials** – The National Convention Credentials Report, a form which is issued by the National Executive Secretary, which shall determine the proper count of those in attendance and shall contain the following:.

- (1) Units Represented by Delegates
- (2) Units Represented by Proxy
- (3) Number of Units not registered.
- (4) Number of Delegates registered
- (5) Registered voting strength
- (6) Two-Thirds majority
- (7) Simple majority
- (8) MAL's registered
- (9) Members registered (not a delegate, alternate or proxy)
- (10) Honorary members registered
- (11) Alternate Delegates registered
- (12) Guest registered
- (13) A list of Units surrendering Charters
- (14) A list of Units not registered
- (15) Total Units
- (16) Total Votes
- (17) Total in Attendance

SR-10(c). Delegates – Delegates, Alternates, and Proxies shall present credentials, prior to the opening of the convention, to the Credentials Committee.

- (1) A member registering with the Credentials Committee shall show a current paid up membership card.
- (2) Delegates, alternates, or proxy delegates, shall be listed on standard forms provided by the National Executive Secretary.
- (3) The Chairman of the Delegation acts as spokesman for the delegation in casting votes. In casting an instructed vote the Delegate Chairman or Proxy should state the fact. In discussions, any delegate may have access to the floor.
- (4) A delegate to be recognized by the Chair shall give name, Unit number, and state if delegate or proxy.
- (5) Alternates shall be seated for an absent delegate, at the recommendation of the Credentials Committee. At the time of seating the alternates, shall be seated in the order they were elected by the Unit.
- (6) Each delegate shall be furnished at the Convention with a copy of all resolutions, endorsements, and additional proposed Convention rules.
- (7) On decision of the assembly by voice vote, any delegate may have their Unit's vote recorded if it is opposed to the assembly's decision.
- (8) If the Credentials Committee is unable to settle any question, it shall be decided by the Convention.

SR-10(d). **Parliamentary Procedures** - In the absence of a written rule governing debates and procedures, the LA FRA shall be governed by "*Robert's Rules of Order, Newly Revised.*"

SR-10(e). **Resolutions** – Resolutions submitted by Units may be amended by the convention.

SR-10(f). **Proposed Action** - Any action that is proposed at the National Convention that has not been circulated according to C&BL shall be adopted by the convention only by at least a two-thirds vote or a voice vote without objection.

SR-10(g). **Motions** – A motion to commit, refer, recommit, postpone indefinitely, postpone to a certain time, lay on the table, take from the table, reconsider, rescind, or move the previous question, requires five seconds, each from a different Unit, each by a different delegate. Each motion requires majority approval of the delegates.

SR-10(h). **Roll Call Vote** - On a roll call at National Convention, voting shall be conducted according to the numerical order of the Units in even-numbered years, and in reverse numerical order in odd-numbered years.

SR-10(i). **Tally Committee** – Tally Committee, consisting of a chairman and two members, will tally the votes, which are announced by the National President. Tally sheets, when completed, shall be signed by the Chairman and the National Executive Secretary and filed as supplements, to be printed in the convention minutes. C&BL 604(e).

SR-10(i). **National Officers and Chairmen Reports** - National Officers and chairmen reports shall be limited to five minutes. The National President may grant an extension of time with the approval of the assembly.

SR-10(k). **C & BL Committee Report** – A report of the action of C & BL amendments (adopted by the LA FRA convention and subsequently submitted to the NBOD FRA for ratification) shall be submitted to the publishing committee. This report shall cover all FRA action, either approval or rejection by the FRA and shall be printed in the National Convention minutes as the C & BL Committee report to the National Convention.

SR-10(l). **The Convention Audit Committees** – They audit the financial records of the National Financial Secretary and the National Treasurer, for the time elapsed since the last quarterly audit, for the records of the newly elected administration and to comply with installation requirements.

SR-10(m). **Courtesy Committee** – The courtesy committee decides on recommendations for courtesy, greetings, honored guests, written thanks to committees and guests or any who have rendered services to the convention. The chairman shall report to the convention before the close of business.

SR-10 (n). **Convention Recorder** - The Convention Recorder records and transcribes the convention minutes. Printed chairmen reports, printed committee reports or information and tally sheets as voted, are supplemental minutes. They are properly assembled, labeled, numbered, and signed by the National Executive Secretary before submitting them to the publishing committee.

SR-10(o). **Minutes** – The minutes are distributed within one hundred and twenty days following Convention. One copy is mailed free to each Unit, who has requested the minutes forty-five days from the close of Convention. One copy will be mailed free to each National Officer (of the immediate past and current administration), and the FRA Administrative Headquarters. Members may purchase copies of the convention minutes, if ordered and paid for in advance, within forty-five days from the close of convention.

Standing Rule 11

SR-11. National Convention Order of Business

- (a). National Convention Chairman - opening remarks
- (b). Introduction of National President, escorted to platform
- (c). Parade of Colors to Altar
- (d). Opening Prayer
- (e). Colors posted
- (f). Pledge of Allegiance to Flag
- (g). Preamble
- (h). Introduction – Honored Guests
 - Past National Presidents
 - National Officers
- (i). Addresses of invited guests
- (j). Memorial services for departed members
- (k). Recess
- (l). Roll call of officers
- (m). Credentials report
- (n). Greeting Committee from FRA
- (o). Introduction of National Chairmen and Convention Committee appointments
- (p). Convention Minutes Publishing report
- (q). Reports of National Officers and Standing Committees
 - (1) National Officers annual reports
 - (2) C&BL Committee amendment report
 - (3) Budget and Finance Committee report including the budget
- (4) National Board of Directors pre-convention meeting recommendations
 - (1) National Standing Committees Reports with presentation of awards
 - (2) Audit Committee report
- (r). Reports of Courtesy and other Convention Committees
- (s). Unfinished business and action on Committee reports
- (t). New Business
- (u). Nominations and elections of National Officers

- (v). Good of the Order
- (w). Joint Installation and presentation of pins
- (x). Salutation to the dead, moment of silence
- (y). Closing prayer
- (z). Colors retired & Adjournment

Standing Rule 12

SR-12. Convention Call

SR-12(a). The Convention Call is distributed to all on *The TRIANGLE* mailing list, and shall be worded as follows:

CONVENTION CALL

ATTENTION ALL UNITS

Pursuant to the requirements of the Constitution and Bylaws of the Fleet Reserve Association, the National President hereby calls the Annual Convention of the Ladies Auxiliary of the Fleet Reserve Association, to be held

(CITY) _____ (STATE) _____

(DATE) _____ (HEADQUARTERS) _____ (HOTEL) _____

to convene at (time) for the following purposes

- 1) To hear annual reports of National Officers and National Chairmen.
- 2) To consider resolutions proposing amendments to the Constitution and Bylaws, Standing Rules, Rituals and General Policy.
- 3) To formulate plans for the Ladies Auxiliary Fleet Reserve Association.
- 4) To elect National Officers for the ensuing year.
- 5) To entertain suggestions for the Good of the Order.

Attest:

National Executive Secretary _____

National President _____

Date _____

Standing Rule 13

SR-13. National Convention Minutes Publishing Committee

SR-13(a). The National Convention Minutes Publishing Committee contracts for the printing of the Convention Minutes, and the distribution, under the limits of the budgeted amount, and distributes the minutes, within one hundred twenty days following Convention.

SR-13(b). The Chairman of the Publishing Committee is the NES, along with the current Jr. Past National President and the previous Jr. Past National President.

SR-13(c). The NES will be Chairman of the Publishing Committee the second and third years of her term and also the Chairman the year she becomes NVP.

SR-13(d). The Publishing Committee shall report to the National President immediately following the issuing of the convention minutes.

- (1) Names of all who served on the committee, or assisted.
- (2) List of corrections (omit corrections of names, spelling, punctuation, or typographical errors).
- (3) Date the Convention Minutes were mailed.

