

**LADIES AUXILIARY OF THE  
FLEET RESERVE ASSOCIATION**

**ALSO, DBA**

**THE AUXILIARY OF THE  
FLEET RESERVE ASSOCIATION**



**CONSTITUTION AND BYLAWS**

**THIS IS THE ONE**

**REVISED 4/1/20  
FOR 2019 CONVENTION**





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**AUTHORIZED ABBREVIATIONS**

C&BL .....Constitution and Bylaws  
SR .....Standing Rules  
UI&R ..... Unit Instruction and Rituals  
LA FRA .....Ladies Auxiliary of the Fleet Reserve Association  
FRA..... Fleet Reserve Association  
NBOD .....National Board of Directors

**GOVERNING AUTHORITY**

1936 Charter – by Fleet Reserve Association  
Article 13 – Fleet Reserve Association and Ladies Auxiliary of  
the Fleet Reserve Association.

Last Published Constitution and By Laws, Standing Rules, and  
Unit Instruction and Rituals 2010  
*Robert's Rules of Order, Newly Revised*  
*Updated thru September 2017*



**PREAMBLE  
OF THE  
LADIES AUXILIARY  
OF THE  
FLEET RESERVE ASSOCIATION**

Having a keen sense of responsibility, being true Americans, and bearing in mind the Preamble of the Fleet Reserve Association, we, the members of the Ladies Auxiliary of the Fleet Reserve Association, do band together to aid, assist and promote in all matters pertaining to welfare, social and patriotic work, for the benefit of the Fleet Reserve Association, its members and their families. Thus do we associate and declare these principles to be the foundation and the Preamble to the Constitution of the Ladies Auxiliary of the Fleet Reserve Association.

**PREAMBLE  
OF THE  
FLEET RESERVE ASSOCIATION**

With reverence for God and Country and being ever mindful of the glorious traditions of the United States Navy, Marine Corps, and Coast Guard; our duty to uphold and defend the Constitution of the United States of America; our responsibility to aid in maintaining adequate defense for our beloved country; our desire to assist in obtaining the best type of personnel for our Sea Services; our interest in the welfare of those who served and are now serving, our devotion to our shipmates in good fortune or distress; our reverence for the memory of our departed shipmates; we associate ourselves together and declare this to be the Preamble to the Constitution of the Fleet Reserve Association.

**FLEET RESERVE ASSOCIATION**

To all to whom these presents shall come

**GREETING**

Whereas	Eleanor Keuhn	Catherine Wertman
	Rosa Allen	Cora Jarosek
	Mae Burress	Myrtle Maye
	Mary Callaway	Louise McComb
	Mildred A. Davidson	Catherine Smith
	Mary C, Ehlinger	Katherine Stevens
	Juliette Erickson	Martha Stickel
	Viola Harrington	Catherine Uebel
	Mary Hocke	Katherine Zeltman

Have made application to the National Board of Directors to be organized as a Unit of the Fleet Reserve Association, now therefore, we Carl A. Viken, National President and Charles E. Lofgren, National Secretary, by virtue of the power and authority vested in us, by Resolution of the National Board of Directors, do hereby approve the creation of a Unit to be called

**LADIES AUXILIARY OF THE  
FLEET RESERVE ASSOCIATION**

To be Chartered under the laws of the State of Pennsylvania.

.....  
This Charter to remain in force as long as the above-named Auxiliary shall uphold the declared principles of the Association and shall conform and abide by the regulations of the National Board of Directors of the FLEET RESERVE ASSOCIATION.

IN WITNESS WHEREOF we have herewith set our hands, and have caused the seal of the FLEET RESERVE ASSOCIATION to be fixed at Detroit, Michigan, on the seventh day of September Anno Domino, one thousand nine hundred and thirty six.

/s/Carl A. Viken  
National President

/s/Charles E. Lofgren  
National Secretary

**THE LADIES AUXILIARY OF  
THE FLEET RESERVE ASSOCIATION  
CONSTITUTION AND BYLAWS**

**AUTHORITY FOR ORGANIZATION**

**ARTICLE 13  
CONSTITUTION AND BYLAWS  
FLEET RESERVE ASSOCIATION**

**Section 1301. Authorization** - The FRA authorizes an Auxiliary, known as the LA FRA, Chartered by the FRA and pursuant to its authority granted by the laws of the Commonwealth of Pennsylvania.

**Section 1302. Governing Body** - The governing body of the LA FRA is the NBOD of the FRA and any action taken by the NBOD of the FRA in relation to the LA FRA shall be subject to the provisions of Section 508 and Section 802, FRA C&BL.

**Section 1303. Distinction from FRA** - The LA FRA is sponsored by the FRA, however, its members shall not pay dues to the treasury of the FRA, nor shall they have any vote in the affairs of the FRA, unless specifically authorized in the C&BL, FRA or in the SR of the FRA.

**Section 1304. New York Charter** - The FRA recognizes the Ladies Auxiliary as formerly organized and Chartered by the State of New York. Units which were organized under said Charter shall be recognized by the FRA and its Branches as legally constituted Units, provided such Units were recognized by Branches. Members in good standing under the New York Charter, and who have remained in good standing continuously, shall be considered as having met all membership requirements of the LA FRA.

**Section 1305. Membership Eligibility** - Membership eligibility shall be determined by the LA FRA in compliance with Internal Revenue Service regulations governing membership in the auxiliary of veteran's organizations.

**Section 1306. Organization** - The LA FRA shall have authority to establish a National Organization, to organize groups to

be known as Units, to levy dues for membership therein, to form Regions, to elect and have National Officers, and to adopt a C & BL, and amend same. Said C& BL and any amendments thereto, shall be submitted to the National Board of Directors of the FRA for ratification.

**Section 1307. National Officers**

Section 1307(a) The LA FRA shall not have less than the following National Officers: National President, National Vice President, National Executive Secretary, National Treasurer, National Financial Secretary, and a NBOD of not less than five members, and other additional National Officers as shall be determined by the membership, with such titles, as they deem proper.

**Section 1308. Name and Numbering of Units** - A Unit of the LA FRA shall be assigned the number and name of its sponsoring Branch.

**Section 1309. Authorization for Units** - No Unit of the LA FRA may be formed until its sponsoring Branch has voted such authorization. The entire membership of the Branch shall be notified at least ten days in advance of the meeting in which action to authorize said Unit is to be taken. If a majority vote sanctions the formation of an Auxiliary Unit, the Branch President and Secretary shall so certify over their personal signatures, to the National President, LA FRA.

**Section 1310. Waiver** – The provisions outlined in section 1309 may be waived by the NBOD, FRA, with the recommendation of the Chairman National Committee on Membership and Retention, during the organizational process outlined in Section 1201, FRA C&BL. A majority vote of petitioners must be sanctioned and reported to the National President, LA FRA.

**Section 1311. Unauthorized Auxiliary** – No Branch of the FRA may grant authority to establish an auxiliary not associated with the LA FRA.

**Section 1312. Branch Jurisdiction**

Section 1312(a). A Branch shall have the authority to interpret and apply the bylaws (C&BL FRA) in matters pertaining to its Auxiliary. The Unit shall submit its bylaws and amendments thereto to the Branch Board of Directors for ratification.

Section 1312(b). Such jurisdiction shall include, but is not necessarily limited to: The right to discipline over the Unit and its officers and members in the manner outlined in Article 5, C & BL, FRA, when in the opinion of the Branch the action or conduct of the Unit or any of its officers, or members, is considered to be not in the best interest of the Branch, or the FRA.

Section 1312(c). Inasmuch as Section 1316(a) provides for the revocation of a Unit's Charter, any lesser form of such action such as suspension would be legal and is included in the authority granted by this section; therefore, a Branch is authorized to suspend its Unit's Charter for such period of time as may be deemed necessary or desirable for the best interest of the Branch and/or the FRA. Any such action is, of course, subject to appeal as outlined in Article 5, C & BL, FRA.

Section 1312(d). Section 1220, FRA C&BL, authorizes the Branch Board of Directors to act for the Branch between meetings; therefore, a Branch Board of Directors has the authority to suspend the Charter of its Unit until appropriate action is taken at a regular meeting of the Branch.

Section 1312(e). Nothing contained in this section is to be construed as depriving the LA FRA of the right to discipline within its ranks as provided for by its Constitution and Bylaws.

**Section 1313. Branch Suspension/Effect on Unit** - When a Branch is suspended the Unit of the LA FRA, sponsored by the suspended Branch, shall not be permitted to conduct Ladies Auxiliary business while the sponsoring Branch is in suspension.

**Section 1314. C&BL and Standing Rules Conflict** - Whenever the Constitution and Bylaws and Standing Rules of the LA FRA may be in conflict with the C&BL of the FRA, the provisions of the latter shall prevail.

**Section 1315. C&BL Amendments** - In order that the Constitution and Bylaws of the LA FRA may be amended to conform to C&BL, FRA, amendments may be made to the Constitution and Bylaws of the Ladies Auxiliary at the post-convention wherein the C&BL was amended.

**Section 1316. Disbanding Unit or Voluntary Surrender**

Section 1316(a). A Branch desiring to disband its Auxiliary Unit shall give notice to all Branch members in good standing, not less

than ten days prior to the regular stated meeting that a vote on disbanding of the Unit will be taken at that meeting. If action receives a two-thirds vote at said meeting, the Branch shall then petition the NBOD of the FRA for authority to disband its Auxiliary Unit. The NBOD shall make a thorough investigation of the facts, and their decision shall be final and conclusive. The National President, FRA will notify the National President, LA FRA, of this decision.

Section 1316(b). A Unit shall petition its Branch for the voluntary surrender of its Charter. The Branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, LA FRA, will report in writing to the NBOD of the FRA that the Charter of said Unit has been returned.

## **Article 1 - Name**

**Section 101. Name of Organization** - The name of this organization shall be the Ladies Auxiliary of the Fleet Reserve Association and is authorized in accordance with Article 13, Section 1303, FRA, C&BL.

**Section 102. National Headquarters** - Headquarters of the LA FRA shall be in the city where the National President resides and the Executive Offices where the National Executive Secretary resides.

## **Article 2 - Objectives**

**Section 201. Objectives** - The purposes of the LA FRA are to aid, assist and promote in all matters pertaining to welfare, social and patriotic work, for the benefit of the FRA, its members and their families.

**Section 202. Composition of the Auxiliary** - The LA FRA shall have authority to establish a National Organization, to organize groups to be known as Units, to levy dues for membership, to form Regions, to have National Officers, and to adopt a C&BL and amend. C&BL and amendments shall be submitted to the NBOD of the FRA for ratification.

**Section 203. Nonprofit, nonpartisan, and nonsectarian** - The LA FRA shall be a nonprofit, nonpartisan, and nonsectarian organization.

**Section 204. Pecuniary Profit** - Members of the LA FRA shall not receive pecuniary profit, incidental or otherwise, by reason of their membership in the Auxiliary.



## **Article 3 - Membership**

**Section 301. Eligibility for membership** in the LA FRA shall be restricted to the following personnel.

Section 301(a). Membership in the LA FRA shall be limited to spouses, parents, grandparents, sisters, brothers, children, stepchildren, and grandchildren not less than sixteen years of age of members of the FRA and widows, widowers, parents, grandparents, sisters, brothers, children, stepchildren, and grandchildren not less than sixteen years of age of persons who were members at the time of death or eligible to be members of the FRA at the time of death.