SR-13(e). Convention Minutes – A copy of the complete, original reports and the original transcript shall be filed with the National Executive Secretary and shall be at hand when the Publishing Report, including approval of the convention minutes, is considered in the convention agenda.

SR-13(f). The Convention Minutes Publishing Committee shall be listed in the list of appointments circulated following convention.

SR-13(g). A copy of the original convention minutes shall be submitted to the LA FRA Jr. Past National President at the

same time that a copy is submitted to the Publishing Committee Chairman. The original convention minutes will be sent to Archives for reference.

Standing Rule 14

SR-14. Travel Expense and Per Diem

SR-14(a). The following shall be allowed travel expense and per diem. (No officers shall receive dual payments)

- (1) National Officers, National Parliamentarian, and the National Chaplain, attending National Convention.
- (2) National President attending Honolulu USS Arizona Memorial, 7 December. (Not to exceed 4 days)
- (3) National President attending the National Pilgrimage (Not to exceed 3 days)

SR-14(b). Authorized Travel. – Authorized travel within the continental limits of the United States at Auxiliary expense shall be paid in accordance with the budgeted line item approved by the delegates at the National Convention.

SR-14(c). National Officers, National Parliamentarian, and the National Chaplain, shall be paid per diem expense of seventy-five dollars at the business destination only. Per Diem expenses shall be limited to the necessary time involved not to exceed six days.

SR-14(d). Regional Presidents receive four hundred dollars for travel expenses at the Post-Convention Board of Directors meeting.

- (1) An additional travel reserve fund will be established in accordance with the budgeted line item approved by the delegates at an Annual National Convention. This fund will be under the jurisdiction of the National President and shall be disbursed at the following Pre-Convention Board of Directors meeting based on their reports being submitted.

- (2) Regional Presidents shall submit quarterly reports listing number of Unit meetings attended, number of miles traveled, problems encountered and proposed resolution of each problem.

SR-14(e). A pro-tem appointment of a National Officer for convention work only receives travel expense and per diem under SR 14(a)(1) above only by vote of the Convention delegates.

SR-14(f). The National President is the Chief Executive Officer of the Ladies Auxiliary. The National President is empowered to authorize travel at Ladies Auxiliary expense to permit National Officers and designated others to conduct necessary business calling for travel.

- (1) The normal pre-planned travel.
- (2) Travel as directed by the National President to conduct necessary business. Travel shall be at the absolute minimum. The National President informs the NBOD and they will approve travel.

SR-14(g). All travel expense shall be charged to the appropriate budget item in compliance with LA FRA, C&BL.

SR-14(h). Except for travel expenses and per diem, all incidental expenses or bills shall be ordered paid only on presentation of receipts or a signed itemized bill according to the approved budget.

Standing Rule 15

SR-15. National Board of Directors

SR-15(a). **Mail Voting.** Between authorized meetings, any question not decided by the C&BL, SR, or *Robert's Rule of Order, Newly Revised* shall be submitted to the entire National Board for mail vote. Rules follow:

- (1) By the National President, or by signed approval of five members of the Board.
- (2) Each question shall contain date submitted by the National Executive Secretary; name of originator; the question stated clearly, with suitable explanation; space for vote, signature, date, and time limit allowed.
- (3) Forms for voting on NBOD LA FRA Resolutions shall have a detachable ballot with all necessary information which shall be returned with vote to the National Executive Secretary. The NBOD member retains the balance of the form for her file.
- (4) Members of the board shall be notified promptly of results of mail voting.
- (5) The National Executive Secretary shall file all records of National Board mail, or email voting, for reference on request, of the NBOD.

SR-15(b). Approved actions of the Board during the year, recommendations, and committee reports requiring convention action, shall be submitted to Units according to rule in C&BL 608(b).

SR-15(c). Any Standing Rule amendment adopted under SR-15(a) shall be submitted to the C&BL Chairman for advance information for convention ratification.

SR-15(d). Amendments to the C&BL proposed by the National Board for convention action shall follow established rules.

SR-15(e). If a bill is irregular or in some manner out of order, the National Financial Secretary or the National Treasurer has the authority to refer the matter to the NBOD via the National President for decision. (Ref: Art. 8 – Sub-Sections 809(l) & 810(b))

Standing Rule 16

SR-16. Fidelity Bond

SR-16(a). LA FRA National Officer and Unit Officers shall be bonded under a position fidelity bond provided by the Auxiliary.

SR-16(b). The National Treasurer, National Financial Secretary, and the Membership Service Administrator shall be bonded for the appropriate amount as recommended by the National Budget and Finance Committee to the NBOD.

SR-16(c). Premiums on the Fidelity Bond shall be paid from the funds of the LA FRA National Treasury with the company offering the most suitable terms.

SR-16(d). LA FRA position Fidelity Bond shall be kept in the safe deposit box with all other insurance policies.

Standing Rule 17

SR-17. C&BL Report to the FRA

SR-1(a). In order to comply with LA FRA C&BL, rules the following shall apply.

- (1) A report form, three for each C&BL and SR's amendment shall be prepared by the National Executive Secretary prior to convention. At convention, these shall be filed in accordance to convention action. If possible, a number of amendments may be grouped under one category with one report form filled in for such group. Omit rejected amendments. The report form follows:

C&BL AMENDMENTS

Resolution Number(s) _____ Date _____

The "Resolved" (in original form, as adopted, or if amendment, as amended) (Enter in this space)

Committee recommendations

(to adopt to amend and adopt)

(to reject to combine)

Reasons therefore _____

Action of The Ladies Auxiliary of the Fleet Reserve Association Convention

Adopted Rejected

amend and adopt

Signed _____

C&BL Committee Chairman

Signed _____

National President

Ratification by FRA _____

- (2). One copy of each of the above reports shall constitute the report of the C&BL Committee for the supplemental minutes.
- (3). One copy of each of the above reports shall be delivered to the FRA National Parliamentarian for action of the Board of Directors.
- (4). One copy of each of the above reports is retained by the National Executive Secretary for the files, and for preparing a report.
- (5). All rejected amendments shall be grouped and filed with the National Executive Secretary.

Standing Rule 18

SR-18. Membership Service Administrator

SR-18(a) The LA FRA NBOD, shall select a Membership Service Administrator for the purpose of maintaining the LA FRA membership records. The period of the agreement shall be stipulated in the agreement. The total obligation to the LA FRA for the Membership Service Administrator shall be in accordance with the budgeted line item approved by the delegates at the National Convention. The Membership Service Administrator shall receive a working fund at the beginning of the agreement also in accordance with the budgeted line item approved by the delegates at the National Convention. This working fund shall be returned at the conclusion of the agreement.

SR-18(b) Selection of the Membership Service Administrator.

- (1) The notice for submission of applications for the LA FRA Membership Service Administrator shall be published in the January 2009 issue of *the Triangle*, after which, it will be published in the ending year of the contract.
- (2) The Membership Service Administrator must be a member of the LA FRA in good standing.
- (3) Resumes for the Membership Service Administrator are to be sent to the National Executive Secretary with a copy to the National President. The deadline for submission will be 31 March.
- (4) Copies of all resumes are to be given to the NBOD, via an NBR, at the Pilgrimage or mailed, or e-mailed to those who are unable to attend.
- (5) Each NBOD will make their selection for the best qualified person and forward their selection to the National Executive Secretary by 1 June.

- (6) The applicant receiving the most votes will be contracted for the position of Membership Service Administrator and notified by 10 June.

SR-18(c) Agreement

- (1) The agreement issued by National Financial Secretary for the Membership Service Administrator is for a term of three (3) years. The delegates by way of the annual budget shall approve the total obligation of the LA FRA. This agreement shall begin no later than 1 October.
- (2) This agreement shall be signed by the National President and the National Financial Secretary in the year in which the agreement is agreed upon.

SR-18(d) Duties of the Membership Service Administrator.

- (1) The Membership Service Administrator shall process and maintain the LA FRA membership records.
- (2) Generate renewal billings.
- (3) Send membership cards for new members, members paying dues, members transferring to another Unit, and replacement cards.
- (4) Update records, address changes, dues payments, terminations, etc.
- (5) Sends second billing notices.
- (6) Receive dues payments, account for all dues received and deposit monies providing the National Financial Secretary and National Treasurer with a monthly report.

SR-18(e) Reports to be provided

- (1) Report all transactions processed during the month by Unit, subdivided by payments, additions, deletions changes, monthly statistical information, and any other reports required.

- (2) Report all members whose dues expire the following month.
- (3) Report all members whose dues are in arrears.
- (4) Report of Life Membership.
- (5) Report of alpha listing to each Unit by 31 October, for period ending 30 September, and 30 April for period ending 31 March. (These reports can be included with the regular monthly reports for periods ending 30 September and 31 March if completed at that time).
- (6) Report to each Regional President and Regional Vice President, for each Unit of the Region, changes, past due members, and Unit status report.
- (7) Report annual status for Unit membership, from 1 April to 31 March, to be received by the National Financial Secretary no later than 10 April.
- (8) Report of deceased members for 1 July thru 30 June. This report will be alphabetical by last name, with information provided by the Units, within the Regions. This will be sent to the National Financial Secretary and National Chaplain, to be received by 10 July.
- (9) Report via alpha listing of all members terminated for nonpayment, ineligibility, or resignation as of 30 September of the administration year.
- (10) The Membership Service Administrator shall notify the National Treasurer of the PCT checks due to be mailed to the Units in July, and a list of all Units which have not complied with Article 14, Section 1405, Sub-Section 1405(e) by 15 July, in order to withhold their PCT checks.
- (11) If a National Officer needs information, addresses, phone number or e-mail, etc., they may contact the Membership Service Administrator.

SR-18(f). **Regional Presidents** will provide a member list to the Membership Service Administrator, of a Unit disbanding who have not made their own choice, to transfer into the rolls of Membership-at-Large.

Standing Rule 19

SR-19. Regional Convention

SR-19(a). Each Region holds an Annual Regional Convention for the purpose of electing a Regional President and, if desired, a Regional Vice President, complying with such bylaws as the Region may adopt, and which have been approved by the NBOD. A certified copy of such bylaws with amendments up to date shall be filed with the National Executive Secretary and National Parliamentarian.

SR-19(b). Regional Presidents shall be elected at least fifteen days prior to the convening of the National Convention and installed at the National Convention.

SR-19(c). The Regional Vice President and Regional Officers shall be elected at the Regional Convention prior to the convening of the National Convention and installed at the Regional Convention.

SR-19(d). In the event an Annual Regional Convention is not held and should the Regional Bylaws provide for Regional Officers, the Regional President, Regional Vice President and Regional Officers shall be elected by the delegates from the Region in question at the National Convention. The Regional Officers shall be installed by a delegate from the Region in question at the National Convention.

SR-19(e). Regional President and Regional Vice President shall be elected for a term of one year. In the event a Region fails to hold a convention for elections, and the National Convention has been canceled, vacancies of the offices which are due to expire shall be filled by the NBOD.

SR-19(f). Regional Vice Presidents shall not be National Officers.

SR-19(g). All National Officers of the LA FRA shall be permanent residents of the United States and residing within one

of the fifty states. In the event any National Officer leaves the geographical limits of the United States, and remains uninterruptedly outside of the limits for three months or more, that office shall be declared vacant by the NBOD.

SR-19(h). The Regional President, Regional Vice President, and Regional Officers shall be residents of the Region or be members of a Unit closest to their residence in the Region in which they will hold office. In the event a Regional President, Regional Vice President or Regional Officer moves to another Region, remains outside of their Region or absent from their residence for three consecutive months or more, that office shall be declared vacant by the NBOD.

SR-19(i). National Officers or Regional Vice Presidents who find that due to illness or other reasons they cannot properly fulfill the duties of their office, shall resign for the best interests of the LA FRA. The resignation shall be submitted in writing to the National President for referral to the NBOD. In the absence of a letter of resignation, the NBOD may declare the office vacant.

SR-19(j). In case of a vacancy in the Office of Regional President, Regional Vice President or any other Regional Office and unless the Regional Bylaws provide, the NBOD appoints a successor who completes the unexpired term of office.

SR-19(k). Regional Convention rules provide for notification to all Units of the Region at least sixty (60) days prior to the Regional Convention together with names of nominees for the office of Regional President and Regional Vice President and any helpful information or procedure.

SR-19(l). If a candidate for office is absent, a written acceptance of the nomination shall be at hand.

SR-19(m). Discussion of proposed National Convention action is for information, and not instruction for voting at the National Convention.

SR-19(n). The Regional President notifies the National Executive Secretary immediately and all Units in the Region, of the name and address of the Regional President-elect, also the Regional Vice President, if one is elected by the Regional Convention, together with all proposed amendments to the Regional Bylaws. National Officers receive copies of amendments prior to Pre-Board meeting at the National Convention.

SR-19(o). In case the Regional President and Regional Vice President are unable to preside at the Regional Convention, the National President appoints the Presiding Officer, any National or Past National Officer residing in the Region, or the delegates elect a Chairman Pro Tem

Standing Rule 20

SR-20. Archives

SR-20(a). Archives for Auxiliary office are located in the FRA National Headquarters.

Important - Only the member designated by the National President as Archives Chairman shall have:

- (1) Access to the stored Auxiliary records and properties, which includes but not limited to the financial records of the National Treasurer as well as the perpetual file of the National Convention Minutes.
- (2) Charge of delivering and storing such material.

SR-20(b). The Archives Chairman shall be the custodian of the LA FRA records and properties in the office space.

SR-20(c). Only outdated National Auxiliary records and properties that must be retained, and the Charter of defunct Units, which must be retained according to C&BL rules, shall be stored in the office space.

SR-20(d). All materials shall be shipped to the Archives Chairman.

SR-20(e). Do not contact the FRA.

SR-20(f). Rules for the LA FRA use of the office space are at the direction of the FRA National Executive Director, and the LA FRA NBOD agrees to abide by the rules.

SR-20(g). The Archives Chairman and members may have access to the office at regular working hours of National Headquarters.

SR-20(h). The FRA assumes no responsibility in case of fire or other damage.

SR-20(i). Members of the LA FRA wishing to visit the Auxiliary office must sign in at the reception desk.

SR-20(j). In the absence of written authority by the National President of the LA FRA, no person shall have access to the records and files.

SR-20(k). No records shall be purged or destroyed, except by a NBOD resolution brought before the Annual National Convention to be approved by the delegates.

SR-20(l). No minutes are to be destroyed ever as these are the corporate records for the LA FRA and are to be maintained the last year first.

Standing Rule 21

SR-21. Membership at Large

SR-21(a). Any person eligible for membership in the LA FRA may become a Member-at-Large.

- (1) Dues shall be deposited in the general fund of the LA FRA.
- (2) Applications for membership shall be filled out properly and accompanied with no less than one year's dues.
- (3) The applications shall be mailed to the Membership Service Administrator.
- (4) Member-at-Large members receive notification of dues in arrears in accordance with Article 4, Section 402(b).
- (5) Member-at-Large members receive The Triangle.
- (6) The Membership Service Administrator furnishes alphabetical listing for the Member- at- Large members to the National Executive Secretary.
- (7) Member-at-Large members may attend all functions of the LA FRA.
- (8) Members of the Membership-at-Large Roll shall not be eligible to hold office or vote, except when a member of a Regional or National Committee they may vote within that committee.
- (9) A Member-at-Large may be designated as a proxy delegate by a Unit to represent that Unit at a Regional Convention or at a National Convention. They may cast the vote of that Unit at the Regional Convention or at the National Convention.