Section 301(b). Any member of the LA FRA may be required to prove their eligibility for membership at any time. In case a member's right of membership is challenged and is found to be ineligible as described in Article 3, Section 301(a) their name shall be removed from the membership roll, without prejudice, and the last payment of dues shall be prorated and refunded, less administrative cost.

Section 301(c). Application for membership in a Unit of the Ladies Auxiliary shall be submitted to the Secretary of the Unit, or if the application is for membership on the Membership-at-Large Roll, to the National Financial Secretary of the LA FRA, for certification that the applicant meets the requirements of this Article.

Section 301(d). Reinstated members are classified as new members; however, they must meet the eligibility requirements of Section 301(a).

Section 301(e). Dual Membership - The FRA and its Ladies Auxiliary membership eligibility provisions shall not be interpreted to permit dual membership in the FRA and LA FRA.

**Section 302. New York Charter-** Members in good standing on 6 September 1936 under the "New York Charter of the "Fleet Reserve Auxiliary," and who have remained continuously in good standing, shall be considered as having met all membership requirements of the LA FRA. Members shall not have the right of reinstatement unless they meet requirements of this Article.

**Section 303. Membership-at-Large** - In addition to the Units, there shall be a Membership-at-Large Roll. Membership-at-Large members shall not be eligible to hold office or vote, except, when a member of a National Committee, they may vote within that

committee. When they have been 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. **The National Financial Secretary maintains the records of the Membership-at-Large Roll.**

**Section 304. Resignations** - Members may resign from the LA FRA at any time without prejudice except, as outlined in Article 5, Section 503.

**Section 305. Honorary Member**

Section 305(a). Persons not eligible for membership but who have rendered some distinguished service to the LA FRA, may be elected as an Honorary Member by a two-thirds vote of the delegates at the Annual National Convention.

Section 305(b). Nominations for Honorary Membership in the LA FRA shall be made by resolution and must be received by the National Executive Secretary of the LA FRA not less than four months (120 days) before the convening date of the Annual National Convention in the association year.

Section 305(c) A certified statement, signed by the Unit President and Unit Secretary of the Unit submitting the resolution, stating in detail what distinguished service the nominee has rendered to the LA FRA and that the nominee is not otherwise eligible for membership in the LA FRA or FRA, shall accompany each nominating resolution for Honorary Membership.

Section 305(d). Honorary Members may serve on a committee of a Unit or at the Regional or National Conventions as Chairman, Co-chairman, or member.

Section 305(e) Honorary Members shall not pay dues, hold office, or vote, except when serving on a committee at the Unit, Regional or National level, they may vote within that committee.

Section 305(f). No more than five Honorary Members shall be elected at any National Convention.

**Section 306. Transfers**

Section 306(a). It shall be the right of a member in good standing to request a transfer of their membership from one Unit to another, or to or from the Membership-at-Large Roll. No member shall hold dual membership.

Section 306(b). A member in arrears, not suspended, requesting transfer of membership from one Unit to another, or to or from the Membership-at-Large Roll, shall pay their dues at the time the transfer is requested, dues to be paid to the Unit to which the member is being transferred.

Section 306(c). The Transfer form for members, requesting transfer from one Unit to another, shall be signed, the request in writing over their signature, or by email to either the Unit or the National Financial Secretary.

Section 306(d). Transfer forms of the LA FRA shall add the following: Member originally joined (or last reinstated in) Unit No. \_\_\_\_\_ on \_\_\_\_\_. Continuous membership record to date of transfer \_\_\_\_\_ (insert dates and Units). The Class of membership, i.e., spouses, widows, widowers, parents, grandparents, sisters, brothers, children, stepchildren, grandchildren, with the sponsor's name, and Branch number.

Section 306(e). No member shall have the right to transfer their membership to circumvent disciplinary action.

## **Article 4 – Dues**

### **Section 401. Dues Payments**

Section 401(a). Membership dues in the LA FRA, payable in advance, shall be in accordance with the respective SR. (SR-9) Application for new and reinstated membership shall be accompanied by the payment as prescribed in the respective SR.

Section 401(b). Dues of members shall be mailed either to the Unit secretary or to the National Financial Secretary.

Section 401(c). Dues of members residing in the Republic of the Philippines shall be mailed to their Unit Secretary; if a Unit member lives within the United States their U.S. check shall be mailed to the National Financial Secretary Fifty percent of the monies collected by the Unit shall be forwarded the National Financial Secretary the Unit shall retain the monies due their Unit.

Section 401(d). Any Unit receiving dues payments from a member of the Membership-at-Large Roll shall immediately forward the full number of dues to the National Financial Secretary.

Section 401(e). Membership dues collected by a member or Unit are the property of the LA FRA until prorated and distributed as provided for in Section 401(f).

Section 401(f). All Units shall pay to the treasury of the LA FRA the full amount collected for membership dues, exception specified in 401(c), payable monthly or oftener, and mailed to the National Financial Secretary in time to reach them no later than the 25<sup>th</sup> day of each month, except the month of March which is the 31<sup>st</sup>. Unit Secretaries submit a membership report for dues payments, changes of address, transfers, status of membership, or reports of death.

Section 401(g). Fifty Percent of each member's dues received by the National Financial Secretary shall be forwarded to the respective Unit by the National Treasurer, exception specified in 401(c). All monies received from Unit members in excess of their dues, unless designated for another account or donations, shall be deposited into the Scholarship Reserve Fund. (Ref: SR5(a))

Section 401(h). Currency or money orders are sent though the mail shall be at the sender's risk.

Section 401(i). No assessment except annual dues shall be levied against members of the LA FRA.

**Section 402. Effective Date of Dues Paid**

Section 402(a). Membership in the LA FRA commences on the first day of the month and terminates on the last day of the month. Dues paid during the given month shall become effective on the first day of the following month for all new or reinstated members.

Section 402(b). Members shall be given written notice of the approaching expiration of their dues in order to maintain continuous membership and earn continuous membership awards.

Section 402(c). Members will receive a second notice from the Unit and from the National Financial Secretary, if necessary, during the ninety-day grace period.

Section 402(d). Any member whose dues are in arrears for a period of ninety days is dropped from the membership rolls.

**Section 403. Reinstatement - Reinstatement** to membership for a former member, whose membership has been suspended for non-payment of dues or whose resignation has been accepted without prejudice, may be had by complying with Section 401(a). No person shall be reinstated to membership who fails to meet the eligibility requirements of Section 301(a).

**Section 404. Termination**

Section 404(a). Membership terminates immediately, and current payment of dues shall be refunded for the following reasons:

- (1) Member is expelled.
- (2) Member is found ineligible under provisions of Article 3.

Section 404(b). Membership terminates on the expiration of the current year's dues or sooner if the member should become ineligible by a divorce decree, unless the member is qualified under other sponsorship as stated in Article 3, Section 301(a)

Section 404(c). Termination of membership for a widow/widower. If a widow/widower remarries a person who is not eligible for membership in the FRA, and they do not qualify for membership under any other sponsorship as listed in Article 3, Sub-Section 301(a) their membership shall be terminated. However, if either the marriage is terminated by death or divorce the former

member regains the widow/widower status they may apply for reinstatement of their membership in the Ladies Auxiliary under their original sponsor

**Section 405. Transfer** - Members requesting a transfer shall be a member in good standing. (Ref: Section 306(a))

**Section 406. Reports**

Section 406(a). The National Financial Secretary provides each Unit with a comprehensive monthly report listing the members who have paid dues with the new due's expiration date, current address and any other changes that may have occurred in the Unit's membership.

Section 406(b). The National Financial Secretary provides each Regional President and each Regional Vice President with a monthly membership status report for each Unit in the respective Region detailing all membership transactions.

**Section 407. Membership Terminology**

Section 407(a). A Member in Good Standing – One whose dues are paid up to an including the current date.

Section 407(b). A Member in Arrears – One whose dues have lapsed from one day to three months.

Section 407(c). A Former Member – One whose dues have lapsed beyond three months and whose name has been removed from the membership roll.

**Section 408. Claims** - Members making a claim against the LA FRA shall be required to present credentials proving they are members in good standing or evidence showing payment of dues to a Unit Secretary or the National Financial Secretary. Failure to comply shall disqualify the member's claim.

## **Article 5 – Discipline and Jurisdiction**

### **Section 501. Jurisdiction**

Section 501(a). For disciplinary action, each Unit has jurisdiction over its members. National Officers, the Members-at-Large and members appointed to a National Office are the jurisdiction of the National Board of Directors.

Section 501(b). Any elected officer of the LA FRA may be removed from office for failure to perform the duties of their office. Removal shall be by two-thirds vote of the Unit or NBOD. The Board of Directors is authorized to define, in each case, what constitutes failure to perform the duties of the office.

### **Section 502. Suspension or Expulsion**

Section 502(a). Any member of the LA FRA shall be suspended or expelled or have a lesser punitive action imposed if found guilty of conduct unbecoming a citizen of the United States or a member of the LA FRA. However, no member in good standing shall lose their membership until given a trial in accordance with the provisions of this article.

Section 502(b). The Unit or NBOD may, at their discretion, accept the conviction of a member of a felony by a court of competent jurisdiction as prima facie evidence of conduct unbecoming a member of the LA FRA and without formal trial, may order expulsion of the member.

Section 502(c). No member of the LA FRA shall be expelled from membership until the matter has been referred to the NBOD of the FRA and a final decision has been rendered.

Section 502(d). Reinstatement of membership rights and privileges of members who have been expelled from membership in the LA FRA comes under the FRA jurisdiction.

**Section 503. Resignations** -.Members may resign from the LA FRA at any time without prejudice except when disciplinary action directly concerning them is pending. Resignations submitted by a member to escape consequences of disciplinary action, or prior to the conclusion of disciplinary action directly concerning them, shall be accepted with prejudice, and shall not have the right of reinstatement for at least five years from date of their resignation and then only after two-thirds vote of the NBOD, FRA.

#### **Section 504. Accusations**

Section 504(a). Accusations against any member of the LA FRA shall be made under oath, in writing, bear the signature of the accuser, and shall be delivered to the President having jurisdiction over the member.

Section 504(b). The Unit or National President appoints a special committee to investigate, report the findings, and make recommendations to the Unit or NBOD. The latter shall either dismiss the accusations or prefer formal charges against the accused.

#### **Section 505. Formal Charges**

Section 505(a). Delivery of Formal Charges to Accused - A copy of the formal charges shall be delivered to the accused by hand or by registered mail stating a definite date, time and place for the accused to appear for trial. The accused shall be allowed reasonable time to prepare their defense, but not beyond two months. Every effort shall be made to conclude the case.

Section 505(b). When formal charges are preferred against any member or officer of the LA FRA, the member or officer shall be temporarily suspended from membership and from their office and shall remain in this status pending final determination of the case. In the event the member receives an allowance and/or travel expense, this shall cease from the date of temporary suspension. If charges are dismissed the accused shall be restored from the date of temporary suspension, provided the term of office has not expired. In this case, the member receives allowance and/or travel expenses to the end of the term to which elected. During the interim of temporary suspension, the Unit or NBOD may appoint a substitute to fill the temporary vacancy, with allowance and/or travel expense, as NBOD considers appropriate, but not to exceed the allowance and/or travel expense of the position. If the charges are sustained and punishment is removal from office, or expulsion from membership, the office shall be filled as provided for in C&BL, Art. 7, Sub-Section 705(a).