Standing Rule 22

SR-22 *The TRIANGLE*

SR-22(a). The National Executive Secretary issues monthly the *TRIANGLE*, reports, and forms as are in order for that month; also address changes; and items of instruction and information.

SR-22(b). The *TRIANGLE* shall be mailed, by bulk mail as follows: One copy to the Unit President, Unit Secretary, LA FRA National Officers, Regional Vice Presidents, the FRA National President, National Vice President, National Executive Director VAVS/SVH Representative, MAL members and all those who have subscribed to the *TRIANGLE*. The Philippine Units by First Class Mail, due to requirements of the US Post Office.

SR-22(c). Any member may subscribe to receive *the TRIANGLE* for eight dollars per year. Money or check for subscription shall be mailed to the National Financial Secretary and made out to the LA FRA.

SR-22(d). Articles for the *TRIANGLE* shall reach the National President on or before the 5th day of the month for approval. All approved items for publication shall then be forwarded to the National Executive Secretary who reproduces them and mails them by the 26th day of each month, except the bulletin affected by the National Convention shall be mailed at the discretion of the National Executive Secretary.

SR-22(e). The following is *the TRIANGLE* and activities agenda. The National Executive Secretary may exercise discretion on items in *the TRIANGLE* immediately following the National Convention, according to the time material is received. The below list is for reference, and shall not limit in any way the issuance of information to assist Units.

OCTOBER (adjust mailing date to convention)
National President's article
Convention news

October and November *TRIANGLE* may be combined
Thanksgiving article
Quarterly Audit Reports

NOVEMBER (mailed approximately Oct. 26)

National President's article
Christmas Greeting
Quarterly audit report
Convention action report
Miscellaneous Convention items
News articles, National President, monthly
National Parliamentarian article
National Chaplain article

DECEMBER (mailed approximately Nov. 26)

National President's article
New Years Greeting
National Vice President article
Membership promotion, suggestions from NVP
Notify Units of available membership awards
Holiday suggestions
National Hospital Chairman article

JANUARY (mailed approximately Dec. 26)

National President's article
Pilgrimage Chairman article
February Holidays
Scholarship Information

FEBRUARY (mailed approximately Jan. 26)

National President's article
Report from two Regional Presidents
National Pilgrimage donation notice
Quarterly Audit Reports
National Constitution and Bylaws Chairman article

MARCH (mailed approximately Feb. 26)

National President's article

Report from two Regional President's
Reminder information on Pilgrimage
Unit Officers nominations opened in March, April, or May
Unit Officers installation in month following election

APRIL (mailed approximately March 26)

National President's article
National Chairman of Honorary Membership Chairman
article
Report from two Regional Presidents
Memorial Day and Mothers Day article
Nomination Resolutions National Officers
Unit Resolutions deadline. Not less than four months prior
to National Convention date. (Reminder notification 608(a))

MAY (mailed approximately April 26)

National President's article
Report from two Regional Presidents
Flag Day article
Fathers Day article
Quarterly Audit Report

JUNE (mailed approximately May 26)

National President's article
Convention report reminders
(National Officers, Chairman, and Units)
Report from one Regional President
4th of July article
Convention resolutions (Unit)
Information on Regional Conventions
(dates and places)

JULY (mailed approximately June 26)

National President's article
Convention Call, National President (adapt to year)
National Convention activities
National Board Resolutions, action, recommendations,
Committee reports requiring convention action.

AUGUST (mailed approximately July 26)

National President's article
Final convention information
Unfinished business
Quarterly Audit Report

SEPTEMBER (mailed approximately Aug. 26)

National President's article
Last call for Convention reports, in case of absence at
Convention, all reports shall be submitted to National
Executive Secretary

NOTE: In carrying out the above for *The TRIANGLE*, the National President is authorized to make any minor adjustments as necessary. The LA FRA NBOD is authorized to change the list of monthly articles in accordance with legal changes in the C&BL, SR, or procedure in the LA FRA.

Standing Rule 23

SR-23. Operating Expenses and Supplies

- (a). National Expenses - Postage, miscellaneous stationery and copying, for the National President, National Vice President, National Executive Secretary, National Financial Secretary, National Treasurer. Postage and other expenses of other National Officers, National Chairmen, and National Appointees are according to budget line item.
- (b). Authorized Convention expense, Convention minutes, transportation of colors, National records, etc.
- (c). Travel expense and allowances
- (d). Past National Officers Pins
- (e). Membership awards
- (f). Engraving Membership Plaque
- (g). Pilgrimage
- (h). Wreaths for USS Arizona Memorial
- (i). National Chaplain – flowers or donations
- (j). Awards of Merit
- (k). Stationery to National Officers and Chairmen
- (l). Safe Deposit Box Rental
- (m). Fidelity Bond
- (n). Organizational supplies for Units being organized by Branches.
- (o). Post Office Box Rental
- (p). Forms for Membership, Transfers, Per Capita, Delegate etc.
- (q). Forms for PCT, Membership, etc. are also available at the web site at www.la-fra.org.

Standing Rule 24

SR-24. Supplies – Available for Purchase

SR-24(a). The following is a list of the supplies that are sold. A price list is available from the National Financial Secretary.

- (1) Constitution and Bylaws, Standing Rules and Unit Instruction and Rituals
- (2) Membership Pins
- (3) Past Unit President's Pin with guard
- (4) Past Unit Vice President's Pin with guard
- (5) Past Unit Secretary's Pin with guard
- (6) Past Unit Treasurer's Pin with guard
- (7) Past Unit Chaplain's Pin with guard
- (8) Past Unit Secretary/Treasurer's Pin with guard
- (9) Past Unit Director Pin or guard
- (10) Past Unit Officer pin guards
- (11) 5 – 10 – 15 year service guard pins (and each five years thereafter)
- (12) Certificate of Appreciation
- (13) Blue and Gold Ribbon (for pins)
- (14) Gold Pin, Silver Star, and Silver Anchor Replacements
- (15) Decals 4" x 4" with LA FRA Logo
- (16) Unit Procedure Manual
- (17) United States Flag and Auxiliary Banners

SR-24(b). Supplies for Purchasing – A list of supplies for Units to purchase will be furnished by the National Financial Secretary with current prices; this list is also on the LA FRA Web Site. (www.la-fra.org)

Standing Rule 25

SR-25 Supplies – No Cost to Units

SR-25(a). Supplies – furnished at no cost to the Units

- (1) Membership Applications
- (2) Transfer forms
- (3) Change of address forms
- (4) Per Capita forms
- (5) Delegate forms
- (6) Gold Membership pins, guards and awards
- (7) Report forms
- (8) Price list and order forms

SR-25(b). **Operating Supplies for Units.** Units receive at no cost operating supplies and will receive a list of supplies.

SR-25(c) Some forms are available on the LA FRA web site located at www.la-fra.org.

Standing Rule 26

SR-26. Auxiliary - Colors, Banner & National Ensign

SR-26(a). The Colors of the LA FRA are blue and gold.

SR-26(b). The Banner has "Seal" in gold; letters "Ladies Auxiliary Fleet Reserve Association, Unit Number, City, State" on a field of navy blue, finished with pole, hem and fringe.

SR-26(c). The Ensign is red, white, and blue.

SR-26(d). The Auxiliary Banners are ordered from the National Financial Secretary, allow at least four weeks after receipt of the order for delivery.

SR-26(e) The order for the Banner and Ensign includes the following:

- (1) The National Banner and Ensign are made of duralite nylon, double thickness
- (2) National ensign complete with staff, ornaments, tassels, stands and rain covers
- (3) Auxiliary Banner, complete as above
- (4) Black and White carrying belts
- (5) Express charges are paid by Unit, upon delivery of merchandise

Standing Rule 27

SR-27. Commercial use of Official Emblem

SR-27(a). Commercial use of official LA FRA emblem.