Section 505(c). Temporary Suspension - The Unit Secretary notifies the National Financial Secretary immediately, with copies to the National President, the National Executive Secretary, and the Regional President, of any temporary suspension of the member due to disciplinary action under Sub-Section 505(b)



**Section 506. Trial Committee**

Section 506(a). When formal charges have been preferred, the Unit or NBOD appoints a special Trial Committee to try the case. The committee will consist of not less than five or more than thirteen members.

Section 506(b). Except as herein provided, the trial shall be conducted in the manner set forth in *Robert's Rules of Order, Newly Revised*.

Section 506(c). The findings and recommendations of the Trial Committee shall be delivered into the hands of the Unit or NBOD for approval or mitigation of the recommended action.

**Section 507. Appeal**

Section 507(a). Members, under the jurisdiction of a Unit, shall have the right to appeal the verdict of the trial to the assembly in a regular meeting, provided notice has been given to the President, in writing, at least ten days in advance. The Unit may set aside the verdict of the trial and decision of the Unit Board of Directors by a two-thirds vote.

Section 507(b). Any member, or a minority group of members of the LA FRA may appeal the decision of the Unit to the Branch Board of Directors and the decision of the Branch Board of Directors may be appealed to the NBOD of the FRA whose decision shall be final and conclusive.

Section 507(c). Members under the jurisdiction of the NBOD of the LA FRA shall have the right to appeal the verdict of the trial to the NBOD of the FRA, whose decision shall be final and conclusive.

## **Article 6 – National Convention**

### **Section 601. Governing Body and Auxiliary Years**

Section 601(a). The governing body of the LA FRA shall be the elected and qualified delegates of the Units of the LA FRA assembled at a National Convention. The authority of a National Convention shall be restricted to, and shall comply with, the C&BL and SR's of the LA FRA and the C&BL, SR, amendments, and the directives of the NBOD of the FRA.

Section 601(b). The Association Year of the LA FRA shall commence at the end of the Annual National Convention and continue to the end of the Annual National Convention of the following year.

Section 601(c). The Fiscal Year of the LA FRA will begin on 1 October and terminate on 30 September.

Section 601(d). The Membership Year and Voting Strength is from 1 April through 31 March.

Section 601(e). Membership Memorial Service Year is from 1 July through 30 June.

Section 601(f). Unit Administrative Year is from the Installation of the Unit President to Installation of the Unit President.

### **Section 602. Convention Sponsor and Time & Place**

Section 602(a). In the event there are no prospective sponsors for a National Convention, or if the authenticated bids are rejected by the delegates, the National President of the FRA shall nominate a Special Committee for consideration of the delegates, to host the National Convention. This committee should consist of a minimum of four members elected by the delegates of the FRA, and three members considered and approved by the delegates of the LA FRA. (Refer to FRA SR 6(i)).

Section 602(b) Time and Place - The LA FRA shall hold an Annual Convention. The time and place will conform to the National Convention of the FRA.

### **Section 603. Convention Committee**

Section 603(a). The Unit or Units sponsoring a National Convention appoints or elects a Convention Chairman and Committee. The Convention Chairman reports the names and addresses of the Committee and the name and address of the Convention Headquarters, to the National President no later than 1 January.

Section 603(b). The National President shall report the names and addresses of the Convention Committee and the name and address of the Convention Hotel to the general membership no later than 1 March.

Section 603(c). The Convention Chairman and Committee are responsible for all other necessary arrangements for conducting the business of the Convention.

Section 603(d). The Unit or Units sponsoring a National Convention furnish, without expense to the LA FRA, a suitable convention meeting room. The sponsoring group shall not obligate the LA FRA without prior approval of the NBOD.

### **Section 604. National Convention Order of Business and Expenses**

Section 604(a) The order of business at the Annual National Convention shall be as outlined in SR 11.

Section 604(b). When the FRA sponsors the National Convention or the sponsoring Branch has no Auxiliary, the rental of the Ladies Auxiliary convention meeting room shall be assumed by the LA FRA.

Section 604(c). The LA FRA shall assume the following expense of the National Convention: recording, transcription, publication, and distribution of the convention minutes including the expense associated with the recorder and other necessary convention business.

Section 604(d). Minutes of the convention shall be recorded with no omissions, deletions, or alterations, except as directed by the delegates assembled at the convention. The Jr. Past National President has the authority to use discretion to use a new format in publishing the National Convention Minutes.

Section 604(e). Convention Minutes - The National Convention minutes shall contain the following:

- (a) Minutes of Pre-Convention NBOD
- (b) Opening Ceremonies
- (c) Introduction of National Officers and Past National Presidents
- (d) Memorial Service
- (e) Roll Call of Officers
- (f) Appointment of Convention Committees
- (g) Reports of Credential Committee
- (h) Greetings Committee from FRA
- (i) Convention Minutes Publishing report
- (j) Reports of National Officers and Standing Committees
  - a. National Officers annual reports
  - b. National Board of Director pre-convention board meeting
  - c. National Board of Directors recommendations
    - i. Administrative
    - ii. Proposed Standing Rules amendments
  - d. C & BL Committee amendments and resolutions
    - i. Results of all voting on resolutions
    - ii. Tally Sheets
  - e. National Standing Committees
    - i. Reports
    - ii. Listing of all awards presented
  - f. Budget and Finance Committee report including budget
  - g. Audit Committees report
- (k) Reports of Courtesy and other Convention Committees
- (l) All approved motions under unfinished and new business
- (m) Nominations and election of Officers
- (n) Good of the Order
- (o) Joint Installation and presentation of pins
- (p) Salutation to the dead – moment of silence
- (q) Closing Prayer
- (r) Adjournment
- (s) Minutes of the Post Convention NBOD
- (t) Supplemental Minutes – Reports, written speeches, tally sheets, credentials report and any other reports which have been filed with the National Executive Secretary and should be part of the Convention Minutes

## **Section 605. Members Access to Convention**

Section 605(a). Every member of the LA FRA has access to the regular sessions of the convention, but has no vote or privilege to speak unless they are an accredited delegate or proxy, except National Officers and Past National Presidents may have the privilege of the floor but no vote.

Section 605(b). A registration fee or a charge of any kind for the privilege of attending the sessions of the National Convention is prohibited.

## **Section 606. Voting**

Section 606(a). The voting strength of Units is determined as of 31 March and remains unchanged for twelve months, except when a Unit Charter has been revoked, suspended or surrendered; the vote of the Unit is null and void. Units instituted on or after 1 April are allowed one vote until the following 31 March.

Section 606(b). Each Unit is entitled to elect one delegate to the convention, and in addition, one delegate for each fifteen members in good standing or major fraction.

Section 606(c). Each delegate shall be entitled to one vote, but each Unit is entitled to the number of votes equal to the number of delegates to which it is entitled and the total accredited vote for each Unit may be cast by the attending delegate or delegates in the absence of a fuller representation.

Section 606(d). Units, to correspond to the number of delegates to which the Unit is entitled, may elect alternates for delegates. An alternate may be seated in the absence of the delegate.

Section 606(e). Delegates and alternates or proxy delegates to the National Convention of the LA FRA shall be members in good standing and are listed on standard forms provided by the National Executive Secretary. Copies of these lists of delegates, signed by the Unit President and Secretary, are submitted to the National President, the National Vice President, the National Executive Secretary, National Convention Co-Chairman, the Regional President of the respective Region, the Chairman of the Convention Registration Committee, and Chairman of the Credentials Committee.

Section 606(f). Units may designate any member of the LA FRA in good standing as their proxy delegate, including a member of the Membership-at-Large Roll.

Section 606(g). It is the inalienable and sovereign right of each Unit of the LA FRA to have full and irrevocable control of its franchise and delegates.

Section 606(h). When instructed by the Unit, the delegate chairman of that Unit votes in accordance with the Unit's instructions.

Section 606(i). Where uninstructed by the Unit, the vote of the Unit may be prorated proportionately among the delegates of the Unit who are present. No delegate is deprived of the right to cast one vote to which each delegate is entitled.

Section 606(j). No fractional votes will be allowed in casting the Unit's vote.

Section 606(k). Quorum - A quorum exists at the National Convention when two-thirds of the authorized voting strength of the LA FRA is present or represented.

**Section 607. National Officers' Convention Vote-** National Officers, by virtue of their offices, shall not be entitled to vote unless they attend as accredited delegates.

**Section 608. Resolutions & Recommendations**

Sections 608(a). All resolutions to be acted upon by the National Convention, shall be received by the National Executive Secretary in the proper format and content and not less than four months (120 days) before the convening date of the Annual Convention in the association year, except NBOD resolutions shall be allowed an extension of one month (30 days) beyond that date.

Section 608(b). Immediately, after each of the deadline submission dates, the National Executive Secretary shall have all resolutions, recommendations, including nominating resolutions, on hand at those times reproduced and distributed to all Units, National Officers and National Committees and all on the national mailing list as expeditiously as practicable to insure receipt by all Units within one month of respective deadlines submission dates.

Section 608(c). All recommendations of the NBOD, National Officers, and National Committees shall be received by the National

Executive Secretary of the LA FRA and distributed by that office in accordance with the provisions of Section 608 (b). This section shall not be interpreted to allow amendments to the C & BL. (See Art. 12 Sections 1203-1205)

Section 608(d). Failure to comply with the provisions as prescribed, shall be sufficient cause to declare resolutions or recommendations out of order. (Ref: Section 608(a) and Article 12 – Sub-Section 1205(a) and Section 1206)

Section 608(e). Recommendations of the Convention Committees may be acted upon by the Convention.

Section 608(f). Resolutions pertaining to amendments to the C&BL, which are in order, may be presented to the floor of the National Convention or referred to a Convention Committee appointed by the National President.

Section 608(g). Resolutions not pertaining to the C&BL and recommendations of the NBOD, National Officers and National Committees, shall be referred to an appropriate Convention Committee appointed by the National President.

Section 608(h). All resolutions or recommendations referred to a Convention Committee shall be reported back to the Convention with a recommendation to adopt, amend and adopt, reject or combine, and the reason thereof.

Section 608(i). The authority of the National Convention to amend resolutions shall be restricted to the extent that the resolutions shall not be amended to reverse the intent of the resolution as submitted originally.

### **Section 609. Nominations**

Section 609(a). All candidates for elective office in the LA FRA shall be members in “Good Standing.”

Section 609(b). Nominating resolutions and those of a personal nature indicating an expression of sympathy, gratitude, thanks, appreciation, and so forth may be made from the Convention floor.

Section 609(c). Units may nominate or endorse the nominations of an eligible member for a national office. Nominations or endorsements shall be made in writing and forwarded in accordance with Article 6, Section 608, Sub-Section 608 (a)

Section 609(d). Only one nominating resolution for each nominee, together with the list of Units, which submitted endorsing resolutions for that nominee, will need to be reproduced and distributed with the other resolutions and recommendations.

Section 609(e). Nominations for an office may be made from the floor by any accredited delegate provided the nominee is present, or written permission for the nomination is in the hand of the National President.

### **Section 610. Elections of National Officers**

Section 610(a). The Annual National Convention shall elect for a one-year term the following: National President and National Vice President. For a three-year term: the National Executive Secretary, in a year which is divisible by three; the National Financial Secretary, to be elected the year following the election of the National Executive Secretary; the National Treasurer to be elected the year following the election of the National Financial Secretary.

Section 610(b). When there are two or more candidates for the same office, the vote shall be taken by roll call of the Units. The roll shall be called in numerical order of the Units in even-numbered years and in reverse numerical order in odd-numbered years. If a Unit fails to cast its vote when its name is called, the Unit forfeits its vote.