- (1) The LA FRA Emblem is a Triangle with Insignia with the lettering Ladies Auxiliary FRA on top.
- (2) All requests for use of the LA FRA official emblem, on resale items, must be requested by an official letter from the Unit signed by the President and Secretary and forwarded to the National President.
- (3) The request for use of the LA FRA emblem will contain a complete description of the proposed product.
- (4) All requests for use of the official emblem of the LA FRA for resale purposes must be authorized by the NBOD.
- (5) The National President will promulgate the request by a National Board Resolution and notify the Unit of the Board of Director's decision.

Standing Rule 28

SR-28. Auxiliary Pins

SR-28(a). Recognition of faithful services by Past Officers may be carried out by presentation of certain pins bearing the insignia of the LA FRA. The designs, sale and distribution shall be at the direction of the NBOD. Designs of pins, as established by the NBOD shall remain unaltered, except by action of that body; identification marking on back allowed.

SR-28(b). For the rule on display of pins on ribbon or cap see SR-31(a) (6).

SR-28(c). Order lists for Unit Past Officer's pins with prices, are available on request from the National Financial Secretary. An order blank will be included with each order from the National Financial Secretary.

SR-28(d). Membership pins are available for Unit purchase.

SR-28(e). Guard pins, sold for the 5-10-15-20-25-30 years, and each five years thereafter, of continuous membership require verification. Purchase of guard pins, by the member or Unit, shall be made by official letter of the Unit to the National Financial Secretary. The National Financial Secretary will send the pin to the Unit.

SR-28(f). Medallions are to be issued to the current National Officers for use during their term of office and shall be returned to the National Executive Secretary prior to the convention installation. If mailed, the medallions shall be insured and mailed to be available for the issuance at the Post Convention Board of Directors meeting.

SR-28(g). National Pins and design - All Past National Officer's pins are triangular in form, with insignia of the LA FRA in center and scroll surrounding the upper half, leaves on both

sides of the lower point. Specified differences for each office follow:

- (1) Past National President's pin, word "President" on scroll, top side of triangle; word "Past," on left side of scroll; word "Nat'" on right side of scroll; diamond inset in lowest point. All other Past National Officers, pins are inscribed with the title pertaining to the office concerned, but inset with a ruby colored jewel, except Past Regional President's pins, which shall be inset with a deep blue sapphire colored jewel. Past National Parliamentarian and Past National Chaplain pins shall be inset with a ruby colored jewel.

SR-28(h). All Officer pins are purchased by the National Financial Secretary.

SR-28(i). Unit Past Officers Pins designed as follows:

- (1) Past Unit President, the insignia within a gold circle, with inscription "Past President" at top, three pearls inset in gold circle, on each lower side of circle. All other Unit pins, the insignia is set in gold plaque, with leaves over top of insignia, scroll below inscribed with the proper title. Membership pins, simple insignia, metal not gold.
- (2) President, gavel; Unit Vice President, letters "VP" ; National Vice President, letters "NVP"; National Executive Secretary, quill; National Financial Secretary, crossed quill and key; Treasurer, crossed keys; Regional President, gavel; combined Secretary and Treasurer (Unit), crossed quill and key; Chaplain, cross; Parliamentarian, book; Unit Director, "DIR".

SR-28(j), Second term past officers guards are sold.

SR-28(k). Gold membership pins and guards, simple insignia, awarded are not sold.

SR-28(l). Gold triangular guards with number of years 5-10-15-20-25-30, etc. years continuous membership, are sold.

Standing Rule 29

SR-29. National Officers Service Pins

SR-29(a). The following named National Officers shall be presented with a Past National Officer's Service Pin at a National Convention, provided the Past National Officer is present; if they are absent the service pin may be presented at a regular meeting of the Unit in which the Past National Officer is a member and presented by the Unit President.

- (1) Past National President
- (2) Past National Vice President
- (3) Past National Executive Secretary
- (4) Past National Financial Secretary
- (5) Past National Treasurer
- (6) Past Regional President
- (7) Past National Parliamentarian
- (8) Past National Chaplain

National President - - one
(elected for 1 year)

National Vice President - -one
(elected for 1 year)

Regional President - -one
(elected for 1 year)

Nat'l. Exec. Secretary. - -one
(elected for 3 years)

Nat'l Treasurer - -one
(elected for 3 years)

Nat'l Fin. Secretary. - -one
(elected for 3 years)

Nat'l Parliamentarian - -one
(Appointed for 1 year)

Nat'l Chaplain - -one
(Appointed for 1 year)

SR-29(b). A guard shall be given to any National Officer who has received a pin for the required term, but has further served a second complete term.

Standing Rule 30

SR- 30. Dress Code

SR-30(a). A dress for special occasions for convention or Joint Opening Ceremonies, Memorial Services and the Pilgrimage to the Tomb of the Unknowns and the Mast of the USS Maine, make these occasions more impressive. Female members dress code shall be white dress or suit or pant suit, white shoes, white gloves and the Auxiliary uniform cap should be worn. Male members dress code shall be dark trousers, white dress shirt (business suits are optional), and appropriate dark dress shoes and the FRA uniform cover with the LA FRA emblem and Unit number.

SR-30(b). Optional attire for special occasions, meetings, parades, etc. or if by Unit decision, may be female member dress code, navy blue dress or suit or pant suit with white or navy blue accessories, and uniform cap. Male members dress code shall be dark trousers, white dress shirt, (business suits are optional) and appropriate dark dress shoes and FRA uniform cover with LA FRA emblem and Unit number.

Standing Rule 31

SR-31. Uniform Caps

SR-31(a). A Uniform cap worn by members of the LA FRA shall be as follows:

- (1) A silk lined overseas type of Cap of Navy blue and gold, with crown to be of gold twill, or other suitable material, the apron to be of Navy blue woolen cloth, or other suitable material. The Unit number shall be in front, and, if desired, the Unit geographic location and the highest office held, with years served, shall be on the left side, embroidered in gold. In addition, the name, Ladies Auxiliary Fleet Reserve Association shall be embroidered in gold, on the right side.
- (2) For male members the current FRA cover will be used with the following modifications: The Unit number shall be in front, and if desired, the Unit geographic location and highest office held, with years served, shall be on the left side embroidered in gold. In addition, the name Auxiliary of the Fleet Reserve Association shall be embroidered in gold, on the right side.
- (3) For National Officers and Past National officers, except National President and Past National Presidents: The same as for general membership, except that the crown shall be gray.
- (4) For National President and Past National Presidents: The same as for general membership, except that the crown shall be scarlet.
- (5) For Honorary Members, the same as for general membership except the words "Honorary Member" shall be embroidered in gold on the left side above the name Ladies Auxiliary Fleet Reserve Association. A former member of the LA FRA, now an Honorary Member, may wear the cap that was earned in the highest office held,

gray for Past National Officers and red for Past National Presidents.

- (6) Except for a miniature replica of our National Ensign and VAVS/SVH pin, other pins, insignia, medallions, devices, emblems or other decorations not authorized by the FRA or the LA FRA, shall not be appended, affixed, or in any other manner displayed on the LA FRA Cap, or ribbon.

SR-31(b). Standard uniform caps for officers and members of a Unit make special occasions more impressive.

SR-31(c). The LA FRA uniform cap shall not be worn except when in attendance at official LA FRA or FRA meetings or ceremonies, or as an official guest at patriotic or other civic functions, or by individuals when officially representing the LA FRA on public occasions.

Standing Rule 32

SR-32. Veterans Administration Volunteer Service and State Veterans Homes.

SR-32(a). The LA FRA NBOD, via the VAVS/SVH National Representative shall designate members to register with the Veterans Administration in accordance with their regulations as accredited Representatives of the LA FRA. Units shall submit names and addresses of such proposed members and the VA Hospital/Medical Centers and State Veterans Homes concerned to the National Representative by 1 July who then acts in accordance with VAVS/SVH rules. Duties of the VAVS/SVH are to coordinate the work in the VA Hospitals and Medical Centers and the Units, which consists of three sections.

SR-32(b). The National VAVS/SVH Representative and three Deputies, whose duties are the liaison between the National VAVS/SVH, and the appointed Representative and Deputies from each Medical Center.

- (1) Appointment shall be for an indefinite period of time in accordance with VAVS/SVH regulations.
- (2) National VAVS/SVH Representative shall be the Certification Officer for the Representatives and Deputies. All certifications shall be completed in accordance with VAVS/SVH regulations.
- (3) The National VAVS/SVH Representative shall submit a report to the Annual Convention on the form furnished by the National Executive Secretary.

SR-32(c). Representatives and Deputies are the Liaison between the VA Hospital/Medical Center and Units in the area. Each medical facility may have one Representative and three Deputies.

- (1) They shall be certified for an indefinite year period of time in accordance with VAVS/SVH regulations.

- (2) They attend quarterly advisory committee meetings of the VA Medical facility.
- (3) They shall advise, direct and encourage Unit Chairmen to participate in the VAVS/SVH Programs according to the needs of the Medical facility.
- (4) They shall submit an annual report to the National VAVS/SVH Representative on the form supplied by the National Executive Secretary.

SR-32(d). Unit VAVS/SVH Chairmen are appointed by the Unit president. They shall work closely with the Representative and Deputies of the local VA Medical facility.

- (1) The Unit Chairman shall encourage Unit members to participate in the activities of the VAVS/SVH.
- (2) The Unit Chairman submits an annual report to the National VAVS/SVH Representative on a form furnished by the National Executive Secretary.
- (3) It is not necessary for Unit Chairman to be a Representative or a Deputy.

Standing Rule 33

SR-33. Competitive Awards

SR-33(a). Rules on competitive awards refer to Membership Plaque, Membership Cash Award, and Awards of Merit.

- (1) Expenses of awarding the Membership Plaque are paid for by the National Treasury.
- (2) All membership awards, except personal awards by the National Membership Chairman, shall be based on a report made by the National Financial Secretary. This report consist of a list of Units grouped according to rule, each Unit will be tabulated from 1 April to 31 March.
- (3) All membership awards, except personal awards by the National Membership Chairman, shall be based on a report made by the National Financial Secretary. This report consists of a list of Units grouped according to rule, each Unit followed by a tabulation of the membership for the current year which is involved in the count, and the percentage gain in membership. From this report the National Financial Secretary makes out the Convention Membership Award report. This report shall be in triplicate, signed by the National Financial Secretary, one for the National Executive Secretary's files, one for insertion in the convention minutes of the Convention Membership Award Report. In exceptional cases the National Financial Secretary and the National Membership Chairman may decide on the eligibility of Units to compete for the Membership Award at convention, provided the decision shall be included in the Membership Award Report submitted to the convention.

SR-33(b). Unit Annual Reports – Awards of Merit.

- (1) The Awards of Merit are based on annual reports for the Unit Administrative Year submitted by Unit Chairmen of the following committees: 1. Activities 2. Americanism-Patriotism 3. Hospital 4. Publicity 5. Unit Report 6. Welfare and Rehabilitation 7. Youth Activities.

(NOTE) Membership and Retention awards are a separate award under SR-4.

- (2) Reports shall be submitted on forms printed and distributed by the National Executive Secretary. The standing committee report forms will be changed only by the action of the delegates at a National Convention. One copy shall be submitted to the Regional President and one copy to the Regional Chairman at least fifteen days prior to the convening of the Regional Convention. One copy shall be retained in the Unit files.
- (3) The Regional Chairman and the Committee judges these reports according to the SR and report form instructions and report to the Regional Convention. The first place Regional winners in each of the five groupings, for the Unit Reports, shall be submitted by the Regional President of their respective Region, to the National Executive Secretary at the Pre-Board meeting for distribution for judging by the National Committee. The Regional President retains one copy of each report.
- (4) The National Committee Chairman makes available at National Convention Committee meeting copies of all reports received from the National Executive Secretary. Copies retained by the Regional President shall be available in an emergency.
- (5) The National Unit Report Committee concerned reviews the award winning Regional reports and recommends to the assembly the appropriate Unit awards. This committee reviews the Annual Report Form and the

Committee Chairman recommends suggested changes to the delegates at the National Convention.

SR-33(c). In the absence of the National Chairman, the National President appoints a Chairman to fill the position at the National Convention. All judging of the Unit Report for awards shall be done at convention.

SR-33(d). The Unit Administrative Year begins and ends with the installation of the newly elected Unit President. All Unit reports submitted for Regional Convention Awards under these rules shall be for the Administrative Year of the Unit. The Association Year is from the adjournment of the National Convention to the adjournment of the next National Convention.

Standing Rule 34

SR-34. Unit Chaplain

SR-34(a). Unit Chaplain takes part in the ritual work of the Unit. The Chaplain has charge of altar arrangements, and as directed by the Unit President. Duties in the Unit may be as follows:

- (1) Service to the ill or distressed
- (2) Co-operation with the Welfare and Hospital Chairman
- (3) Custody of the Altar Cloth and the Holy Bible
- (4) Proper handling of the Holy Bible in the meetings (opened during the progress of meetings, and closed during the recess)
- (5) Recitation of the opening and closing prayers
- (6) Recitation of prayers in rituals
- (7) Offers prayers, places flags/flowers during memorial ceremonies
- (8) Convalescent and condolence cards, or visits
- (9) Brings to the attention of the Unit Officers all cases of dire distress.
- (10) Notify the Unit Officers, Regional and National Chaplain and Membership Service Administrator immediately of names of Unit members deceased along with the name and address of the next of kin.
- (11) Interest in continuously absent members as to a possible illness or distress.

Standing Rule 35

SR-35. Unit Parliamentarian

SR-35(a). The Unit Parliamentarian shall be thoroughly acquainted with the C&BL, the SR, UI&R and *Robert's Rule of Order Newly Revised*.

SR-35(b). The Parliamentarian assists in preparing Unit resolutions to be proposed for consideration at the Regional or National Convention. Any change in Unit resolutions shall receive the approval of the Unit.

SR-35(c). The Parliamentarian advises on Parliamentary matters at the request of the Unit President.

SR-35(e). When serious errors in the conduct of business are noticed, the Unit Parliamentarian may call them to the attention of the Presiding Officer, in the manner previously agreed upon between the Parliamentarian and the Presiding Officer, *Robert's Rule of Order, Newly Revised*.

Standing Rule 36

SR-36. Unit Activities Committee

SR-36(a). The Activities Committee embraces all phases of Social work. This Chairman encourages Units to host activities throughout the year in order to promote interest in the Unit, promote membership and raise funds for the treasury. The Chairman co-operates with other Unit chairman in carrying out its purposes.

- (1) Units have a wide field for individuality in this department. A committee on refreshments comes under activities.
- (2) Holidays: The holidays or days which call for some special attention throughout the year are numerous. Certain localities may have some date which is commonly celebrated in their communities. All of these dates afford the Unit a chance to get recognition.

New Year's Day
President's Day
St. Patrick's Day
Memorial Day
Flag Day
Fourth of July
Labor Day
Armed Forces Day
Veterans Day
Thanksgiving
Christmas
and any other local Holidays

- (3) Activities Chairmen should meet with the committee immediately after being appointed to office in order to plan yearly functions. After the committee has agreed on recommendations, these should be submitted at a

regular Unit Board of Directors meeting, for further discussion and Unit approval at a regular meeting.