Section 610(c). In the event three or more candidates for the same office are on the ballot and no candidate receives a majority of the votes cast, the candidate receiving the lowest number of votes after the second ballot will be eliminated if **they have** not shown a gain in the second ballot. This method of elimination will be followed after each subsequent ballot.

Section 610(d). Election to office requires a majority of the votes cast by those present and voting.

### **Section 611. Awards**

Section 611(a). Competitive awards shall be given to Units doing outstanding work according to detailed rules in SR 2(a) and (b).

Section 611(b). For all awards, Units shall be grouped in five divisions as outlined in SR 3(a).



**Section 612. Convention Rules** - The Annual National Convention of the LA FRA may adopt additional rules for conducting its business, provided the rules do not conflict with the C&BL of the LA FRA. Rules as the Annual National Convention adopts, remain in force until the adjournment of the convention. (Ref: SR-46)

**Section 613. Recess** - It is in order for the National Convention to recess from time to time as may be appropriate. The motion to adjourn is out of order until business of the convention is completed.

**Section 614. Installation & Presentation of Pins**

Section 614(a). When the Ladies Auxiliary National Officers are invited by the FRA to meet with them in joint installation, they shall comply. Otherwise, newly elected officers are installed before the close of the convention when they assume office.

Section 614(b). Past National Officers pins are presented at the installation of newly elected officers, immediately following the ceremony, by the Jr. Past National President.

Section 614(c). The newly installed National President closes the convention.

## **Article 7 – National and Regional Officers**

### **Section 701. National Officers**

Section 701(a). The National Officers of the LA FRA shall be: National President, National Vice President, National Executive Secretary, and National Treasurer, National Financial Secretary, and Regional President of each Region, the Junior Past National President, National Parliamentarian, and the National Chaplain.

Section 701(b). The NBOD of the LA FRA shall be: National President, National Vice President, National Executive Secretary, National Treasurer, National Financial Secretary, Regional President of each Region, and the Junior Past National President.

Section 701(c). The National Officers, except Regional Presidents, are elected at the Annual National Convention. (Ref: Section 610(a).

Section 701(d). The incumbents in office shall continue in office until their successors have been elected, or appointed, and installed.

### **Section 702. Regional Officers**

Section 702(a). Each Region of the LA FRA shall elect a Regional President and, if desired, a Regional Vice President, complying with Bylaws as the Region may adopt, and which the NBOD has approved.

Section 702(b). Regional Presidents shall be elected at least fifteen days prior to the convening of the National Convention and installed at the National Convention.

Section 702(c). Regional Vice Presidents shall be elected prior to the convening of the National Convention and installed at the Regional Convention.

Section 702(d). Regional Presidents and Regional Vice Presidents shall be elected for a term of one year. In the event a Region fails to hold a Regional Convention for elections, and the Annual National Convention has been canceled, vacancies of the offices, which are due to expire, shall be filled by the NBOD, as provided in Section 705(b).

Section 702(e). In the event the Regional President and the Regional Vice President are unable to attend the Regional

Convention, the National President appoints any National or Past National Officer residing in the Region to preside at the Regional Convention. In an emergency, the delegates present shall elect a Chairman Pro-Tem for the Regional Convention.

**Section 703. Residence**

Section 703(a). All National Officers of the LA FRA shall be permanent residents of the United States, residing within one of the fifty states. In the event that any National Officers leaves the geographical limits of the United States and remains uninterruptedly outside the limits for three months or more, the NBOD declares that office vacant.

Section 703(b). Regional Presidents, Regional Vice Presidents, and any other Regional Officers shall be residents of their Region or be members of a Unit closest to their residence in the Region in which they hold office. In the event a Regional President, Regional Vice President, or any other Regional Officer moves to another Region, remains outside their Region or absent from residence for three consecutive months or more, the NBOD declares that office vacant.

**Section 704. Incapacity**

Section 704(a). National Officers or Regional Vice Presidents who due to illness or for other reasons cannot properly fulfill the duties of their office shall resign for the best interests of the LA FRA. Resignations 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.

**Section 705. Vacancy in Office**

Section 705(a). In the case of a vacancy in a National Office, the NBOD appoints a successor, who completes the unexpired term of office, except as provided for in Art. 8, Sub-Sections 804(f) and 807(c).

Section 705(b). In case of a vacancy in the office of Regional President, Regional Vice President or in any Regional Office and unless the Regional Bylaws provide, (**Ref: SR 19(d)**) the NBOD appoints a successor who completes the unexpired term of office.

Section 705(c). In the event a Region is unable to elect qualified personnel to serve as Regional Officers, the National

President of the LA FRA may appoint a qualified member(s) of the LA FRA to administer the affairs of the Region until the NBOD appoints a qualified successor.

Section 705(d). In case of the resignation or death of the National Vice President, National Executive Secretary, National Treasurer, the National Financial Secretary, or the Junior Past National President, the NBOD appoints a successor who completes the unexpired term of office.

**Section 706. Junior Past President**

Section 706(a). In the event of reelection of the National President or a Regional President to successive terms in office, the Junior Past National President or Junior Past Regional President continues as the Junior Past President during the corresponding successive term.

Section 706(b). The Junior Past President is defined as the living person who most recently has served in the office of President and did not resign or was not involuntarily removed from that office.

**Section 707. Voting by Mail**

Section 707(a). In the event the FRA is unable to hold an Annual National Convention, the elections provided for in Section 610(b) shall be conducted by mail.

Section 707(b). Nominations for the several offices to be filled shall be closed in National Executive Secretary's office of the LA FRA at midnight 30 June.

Section 707(c). The National Executive Secretary promptly prepares a ballot for the several offices to be filled and forwards it to all Units for mail vote.

Section 707(d). Ballots shall be enclosed in an envelope and sealed; the word "Ballot" shall be marked on the outside of the envelope; the ballots shall be received by the National Executive Secretary of the LA FRA by midnight 31 August, or suffer disqualification. Voting shall be by written ballot only and bears the signatures of the Unit President and Secretary, certifying that the ballot is the vote of the Unit.

Section 707(e). On 1 September, the ballots shall be opened and tallied in the presence of a committee of not less than three

members, non-candidates, appointed by the National President and they certify the election results to the National President.

Section 707(f). A majority of the votes cast shall elect. When the vote is by mail, proxy voting is prohibited.

Section 707(g). The National President informs the members of the LA FRA of the results of the election. The Officers-Elect are installed in office 1 October, the Installing Officer to be designated by the National President.

Section 707(h). In the event that a majority vote is not received for any contested office, a run-off election shall be held immediately between the two candidates receiving the largest number of votes, allowing forty-five days for the return of the ballots to National Executive Secretary of the LA FRA.

## **Article 8-Duties of Officers and Committees**

**Section 801. Incumbent in Office** – Whenever in this Article the words “she/he”, “her/his”, “their” appear they shall mean the incumbent of the office in question.

### **Section 802. Duties of the National Board of Directors**

Section 802(a). In this Section when the word “THEY” is used, it shall mean the NBOD of the LA FRA.

Section 802(b) They shall be the governing authority of the LA FRA between National Conventions and shall have the responsibility of enforcing the C & BL, SR’s and the Mandates of the National Convention. They shall comply with the provisions of the C & BL of the FRA and the Mandates of the NBOD of the FRA. All National Officers, National Chairmen, and their Committees shall be under their supervision.

Section 802(c). They have authority between meetings of the NBOD to conduct business of the Board by mail, email, and fax or phone vote. The NBOD follows up with a hard copy for the files. In case of emergency, the National President, or eight NBOD may request in writing a NBOD conference call. A NBOD conference call is followed up with a National Board resolution with a hard copy for the files.

Section 802(d). The NBOD of the LA FRA may call for a closed session, excluding members not directly concerned in or with the subject matter to be discussed, when the subject matter may be detrimental to the character of a member or other persons, or when the best interest of the LA FRA may be involved. All other sessions shall be open to the membership.

Section 802(e). A meeting of the NBOD shall be held just prior to convening the National Convention, and within twenty-four hours following the adjournment of the National Convention. At meetings of this body, only the National Board members shall have a vote. Members in good standing may attend meetings of this body. Only members of the National Board shall have a voice, except by invitation of the chair.

Section 802(f). A quorum exists at a meeting of the NBOD when eight or more Directors are present. When voting is by mail and a time limit has been stated for receipt of the mail vote, eight or more

replies constitute a quorum. Decisions of the Board shall be by a majority vote, unless otherwise provided for in the C&BL. Proxy voting in the NBOD is prohibited.

Section 802(g). Each member of the NBOD is entitled to one vote.

Section 802(h). The Board has no vote on allowances or travel expense. All allowances and travel expense are determined by the National Convention.

Section 802(i). They have authority in all matters affecting the conduct and discipline throughout the LA FRA and receive and act on all complaints which may be presented, complying with provisions as the C&BL provide, and, in the absence of a written rule, they are authorized to use their good judgment in the best interest of the LA FRA.

Section 802(k). They shall have authority to declare null and void any article, or section, or part of any Regional Bylaws and to reword any portion, which is in conflict with the C&BL of the LA FRA.

Section 802(l). The NBOD may grant permission for use of the LA FRA logo to a Unit. They must petition the NBOD with details on the use of the logo. The use of the logo should be granted for specific item and/or time frame.

### **Section 803. Duties of the National President**

Section 803(a). The National President shall be Chief Executive Officer the of the LA FRA, under and responsible to the National President of the FRA. The provisions of the C&BL, SR and the policies of the LA FRA and directives of the NBOD of the FRA shall be observed. The National President is the ex-officio member on all National Committees.

Section 803(b). The National President keeps the National Vice President fully informed on all matters of importance and shall seek counsel when needed.

Section 803(c). The National President represents the LA FRA at public functions or delegates any officer or member to represent the office at a meeting or ceremony.

Section 803(d). Appointments – The National President shall make the following appointments: (1) National Chaplain, (2) National

Parliamentarian, (3) Archives, (4) Audit Committee – NFS, (5) Audit Committee – NT, (6) Budget & Finance Committee, (7) Color Bearers, (8) Color Guards, (9) Constitution & Bylaws Committee, (10) Constitution & Bylaws Edit Committee (11) Convention Chairman, (12) Convention Minutes Publishing Committee, (13) Courtesy Committee, (14) Credentials Committee, (15) Goodwill Ambassador, (16) Historian, (17) Honorary Member Committee, (18) Keeper of the Keys, (19) Liaison to Editor, “*FRA Today*” Fleet Reserve Association (20) Liaison to FRA, (21) Marshall, (22) Membership & Retention Committee, (23) Musician, (24) National Advisory Committee, (25) National VAVS/VSH Representative, (26) National VAVS/SVH Deputies, (27) National President’s Yearbook, (28) Nominating Committee, (29) Pages, (30) Pilgrimage Chairman, (31) Registration Committee, (32) Scholarship Committee, (33) Sergeant-at-arms, (34) Special Committees, (35) Tally Committee, (36) Time & Place Committee, (37) Unit Report Committee, (38) USS Arizona Memorial (39) Vocalist, and (40) Web Master.

Section 803(e). The National President appoints a committee to dispose of National President’s correspondence for the second year prior to the present administration, retaining any pertaining to Section 803(f).