- (4) Unit Activities Chairmen will find the prior committee discussion will expedite business of the regular meeting. Should new ideas for activities arise in the agenda of the regular meeting they may be referred to a committee to avoid unnecessary discussion in arranging details.

SR-36(b). A first, second and third place award of merit is presented at the Regional Convention to Units doing the most outstanding work in Activities.

SR-36(c). The Unit Activities Chairmen reports annually on a form supplied by the National Executive Secretary, to the Regional Chairman and Regional President at least fifteen days prior to convening of the Regional Convention.

Standing Rule 37

SR-37. Unit Americanism – Patriotism Committee

SR-37(a). This committee embraces all phases of Patriotic work, as stated in the preamble of LA FRA.

SR-37(b). The Unit Americanism-Patriotism Chairman urges the Unit to emphasize Americanism at one meeting a year, February preferably; also emphasizes that good Americanism is practiced in every phase of Auxiliary work, thus ever making for a better America. Stress the following:

- (1) Love of Country
- (2) Respect and honor the Flag
- (3) Rules for display of the Flag
- (4) Meaning of democracy and combating conflicting influences
- (5) Familiarity with the Constitution of the USA; the Declaration of Independence; Lincoln's Gettysburg Address and other historically famous papers
- (6) Observance of patriotic holidays
- (7) Instructions on Saluting the Flag
- (8) Pledge of Allegiance to the Flag
- (9) Promulgate these principles to Youth
- (10) Promote an interest in gaining Citizenship to non-citizens

SR-37(c). General Flag Rules:

- (1) Parading with other banners, the Flag is on its own right
- (2) The Flag is on the speaker's right, while facing the audience.
- (3) For arrangement of colors in the meeting room, see Ritual Chapter 1
- (4) During the ceremony of hoisting or lowering the Flag, or when the Flag is passing in parade, all persons salute by placing the right hand over the heart. The salute to the Flag should be rendered at the moment the Flag passes.

SR-37(d). A first, second and third place award of merit is presented at Regional Convention to the Units doing the most outstanding work in Americanism-Patriotism.

SR-37(e). The Unit Americanism-Patriotism Chairman reports annually, on a form supplied by the National Executive Secretary, to the Regional Chairman and Regional President at least fifteen days prior to convening of Regional Convention.

Standing Rule 38

SR-38. Unit Audit Committee

SR-38(a). The Unit Audit Committee is composed of a chairman and two members. This committee shall audit the books of the Unit Secretary and the Unit Treasurer in accordance with established guidelines (Art. 8, Sec. 817).

Standing Rule 39

SR-39. Unit Constitution and Bylaws Committee

SR-39(a). Unit C&BL Chairman shall have knowledge of the Unit C&BL and the SR. The Chairman shall insure the Unit C&BL are not in conflict as outlined in National C&BL 1403(b).

SR-39(b). Units may request the assistance of the National Parliamentarian in matters pertaining to Unit Bylaws.

SR-39(c). Unit Bylaws are ratified by the Branch Board of Directors.

Standing Rule 40

SR-40. Unit Historian

SR-40(a). Unit Historian may prepare for posterity records of the outstanding events of the Unit.

SR-40(b). The Unit Historian compiles the Unit History Book.

SR-40(c). Suggestions for a History Book.

- (1) Introductory page shall include the name of Unit, Town, State, name of Historian and year as 1980-81, Number of members and group number (1, 2, 3, 4, or 5).
- (2) The first year History Book should include application for Charter, date, names and pictures of Charter members, number of members, names and pictures of Instituting Officer and Staff, and an account of temporary and first regular meetings.
- (3) Names and pictures of National Officers, Appointees and Chairman, or Committee members, who are members of the Unit; also Gold pin and continuous membership awards.
- (4) Names of deceased members.
- (5) All changes in C&BL, and Unit Bylaws
- (6) Record of work of each Committee and name of Chairman under separate heading, namely: Activities, Americanism – Patriotism, Hospital, Publicity, Welfare & Rehabilitation, Youth Activities, Audit, Finance, Historian, and Special Committees, include National Awards
- (7) Finances, the method of earning money and what funds supported.
- (8) Visiting National Officers
- (9) History contents shall be written in good black ink, or typed in story or report form.
- (10) A History book is not a scrap book. History is what your Unit has accomplished for the progress of your organization

Standing Rule 41

SR-41. Unit Hospital Committee

SR-41(a). The Unit Hospital Committee should encourage activities in hospitals and related institutions, which will bring aid, comfort and assistance to the ill or disabled. Special emphasis should be given to the ill or disabled of the FRA and their families, military personnel and their families and veterans.

- (1) Naval, Public Health and Military Hospitals
- (2) Veterans' Administration Hospital (including Day Care Centers and Out-Patient Clinics)
- (3) State Veterans Homes
- (4) Civilian Hospitals and related institutions

SR-41(b). Cooperate fully with Veterans' Administration Service Representatives and Deputies appointed by the National President LA FRA, in cooperation with Veterans' Administration Directors.

SR-41(c). Activities in hospitals could include visits, assisting patients and in cooperation with the hospital personnel.

SR-41(d). Donations to hospitals could include toilet articles, scuffles, books and magazines, fruits, holiday cards, and video equipment.

SR-41(e). Acknowledge in reports any assistance from Welfare, other Unit Committees, and Branch members. Give full credit for assistance in hospital work help from the entire Unit and Branch.

SR-41(f). A first, second and third place award of merit is presented at Regional Convention to Units doing the most outstanding work in Hospitals.

SR-41(g). The Unit Hospital Chairman reports annually, on forms supplied by the National Executive Secretary, to the

Regional Chairman and Regional President at least fifteen days prior to the convening of the Regional Convention.

Standing Rule 42

SR-42. Unit Membership and Retention Chairman

SR-42(a). The Unit Vice President is the Unit Membership and Retention Chairman. The Chairman will recommend ideas to increase membership, retain members and reinstate former members.

SR-42(b). The Chairman sees that members receive membership pins according to SR 4.

SR-42(c). Gold Membership Pins are given to members of both the FRA and the LA FRA, obtaining ten new or reinstated members for membership.

- (1) Design authorized for Guard Awarded in lieu of Gold Membership pin for recruitment of each additional twenty-five new or reinstated members since July 1, 1964: Silver Star, with 1, 2, 3, star, to designate each additional twenty five members.
- (2) Silver anchor pin

SR-42(d). Continuous Membership Guard Pins inscribed with the proper number to indicate the years of continuous membership without lapse of dues shall be available for sale to members or to Units for resale or award to members who have maintained continuous membership in the Auxiliary for five or more years. The numbers inscribed shall begin with five and continue in multiples of five. For transfers of membership to maintain continuously paid dues, see C&BL Section 306(d)

SR-42(e). Membership application forms are issued by the National Financial Secretary. They are also available via the web site www.la-fra.org. An application for each new or reinstated member is mailed to the Membership Service Administrator. Completed applications may be retained by the Unit for each member, whether in good standing or removed from the membership.

SR-42(f). The Membership and Retention Chairman should set a goal each year for membership gain.

- (1) Encourage all members to recruit and help with Unit membership drives, by advising personal and social contacts of the benefits of membership.
- (2) At each meeting encourage membership, social and other work of the Unit.
- (3) Stress the use of membership terminology, defined as:
 - (a) A member in good standing - one whose dues are paid up to and including the current date.
 - (b) A member in arrears - one whose dues have lapsed from one day to three months, which is the grace period.
 - (c) A former member - one whose dues have lapsed beyond three months and whose name has been removed from the membership roll.
- (4) Encourage continuous membership.
- (5) Stress to members in the grace period that an award is given for continuously paid dues.
- (6) Former members will lose all membership privileges until reinstated

SR-42(g). The FRA awards a Gold FRA membership lapel pin to Auxiliary members for obtaining ten or more new or reinstated members for membership in the FRA.