Section 803(f). The National President retains the following records and property in custody:

- (1) Correspondence valuable for future reference
- (2) Official correspondence of the previous administration
- (3) Official correspondence of the current administration
- (4) Official LA FRA seal and gold sticker seals
- (5) Gavel and copy of National Charter

Section 803(g). The National President supervises the National Board, National Officers, and National Chairmen according to C & BL’s and SR’s.

Section 803(h). The National President calls a meeting of the NBOD just prior to the convening of the National Convention and within twenty-four hours of adjournment of the National Convention.

Section 803(i). The National President presides at the Annual National Convention and at all meetings of the NBOD.

Section 803(j). The National President gives an Annual Report to the Convention covering the activities of the office.



Section 803(k). The National President approves the following:

- (1) All official communications to the FRA and “FRA Today.”
- (2) All official National Publicity prior to its being published.
- (3) All articles issued in “*The Triangle*” via the National Executive Secretary.

Section 803(l). The National President issues the following in “*The Triangle*.”

- (1) Monthly articles to all Units and the National body.
- (2) The National President’s and other Scholarships.

Section 803(m). The National President receives an allowance and travel expense as authorized by the National Convention to enable visits to Regions and Units.

#### **Section 804. Duties of the National Vice President**

Section 804(a). The National Vice President shall be Chairman of the National Membership and Retention Committee.

Section 804(b). The National Vice President announces a membership project at the National Convention Post Board of Directors Meeting.

Section 804(c). The National Vice President prepares articles for *The Triangle*.

Section 804(d). The National Vice President reviews the duties of the National President.

Section 804(e). The National Vice President receives information on matters of importance.

Section 804(f). In the absence of the National President performs the duties of that office and, in the event of a vacancy in the office, will complete the unexpired term.

Section 804(g). The National Vice President, after nominations and elections, as the National President Elect, announces her project to the assembled delegates at the National Convention for approval. After approval of her project by the delegates, as National President Elect, she shall submit the details of her project in writing for the post NBOD of the FRA for approval.

Section 804(h). The National Vice President is allowed an allowance and travel expenses determined by the National Convention.

**Section 805. Duties of the Junior Past National President**

Section 805(a). The Junior Past National President is a member of the NBOD and has an opportunity to offer assistance to the new regime because of the knowledge learned of Auxiliary work. The experience should be of great value and advice should be solicited.

Section 805(b) The Junior Past National President shall be responsible for the accuracy and distribution of the National Convention Minutes from the convention over which they presided.

Section 805(c). The Junior Past National President is allowed travel expenses determined by the National Convention.

**Section 806. Duties of the Regional President**

Section 806(a). The Regional President shall be the representative of the National President within their Region. They keep in close contact with Units, notify them of current rules, offer assistance, attend functions or meetings, and request Unit bulletins and information.

Section 806(b). The Regional President is the Presiding Officer at the Regional Convention and will notify all Units in the Region of the time and place of the Regional Convention in ample time for all members of the Region to attend.

Section 806(c). The Regional President shall be required to visit Units of the Region at the discretion of the National President. Ensures Unit meetings are conducted appropriately, Unit books are properly audited, and that the provisions of Article 14 are being complied with. The Regional President immediately reports any discrepancy to the National President for action.

Section 806(d). The Regional President encourages the organization of new Units within the Region.

Section 806(e). The Regional President submits quarterly reports to the National President listing number of Unit meetings attended, number of miles traveled, problems encountered, and the proposed resolution of each problem. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 608(a).

Section 806(f). The Regional President performs other duties as directed by the NBOD.

Section 806(g). The Regional President writes articles as directed in SR 22, and issues newsletters to all Units in the Region, at least once each quarter, with copies to the NBOD.

Section 806(h). The Regional President follows SR 33(b) for Regional rules for Awards of Merit of Unit Annual Reports.

Section 806(i). The Regional President shall submit Regional Bylaw amendments to each NBOD member and the National Parliamentarian, prior to the Pre-Convention NBOD meeting, where they are to be ratified by a majority vote of the NBOD before they become effective.

Section 806(j). The Regional President is allowed travel expense determined by the National Convention.

Section 806(k). Qualifications for residence and tenure of office are outlined in Article 7, Sub-Section 703(b).

### **Section 807. Duties of the Regional Vice President**

Section 807(a). The Regional Vice President assists the Regional President. The Regional Vice President performs duties as may be prescribed by the Regional President or the NBOD.

Section 807(b). The Regional Vice President serves as a member of the National Membership and Retention Committee and the Regional Membership and Retention Chairman.

Section 807(c). In the event of a vacancy in the office of Regional President, the Regional Vice President completes the unexpired term.

### **Section 808. Duties of the National Executive Secretary**

Section 808 (a). The National Executive Secretary is the administrative assistant to the National President and to the NBOD in

carrying out duties of their office. Other duties are referenced in the C&BL and SR's.

Section 808(b). The National Executive Secretary gives notice of the National Convention and of the meetings to the NBOD.

Section 808(c). The National Executive Secretary conducts mail voting of the National Board.

Section 808(d). The National Executive Secretary performs other duties as directed by the National President or the NBOD.

Section 808(e). Stationery, with the official insignia, shall be furnished in reasonable amounts to National Officers, Chairmen and Appointees.

Section 808(f). The National Executive Secretary shall be responsible for sending monthly updates to the Web Master, for the web page with *The Triangle* information and other important information for the members.

Section 808(g). The National Executive Secretary is in charge of all official correspondence, except financial matters. **Monthly** – issues *The Triangle*; reports and forms that are in order for the month; address changes; items of instruction and information. **Annually** – following the Annual National Convention, notifies the National Officers and Chairmen of the month assigned for submitting their articles for *The Triangle*. The National Executive Secretary is familiar with the C & BL, SR, UI, and Rituals and any rules, which concern the NBOD, and specific duties of the office.

Section 808(h). The National Executive Secretary mails the quarterly Audit Reports, to the National President and the National Executive Director of the FRA and distribute to all on the national mailing list.

Section 808(i). Copies of all resolutions proposed to the National Convention, and all nominations and endorsements shall be issued to all on the national mailing list. These shall also be published in *The Triangle* as they are received.

Section 808(j). A list of adopted amendments to the C&BL, SR, and UI & Rituals is prepared immediately following the Annual National Convention by the National Executive Secretary from the report forms. This list is distributed to all on the national mailing list, via *The Triangle*, and this constitutes notification of the National

Convention action. All adopted resolutions shall be published exactly as signed on the report form by the C & BL Committee Chairman and the National President. The National Executive Secretary maintains a file of amendments of the C & BL, SR, UI, & Rituals that have been adopted by the National Convention or the NBOD. An updated copy of these amendments shall be provided annually to each newly elected National Officer. Rejected resolutions shall be omitted.

Section 808(k). As directed by the National President, submits the C&BL amendments, adopted by the National Convention, to the FRA for ratification.

Section 808(l). The National Executive Secretary makes an annual report to the National Convention covering the activities of the office and recommendations. Recommendations requiring action of the National Convention shall be in the official format with copies for the delegates.

Section 808(m). Tally sheets, report forms, resolutions, nominating resolutions, pamphlets, and other informational material for convention use, shall be the responsibility of the National Executive Secretary, who shall distribute them for use at the National Convention.

Section 808(n). The National Executive Secretary maintains a perpetual file of the proceedings of the Annual National Convention published minutes, including the reporter's original copy, and the Pre-convention and the Post-Convention NBOD meeting minutes. The proceedings of all special NBOD meetings and all Official Directives from the FRA NBOD to the LA FRA are included in this file.

Section 808(o). The National Executive Secretary, as Chairman of the Publishing Committee properly assembles the Convention Minutes along with the supplemental minutes, which include but not limited to the reports received at the National Convention. (Ref: Art 6, Sec. 604(e).

Section 808(p). The current original recorder's transcript of the convention minutes shall be filed with the National Executive Secretary and be on hand at the next convention.

Section 808(q). Regional Bylaws are filed with the National Executive Secretary with a copy to the National Parliamentarian.

Section 808(r). Report forms shall be issued no later than 1 June of the association year.

Section 808(s). The National Executive Secretary maintains a list of Unit Presidents and Secretaries, addresses, phone numbers, email addresses, and time and place of meetings, and maintains the list of National Officers and National Appointees, their names, addresses, phone numbers, and email addresses. These lists will be distributed to the national mailing list.

Section 808(t). The National Executive Secretary receives the application for a new Charter from the National Financial Secretary and retains the new Unit forms in a permanent file. When all the papers are in order the National Executive Secretary shall issue a Charter bearing the date the application was received and carrying the signatures of the National President and the National Executive Secretary. The Charter shall be mailed or delivered to the Regional President, who also signs the Charter.

Section 808(u). All properties and supplies in custody of the National Executive Secretary are inventoried annually.

Section 808(v). The National Executive Secretary receives a monthly allowance determined by the National Convention.

Section 808(w). The National Executive Secretary is allowed travel expenses determined by the National Convention.

### **Section 809. Duties of the National Financial Secretary**

Section 809(a). The National Financial Secretary is the finance, disbursing, contracting, and purchasing officer of the LA FRA.

Section 809(b). The National Financial Secretary is the chief contracting officer, seeks no less than three bids for contracts for the Ladies Auxiliary, and has authority to sign contracts not to exceed one thousand dollars. These contracts must be within the budget line item. When a contract or a single expenditure exceeds this amount, it must be reviewed by the Budget and Finance Committee and approved by the NBOD.

Section 809(c). The National Financial Secretary, as the contracting officer, shall contract, within the budgeted line item, for the services of a competent recorder employing a direct or condensed transcription method for duplication of the National Convention proceedings.

Section 809(d). The National Financial Secretary contracts for all printing, except the minutes of the National Convention.

Section 809(e). The National Financial Secretary shall handle all supplies and furnishes information as requested by Branches desiring to form a Unit of the Ladies Auxiliary of the Fleet Reserve Association. Supplies shall consist of the Constitution and Bylaws, Standing Rules, Unit Instruction and Rituals, transfer forms, special certification forms, Charter application and membership application forms. A letter of instruction shall be mailed from this officer, with copies of all correspondence to the National President, National Executive Secretary, and the Regional President, of that Region, of the Ladies Auxiliary of the Fleet Reserve Association.

Section 809(f). The National Financial Secretary shall purchase the Past National Officer pins prior to the Annual National Convention for the officers who merit same, as outlined in SR 29.

Section 809(g). Prior to making purchases on behalf of any officer, the National Financial Secretary consults with that officer.

Section 809(h). The National Financial Secretary purchases and sells all Auxiliary supplies. The selling price shall be at cost, plus handling charges.

Section 809(i). The National Financial Secretary furnishes the National Executive Secretary with a price list of all supplies, which are sold to the Units.

Section 809(j). Checks and money orders for the treasury shall be made payable to LA FRA and mailed to the National Financial Secretary.

Section 809(k). The National Financial Secretary records all receipts and makes proper entry of any increase to funds by way of interest. Monthly or more often if desired, prepares in duplicate an itemized list of all monies received, from whom, for what, and forward the original list and one copy to the National Treasurer, with checks and money orders. The Treasurer signs the original, acknowledging receipt of the monies, and returns the signed original list to the National Financial Secretary for the files.

Section 809(l). The National Financial Secretary approves of all bills by signing a voucher authorizing the National Treasurer to make payment. All vouchers shall be made in duplicate and bear the signature of the National Financial Secretary, and the National

President, or the National Vice President at the direction of the National President. If a bill is irregular or in some manner out of order, the National Financial Secretary has the authority to refer the matter to the NBOD via the National President for decision.

Section 809(m). The National Financial Secretary is responsible for the proper charges against the various budget items, as approved by the National Convention. No transferring of

unexpended funds from one budget account to another shall be made or allowed.

Section 809(n). The National Financial Secretary keeps a record of all receipts and disbursements. Supplies the NBOD and the Budget and Finance Committee with all the financial information and allows any authorized member of the committee to examine the books and accounts at any reasonable time.

Section 809(o). The National Financial Secretary submits quarterly audited reports to the NBOD and Units, reporting receipts and disbursements, budget expenditures and other reports as directed by the NBOD. Prepares and makes an annual report to the NBOD and to the National Convention, showing gross receipts, expenditures, and balances on hand at the end of the fiscal year, together with recommendations. Recommendations requiring action of the National Convention shall be in the official format with copies for the delegates.

Section 809(p). All bills are to be paid before the opening of the convention. Bills carried over are itemized as an expense of the previous administration, and a list is attached to the Convention Audit Report.

Section 809(q). Membership duties, requirements and reports.

1. Process and maintain the membership records of the LA FRA.
2. Generate membership renewal billings.
3. Send membership cards to new members, members paying dues, members transferring to another Unit and replacement cards.
4. Update all records, address changes, dues payments, terminations, etc.



5. Send second billing notices at 60 days past due.
6. Receives dues payment, accounting for the same and deposit monies into the PCT account, providing a monthly report to the National Treasurer by Unit and MAL.
7. The NFS shall provide the following membership reports:
  - (a) Monthly report all transactions processed during the month by Unit, subdivided by payments, additions, deletions, changes and monthly statistical information to each Unit.
  - (b) Monthly report to each Unit which includes members whose dues expire the following month, members whose dues are in arrears 30, 60, and 90 days and any reported changes to addresses, phone numbers, e-mail, and all terminated for nonpayment, ineligibility, or resignation.
  - (c) Monthly report of alpha listing including MAL to each Unit, also the NP, NVP, NES, and NT.
  - (d) Annually report to the NP and NVP a list of the Life Membership until such time as all Life Members are verified deceased.
  - (e) Monthly report to each Regional President and Regional Vice President, for each Unit of the Region, changes, past due members, and Unit status report, as well as copies to the NP and NVP.
  - (f) Annually report of stats to include percentage of gain or loss for Unit membership, from 1 April to 31 March to the NP, the NVP, Regional Presidents, Regional Vice Presidents and to each Unit. The report is due to the Units by 15 May.
  - (g) Annually report the deceased members for 1 July to 30 June. This report will be sent to the NP, NC, and NES and each Regional President to be received by 10 July.
  - (h) Monthly send a report of the deceased members to the NP, NC, and NES.

- (i) Annual report of all new and reinstated members to include the members who recruited them from 1 April to 30 March copies to be sent to NP and the NVP by 30 April.
- (j) The NFS confers with the NT and the NES regarding all Units which have not complied with Article 14, Section 1402, and 1405(e) by 15 July. The NFS shall notate the receipt of Unit PCT funds to be placed on hold, notification to the NP and NT, until such time as the Unit complies.

Section 809(r). The official Unit voting strength and list of Unit groupings for competitive awards is the responsibility of the National Financial Secretary who notifies the National Executive Secretary, Units and Regional Presidents by 15 May.

Section 809(s). The National Financial Secretary performs other duties as directed by the National President or the NBOD.

Section 809(t). The National Financial Secretary receives a monthly allowance determined by the National Convention.

Section 809(u). The National Financial Secretary is allowed travel expenses determined by the National Convention.

## **Section 810. Duties of the National Treasurer**

Section 810(a). The National Treasurer is responsible for the accurate and proper maintenance of the financial records of the LA FRA. An accurate and true record of all receipts and disbursements shall be recorded and no change shall be made without the approval of the NBOD. Supply the NBOD, and the Audit Committee and Budget and Finance Committee with information as may be requested and allow any authorized committee or authorized member to examine or audit the books and accounts at any time.

Section 810(b). Upon receipt of properly drawn voucher, the National Treasurer will issue a check. The signatures of the National Treasurer and the National President will be on all, or may be affixed by a signature stamp. If the bill is irregular or in some manner out of order, the Treasurer has the authority to refer the matter to the NBOD via the National President for decision.

Section 810(c). The National Treasurer shall receive information from the NFS of the amount of monies deposited for Membership payments and then with the information received from the NFS as to the Units due the PCT, transmit the correct amounts to the various Units. The National Treasurer shall also withhold the PCT checks due to be mailed to the Units in July, for all Units which have not complied with Article 14, Section 1405, Sub-Section 1405(e).

Section 810(d). The National Treasurer records all receipts and makes proper entry of any increase to funds by way of interest. Monthly or more often if desired, prepares in duplicate an itemized list of all monies received, from whom, for what, and forwards the original list and one copy to the National Financial Secretary of the deposits of the interest, checks, and money orders. The National Financial Secretary signs the original, acknowledging the deposits and returns the signed original list to the National Treasurer for the files.

Section 810(e). The National Treasurer submits quarterly reports, which have been audited, to the NBOD and to all Units showing receipts and disbursements, and issues any other reports as directed by the NBOD. The National Treasurer prepares and makes an Annual Report to the NBOD and to the National Convention, showing gross receipts, expenditures, and balances on hand at the end of the fiscal year, together with recommendations. Recommendations requiring action of the National Convention shall be in official format with copies for the delegates.

Section 810(f). The National Treasurer prepares an inventory of all tangible properties of the LA FRA with the following information: name of equipment, location of equipment and whose inventory; price when purchased; present estimated value; and all other information pertinent to the subject. The inventory is to be submitted to the NBOD Pre-Convention meeting.

Section 810(g). No, LA FRA properties of any value shall be surveyed, sold, or destroyed, without prior approval of the NBOD.

Section 810(h). Complete financial records shall be retained for the preceding seven years. Files and records, unless ordered retained in the C&BL or SR, shall be destroyed. All ledgers containing original entries of receipt and disbursements shall be retained indefinitely.

Section 810(i). The National Treasurer shall be the custodian of all copies of the insurance policies, deeds, title, or other evidence

of lien. The Treasurer periodically reviews all insurance policies, deeds and the position fidelity bond to ascertain current coverage is up to date. A secure file of the original documents shall be kept at the FRA National Headquarters' for safe keeping.

Section 810(j). The National Treasurer receives a monthly allowance determined by the National Convention.

Section 810(k). The Keeper of the Keys and National Archives Chairman shall be appointed by the National President for a for a period of three years, the same as the National Treasurer and shall be custodian of the original records, and will be the liaison between the FRA National Headquarters and the LA FRA's National Treasurer.

Section 810(l). The National Treasurer performs other duties as directed by the National President or the NBOD.

Section 810(m) The National Treasurer is allowed travel expenses determined by the National Convention.

### **Section 811. Duties of the National Chaplain**

Section 811(a). The National Chaplain performs nonsectarian devotional services at the National Convention and other duties as the National President requests. The National Chaplain is an appointed National Officer, but not a member of the NBOD.

Section 811(b). The National Chaplain has authority to send flowers to elected National Officers who are ill, price not to exceed authorized budget limitations.

Section 811(c). In the event of the death of a current National Officer of the LA FRA, or FRA, their spouses and Past National Presidents of the LA FRA, the Chaplain is authorized to send a memorial donation to an appropriate fund or flowers, price not to exceed authorized budgetary limitations.

Section 811(d) The National Chaplain is allowed travel expenses determined by the National Convention.

## **Section 812**

## **Duties of the National Parliamentarian**

Section 812(a). National Parliamentarian shall be thoroughly acquainted with the C&BL, SR, UI & Rituals, and *Robert's Rules of Order, Newly Revised*. Specific outline of the requirements of this office are found in *Robert's Rules of Order, Newly Revised*. Advise, when requested, the National President, NBOD, and the Units of the Ladies Auxiliary in parliamentary procedure and assists in preparing resolutions, in order that resolutions comply with the provisions of Article 12. The National Parliamentarian is an appointed National Officer, but not a member of the NBOD.

Section 812(b). The National Parliamentarian assists in preparing Unit resolutions to be proposed for consideration at either the Regional Convention or the National Convention. Any change in Unit resolutions will be approved by the Unit submitting the resolution.

Section 812(c). National Parliamentarian may be required to prepare, in resolution form, the National Board vote and/or convention action, any subject material, prepared by a special committee, as directed by the National President, or the convention.

Section 812(d). National Parliamentarian advises on Parliamentary matters at the request of the National President, subject to the final approval of the National President.

Section 812(e). When serious errors in the conduct of business are noticed, the Parliamentarian may call them to the attention of the National President, in the manner previously agreed between the Parliamentarian and the National President.

Section 812(f). National Parliamentarian assists the C&BL Committee at Convention in properly filling out the report outlined in SR 17.

Section 812(g). Regions shall submit their Bylaws to the National Parliamentarian to be reviewed for conflict with C&BL.

Section 812(h). The National Parliamentarian shall sit in at the National Convention and National Board meetings but has no vote.

Section 812(i). National Parliamentarian performs other duties as directed by the National President or the NBOD.

Section 812(j) The National Parliamentarian is allowed travel expenses determined by the National Convention.

**Section 813. Duties of the National Historian**

Section 813(a). National Historian prepares for posterity the records of the LA FRA.

Section 813(b). National Historian performs other duties as directed by the National President or the NBOD.

Section 813(c). The Chairman reports to the Annual Convention.

**Section 814. Duties of the Liaison to the Editor of *FRA Today***

Section 814(a). The Liaison assists the National President in assembling news items from the Auxiliary Units and in the preparation of news items for publication in *FRA Today*. The National President, audit LA FRA or the duly appointed representative, clears all items for publication in *FRA Today*. The Editor of *FRA Today* is authorized to rewrite, in whole or in part, any item submitted in order to comply with the mandates of the NBOD of the FRA.

Section 814(b). The Chairman reports to the Annual National Convention.

**Section 815. Duties of the National Pilgrimage Chairman**

Section 815(a). Annual Pilgrimage to the Tomb of the Unknowns and the Mast of the USS Maine.

Section 815(b). The Chairman's duties are as follows:

- (1) Has charge of acquiring the LA FRA wreaths for Tomb of the Unknowns and the Mast of the Maine, at Arlington, Virginia
- (2) Arranges a hotel reception room
- (3) Arranges a traditional reception for the National President to be held on the Saturday of the Pilgrimage weekend, with tea, coffee, cake, mints, etc. no alcoholic beverages.
- (4) Making arrangements at the cemetery
- (5) Bus Transportation
- (6) Printing and distributing programs

Section 815(c) Donations – Each Unit is privileged to send five dollars each year, prior to the 25<sup>th</sup> of April, to the National Financial Secretary, as a contribution to the Pilgrimage fund. The monies donated helps to defray the cost of the Annual Pilgrimage.

Section 815(d). The Chairman receives an advance according to the budgeted line item to cover the expenses of the Pilgrimage.

Section 815(e). All monies expended shall be reported, with an itemized listing of expenses, copies of receipts attached, and sent to the National Financial Secretary. If the expenses are under the budgeted amount the monies are refunded along with the report, if expenses exceed the budget line item, a NBOD resolution must be presented before the additional payment is made.

Section 815(f). The Committee Chairman makes a report to the Annual National Convention.