SR-42(h). Reinstated members are former members, rejoining the LA FRA. They shall pay dues in advance, not less than one year, from date of reinstatement, dues effective first day of following month. They count for the record as new members, but are listed as "reinstated" on membership report.

Standing Rule 43

SR-43. Unit Publicity Chairman

SR-43(a). Suggestions to Units for Publicity work follow: Auxiliary Unit items for publication in the local press are under control of the respective Branch.

- (1) Contact local newspapers requesting the printing of publicity submitted and information deadlines.
- (2) Facts should be submitted briefly with emphasis on high points of interest. Include names of committee in charge of affairs and those taking part in the programs. When submitting articles remember the four principles of What, Why, When, and How.
- (3) Tell the public the main purpose of our organization. The primary task of a Publicity Chairman is to carry on continuous educational campaigns to secure public interest.
- (4) Maintain a monthly Unit Bulletin, for information of all members.
- (5) Get all news into publications before the deadline for printing, so that news will be up-to-date.
- (6) *FRA Today* policy, LA FRA, C&BL 1503(a), Unit items shall be submitted through the LA FRA National President. Combined Branch and Unit items shall be forwarded to Branch Secretary, FRA.

SR-43(b). A first, second and third place award of merit is presented at the Regional Convention to the Units doing the most outstanding work in Publicity.

SR-43(c). The Unit Publicity Chairman reports annually on the forms supplied by the National Executive Secretary, to the Regional Chairman and Regional President, at least fifteen days prior to the convening of the Regional Convention.

Standing Rule 44

SR-44. Unit Youth Activities Committee

SR-44(a). A Unit has a wide field for individuality in this committee. In case of challenged, ill or disabled children, work in cooperation with hospital or welfare.

SR-44(b). Watch local news items for youth activity in your area, and co operate whenever possible.

SR-44(c). Originate ideas to conduct Youth Activities in cooperation with the Branch.

SR-44(d). Following are suggestions:

- (1) Projects to aid National President's Scholarship Fund, SR-6
- (2) Sponsoring or assisting youth groups
- (3) Sponsoring or assisting sports groups
- (4) Teaching Sunday School or assisting any religious group of youth.
- (5) Cooperation with school projects or when school needs outside assistance.

SR-44(e). A first, second and third place award of merit is presented at Regional Convention to Units doing the most outstanding work in Youth Activities work.

SR-44(f). The Unit Youth Activities Chairman reports annually on forms supplied by the National Executive Secretary, to the Regional Chairman and Regional President, at least fifteen days prior to the convening of the Regional Convention.

Standing Rule 45

SR-45. Unit Welfare and Rehabilitation Committee

SR-45(a). Welfare is one of the most important of activities, for the Preamble states that we shall “aid, assist, and promote, in all matters pertaining to welfare ... for the benefit of the FRA, its members and their families.” Service is the third principle of the Auxiliary and it may be emphasized in this committee work. This means service to members, their families and also Navy, Marine Corps and Coast Guard families.

SR-45(b). The National Welfare and Rehabilitation Committee urges welfare work or service as follows:

- (1) Needy members and their families, also veterans
- (2) Child welfare
- (3) National emergency
- (4) Fund drive assistance
- (5) Relief projects in cooperation with local agencies.
- (6) Baskets of help to the needy at holidays.
- (7) Visits to the aged or shut-ins.
- (8) Assistance to the hospital chairman, or any other Welfare project.

SR-45(c). In cases of national emergency, assistance to the LA FRA or FRA Welfare and Rehabilitation Fund's for the use by the members.

SR-45(d). This committee aids members who become a victim of disaster.

SR-45(e). Recommend Unit pay the dues for a member from the Welfare Fund who might be suspended for inability to pay.

SR-45(f). Encourage a Unit Welfare and Rehabilitation Fund.

SR-45(g). National interest in welfare pertains to medical treatment to members, widows and dependent children and FRA members.

SR-45(h). Cooperate with local agencies in fund drives.

SR-45(i). The Welfare and Rehabilitation Chairman works with the Hospital Chairman.

SR-45(j). A first, second and third place award of merit is presented at Regional Convention to Units doing the most outstanding work in Welfare and Rehabilitation.

SR-45(k). The Unit Welfare and Rehabilitation Chairman reports annually on forms supplied by the National Executive Secretary. These forms are to be sent to the Regional Chairman and Regional President at least fifteen days prior to convening of the Regional Convention.

Standing Rule 46

SR-46. Rules of National and Regional Conventions

SR-46(a) **All cell phones are to be turned off.**

SR-46(b) All members and guest shall be seated before the opening of each meeting, and shall refrain from talking or any activity that interferes with other members hearing what is being said on the floor.

SR-46(c) Delegates

- (1) **ACCREDITED DELEGATES ONLY** have the right to make a motion, debate, and vote. (C & BL: Art 6, Section 605, Sub- Section 605(a).
- (1) **ALTERNATE DELEGATES** may be seated with the delegates and in the absence of other delegates from the Unit, may cast the Unit vote.
- (2) **ABSENCE OF DELEGATES OR ALTERNATE DELEGATES** the designated Unit Proxy or Alternate Unit Proxy in the absence of the Unit Delegate may cast the Unit vote.
- (3) **NATIONAL OFFICERS**, who are an accredited delegate, shall have the same rights as other delegates.
- (4) **DELEGATE IN ACTION:** When a delegate wishes to speak they should: Approach the nearest microphone, address the Chair as “Madam/Mr. President” and wait to be recognized by the Chair. The delegate then clearly states her/his name, Unit number, and the purpose for which she/he rose.
- (5) **DELEGATE MAY DO WITH A MOTION:** After a motion has been made and seconded, restated by the Chair (before the assembly). A delegate may:
 - (a) Debate it

- (b) Move to amend it
- (c) Move to refer it to a committee
- (d) Move to postpone to a definite time
- (e) Move the previous question

(THESE MOTIONS TAKE PRECEDENCE OVER EACH OTHER IN THE REVERSE ORDER FROM HOW THEY ARE LISTED; i. e., PREVIOUS QUESTION IS THE HIGHEST ORDER)

- (6) **DELEGATES CAN EXPEDITE BUSINESS:** By carefully listening to discussion and confining debate to the subject of the motion. (i.e. asking for more information on the motion)
- (7) **VOTING:** When casting an instructed vote, the delegate or proxy should state the fact. If a Unit fails to cast its vote when its Name and Unit Number is called during a Roll Call Vote, it shall forfeit its vote. Roll Call Votes shall be called in numerical order in even years and reverse order in odd years. Election of Officers shall be by Roll Call Vote when there are two or more candidates for an office. Election shall be by majority vote. (C & BL: Art 6, Section 606)

SR-46(d). **MEMBERS:** Every LA FRA member shall have access to the regular session of the National Convention but shall not have the entitlement to enter debate or vote.

SR-46(e). **POINT OF INFORMATION:** parliamentary inquiry: "Is it in order toat this time?"

SR-46(f). **QUORUM:** Two-Thirds of authorized voting strength present or represented.

SR-46(g). **RISE TO A POINT OF ORDER:**

- (1) To call attention to infraction in rule of order i.e., a motion that is in violation of the Bylaws, or pending

proceedings, or debate that is not germane to the motion.

- (2) By adhering to the rules of debate: i.e., every delegate has the right to speak once on a motion and may speak a second time unless others who have not yet spoken rise to do so. No one may speak a third time if anyone objects.
- (3) By limiting the time of every speaker, Members, Officers, or Chairmen, shall be limited to five minutes and know that the assembly may limit or extend time for a debate at any time.
- (4) A delegate may bring a motion back previously voted on if they had voted on the prevailing side, this requires five seconds, who had also voted on the prevailing side, each from a different Unit, each by a different delegate and may do so any time until the Convention adjourns.
(Ref: SR-10(g))

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