Section 815(g). Further Pilgrimage details are contained in the UI & Rituals, Chapter 15.

### **Section 816. Duties of the Standing Committees**

Section 816(a). The Chairmen of all Standing Committees makes an annual report of their activities to the NBOD and to the National Convention, with recommendations. All official correspondence pertaining to the duties of their committee shall be sent via the National President for endorsement.

### **Section 817. Duties of the National Audit Committees**

Section 817(a). This committee shall be in two parts, each composed of a chairman and two members. One group shall be located in proximity to the residence of the National Financial Secretary and the other group close to the National Treasurer.

Section 817(b). These committees audit the books of the National Financial Secretary and the National Treasurer quarterly. Commencing in October they shall audit the books for the preceding quarter and continue throughout the year, in the months of January, April and July; and when directed by the National President or the NBOD.

Section 817(c). The audit committee makes a detailed investigation of the financial records of the LA FRA as follows:

- (1) Check all bills, vouchers, receipts

- (2) Check records of National Financial Secretary and National Treasurer
- (3) Note outstanding bills
- (4) Note property values, such as bonds, etc.
- (5) Note sale of property
- (6) Note any other items pertaining to finances
- (7) Note that all forms for the IRS (i.e.) EIN Number and 990 Filing.

Section 817(d). In case the office of the National Financial Secretary or the National Treasurer is vacated, the financial records of the LA FRA shall be audited to date of successor taking office.

Section 817(e). The financial records of the LA FRA are audited at the close of the fiscal year, with an audit report for the complete fiscal year, which begins 1 October and terminates on 30 September.

Section 817(f). The Convention Audit Committee audits the financial records of the LA FRA, for the period dating from the last quarterly report of the Audit Committee to the date of election of officers. All bills of the current administration, carried over by necessity to the ensuing administration and all outstanding, shall be listed.

Section 817(g). The Audit Committee Chairmen make their reports to the Annual National Convention, to be voted on and approved by the delegates.

### **Section 818. Duties of the National Budget and Finance Committee**

Section 818(a). This committee shall consist of six members appointed by the National President for terms of three years, two members being replaced or reappointed each year by the incoming National President.

Section 818(b). This committee makes an extensive survey of the financial needs and policies of the LA FRA and makes a report of its findings and recommendations to the NBOD.

Section 818(c). This committee holds meetings as directed by the NBOD in order to study receipts and disbursements, to review



the current budget, prepares the annual budget, and makes recommendations to the NBOD.

Section 818(d). They have authority to examine the financial records of the LA FRA. The National Financial Secretary, and the National Treasurer cooperate with this committee, and a convenient time shall be arranged. The committee studies receipts and disbursements and reviews the budget. They prepare the annual budget for submission to the NBOD and the National Convention. This committee incurs no travel expenses, unless authorized by the NBOD.

Section 818(e). The Budget and Finance Committee recommends to the NBOD the appropriate amount for the fidelity bond for the National Financial Secretary, and the National Treasurer.

Section 818(f). The Committee Chairman makes a report to the Annual National Convention and recommendations are to be voted on and approved by the delegates

### **Section 819            Duties of the National Constitution and Bylaws Committee**

Section 819(a). This committee consists of six members appointed by the National President for terms of three years, two members being replaced or reappointed each year by the incoming National President.

Section 819(b). It shall be the duty of this committee to receive resolutions proposing amendments to the C & BL, SR, and UI & Rituals from Units, the NBOD and Standing Committees of the LA FRA. Resolutions received shall be reviewed for conformity with the C & BL, SR, and UI & Rituals. The committee shall acknowledge receipt of all resolutions received and those found in possible conflict shall be returned to the originator explaining the discrepancy, with a copy to the National President and the National Parliamentarian.

Section 819(c). Annually, the committee shall review the C&BL and SR and propose amendments and/or revisions as appropriate when permitted by the applicable provisions of the C&BL.

Section 819(d). Any Directive of the FRA NBOD to the LA FRA convention or in the interim between conventions shall be included in the convention reports.

Section 819(e). The Committee Chairman makes a report to the Annual National Convention, recommendations and amendments submitted are to be voted on and for approved by the delegates.

**Section 820. Duties of the National Membership and Retention Committee**

Section 820(a). The Chairman of this committee shall be the National Vice President with all Regional Vice Presidents as members. Their duties are to devise ways and means of increasing membership, retaining current members and persuading former members to return. They encourage the organization of Units in localities, which have sufficient persons eligible to sustain and support a Unit.

Section 820(b). The National Membership and Retention Committee Chairman makes a report to the Annual National Convention.

**Section 821. Duties of the National Unit Report Committee**

Section 821(a). This committee, which is comprised of six members, is in charge of judging the Unit Report at the Annual National Convention.

Section 821(b). This committee shall encourage Units to participate in Unit Activities, Americanism-Patriotism, Hospital, Publicity, Welfare and Rehabilitation, and Youth Activities. Guidelines of these categories are explained in detail in the Standing Rules of 36 thru 45.

Section 821(c). A first, second and third place award of merit is presented at the Annual Convention by the National Unit Report Chairman to Units doing the most outstanding work reported in the Unit Report.

Section 821(d). The Committee Chairman reports to the Annual Convention on forms supplied by the National Executive Secretary.

**Section 822. Duties of the National Web Master**

Section 822(a) The **LA FRA web site: [www.la-fra.org](http://www.la-fra.org)**.

Section 822(b) The Web Master shall update the web site at the beginning of the association year with the listing of the new National Officers and Appointees, as well as the following:

- (a) Membership applications
- (b) LA FRA Scholarship's information and application.
- (c) PCT report forms
- (d) Unit Officers report
- (e) The Unit report of death of a member

(f) *The Triangle* with the LA FRA National Convention information received from the NES, and any information the National President wants published at this time.

Section 822(c) The Web Master shall be responsible for receiving monthly updates for the web page from the National Executive Secretary, including but not limited to items from *The Triangle* and any other important information for the members to be published.

Section 822(d) The Web Master shall also contact the National President for information to be put on the web page, and the approval of the information to be published.

Section 822(e) Other officers wishing to have an item put on the web page must have the approval of the National President.

## **Article 9 - Finance Policy**

### **Section 901. Assets and Business Transaction**

Section 901(a). **Bank accounts**, bonds, securities, property and goods, insurance policies, surety and fidelity bonds, and all valuables belonging to the LA FRA shall be registered or listed in the name of the LA FRA, and all business transactions, of whatever nature, shall be transacted in the name of the LA FRA.

Section 901(b). **Designated Bank** - The NBOD may periodically re-designate the bank in which the LA FRA funds will be deposited.

### **Section 902. Audits**

Section 902(a). The National Treasurer's and the National Financial Secretary's books shall be audited quarterly.

Section 902(b). The NBOD shall be authorized by a two-thirds vote to engage a certified public accountant to audit the financial records of the LA FRA.

### **Section 903. Budget**

Section 903(a). Except with respect to the Scholarship Reserve Fund and the Welfare and Rehabilitation Reserve Fund, the NBOD shall limit the expenditures of the LA FRA to a budget approved by the National Convention. If it is determined by the NBOD that the appropriation for any budget item is insufficient, then, by a two-thirds vote, the NBOD may approve an over expenditure, not exceeding three percent of the total budget during the fiscal year. Any sum in excess of this amount shall be referred to the Units for approval or disapproval.

Section 903(b). **Interim Budget** – In the event the Annual National Convention fails to be held on the regularly designated date, the NBOD shall continue the budget until the convening of a National Convention and it is authorized to make reductions as may be necessary. It is further authorized to continue the budget from the end of the fiscal year to the convening of the National Convention for the payment of allowances and for the normal operating expenses of the LA FRA.

**Section 904. General Funds**

Section 904(a). All monies received from all sources by the National Financial Secretary shall be remitted to the National Treasurer. Monies received by the National Financial Secretary shall be deposited in the Ladies Auxiliary Membership Account.

Section 904(b). **Vouchers and Disbursements** - All disbursements shall be by properly drawn voucher, and check, signed by the National Treasurer and counter-signed by the National President, or by the National Vice President at the direction of the National President or affixed with a signature stamp. (Ref. Article 8, Sub-Section 810(b). The exception being the PCT written by the National Treasurer.

**Section 904(c). Fidelity Bond** - National Officers, and Unit Officers that have custody of Auxiliary funds shall be bonded under a Position Fidelity Bond. The National Treasurer, and the National Financial Secretary, shall be bonded for an appropriate amount as recommended by the National Budget and Finance Committee to the NBOD. Premiums on the bond shall be paid from the funds of the treasury.

**Section 905. Reserve Funds**

Section 905(a). **The Scholarship Reserve Fund** - This shall be established for three thousand dollars (\$3000.00) annually, to be administered according to established rules. This fund may receive additional voluntary donations.

Section 905(b). **The Welfare and Rehabilitation Reserve Fund** - This shall be established for twenty-five hundred dollars. The National President is authorized to expend up to five hundred dollars according to established rules. The NBOD, by a two-thirds vote of the entire Board, is authorized to expend up to the amount of twenty-five hundred dollars of the fund annually.

## **Article 10 - Regions**

Section 1001. **Geographic Boundaries** - The LA FRA conforms to the FRA Regions as follows:

### **Section 1001(a). Northeast/New England Region, (10/13)**

New York, New Jersey, Pennsylvania, Maine, New Hampshire, Vermont, Rhode Island, Connecticut, Massachusetts, and all Units overseas in the Atlantic, north of the fortieth parallel, north.

### **Section 1001(b). East Coast Region:**

Maryland, District of Columbia, Virginia, West Virginia, North Carolina and Delaware.

### **Section 1001(c). Southeast Region:**

Florida, Georgia, South Carolina, Alabama, Tennessee, and all Units overseas in the Atlantic, south of the fortieth parallel north, and all Units in Central and South America.

### **Section 1001(d). North Central Region:**

Michigan, Ohio, Kentucky, Indiana, Minnesota, Wisconsin, Iowa, Missouri, Kansas, Oklahoma, North Dakota, South Dakota, Illinois and Nebraska.

### **Section 1001(e). Southwest Region:**

California, south of the east-west line drawn between Monterey, Kings, Tulare and Inyo Counties to the north, and San Luis Obispo, Kern and San Bernardino Counties to the south; Nevada, south of a line running east-west from the Arizona-Utah border; Arizona; New Mexico; and Texas west of a line extending north-south from the eastern New Mexico-Texas border.

### **Section 1001(f). West Coast Region:**

California, north of the east-west line drawn between Monterey, Kings, Tulare and Inyo Counties to the north; San Luis Obispo, Kern and San Bernardino Counties to the south; Nevada, north of a line running east-west from the Arizona border; Utah; Colorado; and Wyoming

### **Section 1001(g). Northwest Region:**

Washington, Oregon, Idaho, Montana, Alaska, Hawaii, and all Units overseas in the Pacific include those Units in the Republic of the Philippines.

Section 1001(i). **South Central Region:**  
Arkansas, Louisiana, Mississippi, and Texas, east of a line running north-south at the Texas-New Mexico border.

**Section 1002 Regional Bylaws**

Section 1002(a). Each Region shall adopt Bylaws for governing of affairs of the Region, not to conflict with the C&BL.

Section 1002(b) A certified copy of the Regional Bylaws with amendments up to date shall be filed with the National Executive Secretary, with a copy to the National Parliamentarian, who will turn the copy over to the newly appointed National Parliamentarian at the adjournment of the National Convention.

Section 1002(c). After adoption by a Region, Regional Bylaws or amendments, are to be ratified by a majority vote of the NBOD at the Pre-Convention Board meeting before they become effective. (Ref: SR 19(n))

Section 1002(d). The NBOD is empowered to declare null and void or to re-word any portion of Regional Bylaws, which it considers to be in conflict with the C&BL.

Section 1002(e). In general, the principles of Article 12 shall apply to the adoption and amendment of Regional Bylaws except the Regional Bylaws may be amended at any Regional Convention.

## **Article 11 – Unit Charters**

### **Section 1101. New Unit Charter Information**

Section 1101(a). No Unit of the LA FRA shall be organized until the Branch, whose name and number the Unit will bear, has complied with provisions of Section 1309, C&BL of the FRA.

Section 1101(b). The Branch President and Secretary certify to the National President of the LA FRA, over their personal signatures, that the Branch has sanctioned the formation of a Unit, having complied with the provisions of the C&BL of the FRA.

Section 1101(c). The National President, LA FRA notifies the Regional President of that Region that a Unit for Branch (name and number) has been approved. The National President then notifies the National Financial Secretary to send the appropriate supplies as stipulated in Article 8, Sub-Section 809(e) to the Branch Secretary.

Section 1101(d). Application to form a Unit of the LA FRA shall be made by a group of not less than **fifteen** candidates who meet the membership requirements of Article 3. **Ten** may be members of the Auxiliary requesting a transfer in order to affiliate with the new Unit and **five** shall be new or reinstated members.

Section 1101(e). Waiver – A waiver may be authorized by the National Board of Directors, FRA, as outlined in Section 1201 FRA, C & BL (Ref: LA FRA, C & BL, Section 1310)

Section 1102. **Time Limit for Institution** - A Chartered Unit shall be instituted and its officers installed within three months of the date the Charter was issued and within six months of the date of the Branch authorization, otherwise the Charter shall be invalid. If the Branch still is supportive of a Unit, it must reapply for the Charter.

Section 1103. **Denial of Charter** - If the application for Charter has been denied, authorization rescinded, or time has expired, then all monies paid to the treasury in form of dues, shall be refunded to the Branch Secretary, with instruction to make refund, in full, to all signers of the petition for Charter.

### **Section 1104. Suspension or Revocation of Charter**

Section 1104(a). The NBOD of the LA FRA, with the approval of the NBOD of the FRA, in each individual case, has authority to suspend or revoke the Charter of any Unit of the Ladies Auxiliary.



Section 1104(b). The Regional President will take action when membership of a Unit decreases to less than five members in good standing.

Section 1104(c). When a Unit willfully violates or refuses to comply with the C&BL of the Ladies Auxiliary or the Directives of the NBOD of the FRA.

Section 1104(d). When a Unit engages in unlawful acts or practices, which tend to bring discredit to the good name of the FRA and LA FRA.

Section 1104(e). When a Unit is under suspension, no meeting shall be held in the name of the Unit or the LA FRA, except for the sole purpose of the discussion of the case, effect, or removal of the penalty. Except for existing legal obligations no funds of the Unit shall be expended, and no additional obligations incurred, during and while the order of suspension is in force and effect, nor shall the Unit be entitled to any representation in the affairs of the LA FRA.

Section 1104(f). If a Unit is declared defunct, its Charter revoked or voluntarily surrendered, the NBOD shall assume control of all books, records, properties and monies, keeping them in trust until a vote of the members in good standing at the time the Charter was relinquished, decides as to the final disposition of same, provided at no time shall the assets of the Unit be distributed among the individual members. They may be donated to charity, another Unit of the LA FRA, the treasury of the LA FRA or the FRA.

**Section 1105. Voluntarily Surrender of Charter** - A Unit desiring to voluntarily surrender its Charter gives notice to all Unit members in good standing, not less than ten days prior to the regular stated meeting that a vote on voluntarily surrendering the Unit Charter will be taken at that meeting. Members are given a choice of transferring to a Unit or Membership-at-Large. If no choice is made the members will be transferred to Membership-at-Large. If the action receives a two-thirds vote, the Unit petitions it's sponsoring Branch for authority to voluntarily surrender the Unit Charter.

**Section 1106. Reactivating A Unit**

Section 1106(a). If a Unit is reactivated within three years of its deactivation, any funds held in escrow by the treasury shall be returned to that Unit within thirty days of reactivation.

Section 1106(b). If a Unit is reactivated within three years of its deactivation, the original Charter shall be retrieved by the Regional President from archives and be presented at the Unit's reactivation.

Section 1106(c). If a Unit is not reactivated within three years of its deactivation, the funds held in escrow by the treasury shall become the property of the LA FRA.

## **Article 12 - Amendments to the C&BL, Standing Rules, Unit Instructions and Rituals**

### **Section 1201. C & BL Adoptions**

Section 1201(a). **Adoptions of Amendments** – The Annual National Convention according to the C & BL, Article 6, and Section 608, Sub-Section 608(a) shall adopt amendments and additions to the C & BL, SR, UI, & Rituals and administrative policies.

### **Section 1202. FRA Requirements**

Section 1202(a). **Directives** – Official Directives from the FRA, NBOD to the LA FRA, during the National Conventions, or during the interim between the Annual National Conventions, becomes effective immediately, unless otherwise provided and instructed.

Section 1202(b) All proposed amendments to the C & BL and SR's of the LA FRA, shall be presented in resolution form to the FRA on the C & BL report form as outlined in SR 17(a)(1).

Section 1202(c). All amendments to the C & BL, LA FRA, adopted by the National Convention shall become effective only when ratified by a vote of the NBOD of the FRA.

Section 1202(d). **Effective Date of Amendments** – Amendments to the C & BL, LA FRA, adopted by the National Convention shall become effective upon adjournment of said National Convention unless otherwise provided. Units and Regions shall comply immediately and amend their bylaws, as appropriate. (Ref: FRA, C & BL, Section 1405)

### **Section 1203. C & BL Amendments**

Section 1203(a). The C & BL may be amended only by action of the National Convention in the manner hereinafter provided, except that in an extreme emergency, any change vital to the welfare of the LA FRA may be proposed by the NBOD subject to the approval of the next National Convention, with further ratification by the NBOD of the FRA.

Section 1203(b). **Two-Thirds Majority** – It shall require a two-thirds vote of the National Convention, to amend the C & BL of the LA FRA.

Section 1204.       **Originating Proposed Amendments**

Section 1204(a)     Proposed amendments to the C & BL shall originate as follows:

Section 1204(b).    In a Unit. The amendment will be proposed at a regular meeting of the Unit held in one month, then read, debated, and acted upon at a subsequent regular monthly meeting of the Unit, with not less than a two-thirds favorable vote required for adoption.

Section 1204(c).    By the National Board of Directors – By resolutions adopted by a two-thirds vote.

Section 1204(d).    By a Standing National Committee – By resolution adopted by a majority vote, except where the C & BL or Standing Rules otherwise provide.

**Section 1205.       Resolution to Amend**

Section 1205(a).    All proposed amendments to the C & BL shall be received in proper resolution form by the National Executive Secretary, LA FRA, not less than 120 days before the convening date of the National Convention, except the National Board of Directors shall be allowed an extension of 30 days beyond that date and all proposed resolutions shall be in the following prescribed format: Ref: Page 103 of *Roberts Rules of Order, Newly Revised*.

Section 1205(b).    The resolution shall be restricted to one subject and may encompass an entire article of the C & BL.

Section 1205(c).    The **Whereas** shall state the number of the article, section or sub-section which is to be amended, and shall contain the exact wording of the entire article, section, or sub-section as it appears in its current form.

Section 1205(d).    The **Whereas**, shall state the reason(s) for the proposed amendment. You may have several **Whereas**, to explain why you feel a change is necessary the last **Whereas** shall end with – now therefore be it.

Section 1205(e).    The **Resolved** shall contain the exact wording of the entire article, section, or sub-section as it is proposed to appear in the C & BL. When a title, name or proper noun is changed in this manner, the same title, name or proper noun shall be

amended in other articles, sections or sub-sections by the same resolution with a further Resolved merely listing the change and the articles, sections or sub-sections to be amended.

Section 1205(f). Proposed amendments to the C & BL originated in Units shall contain the following certification signed by the Unit President and the Unit Secretary. "This is to certify that this resolution was proposed at a regular meeting of Unit Number \_\_\_\_\_ held on \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year) and read, debated and adopted by a two-thirds (or unanimous) vote at a regular meeting of Unit Number \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_(year) \_\_\_\_\_ there being a quorum present.

Section 1205(g) A signed copy with original signatures shall be sent to the National Executive Secretary, National President, National Vice President, National Parliamentarian and the Chairman of the C & BL Committee, not less than 120 days before the convening date of the Annual National Convention.

**Section 1206. Standing Rules, UI and Rituals Amendments** – Resolutions pertaining to the SR or UI & Rituals shall be in the same format as described in Section 1205 with the exception of the Certification as outlined in Section 1205(e). Amendments to the SR or UI & Rituals may be proposed, read, debated, and adopted by a majority vote at a single meeting.

**Section 1207. Editing Committee** – Following the adoption of amendments to the C & BL, SR, UI, & Rituals, and prior to publication of the appropriate changes or revisions, a three-member committee comprised of the National Constitution & Bylaw Chairman, the current National Parliamentarian, and a Past National President. They shall edit the C & BL, SR, UI, & Rituals for typographical errors in printing, duplication, punctuation, or capitalization. Punctuation will not in any manner change the intended meaning or context of the sentence. The arrangement or rearrangement of the proper sequence and continuity. Such corrections may be made if they do not in any manner change the intended meaning.

**AUTHORITY FOR ORGANIZATION  
ARTICLE 13  
CONSTITUTION AND BYLAWS  
OF THE  
FLEET RESERVE ASSOCIATION**

Authority for organization of the Ladies Auxiliary of the Fleet Reserve Association as authorized by the FLEET RESERVE ASSOCIATION ON THE 7<sup>TH</sup> of September 1936 (See page 3).

## Article 14 - Unit Organization

### Section 1401. Organizing a Unit

Section 1401(a). An Auxiliary Unit may be of great value to a Branch of the FRA, as an aid to welfare, social and patriotic work.

Section 1401(b). No Unit of the LA FRA shall be organized until the Branch whose name and number the Unit will bear, has complied with the provisions of Section 1309, C & BL, of the FRA.

Section 1401(c). The Branch President and Secretary certify to the National President of the LA FRA, over their personal signatures, that the Branch has sanctioned the formation of a Unit having complied with the provisions of the C & BL, of the FRA.

Section 1401(d). The National President, LA FRA notifies the Regional President of that Region that a Unit for Branch (name and number) has been approved. The National President then notifies the National Financial Secretary to send the appropriate supplies and instructions to the Branch desiring to form an Auxiliary Unit. (Ref: Article 8, Sub-Section 809(e).

Section 1401(e). A meeting is called for preliminary steps to form a Unit. Transferred members may be counted to complete the fifteen members necessary. Ten of these may be members of the Auxiliary requesting a transfer in order to affiliate with the new **Unit** and five shall be new or reinstated members. (Ref: 1101(d)

Section 1401(f). An outline of aims, purpose, and operation of a Unit, by a member, or National Officers or Chairman, who calls for nominations of a Temporary Chairman and Secretary and conducts the election.

Section 1401(g). The Temporary Chairman and Secretary conduct the business of completing membership forms, collection of dues, issues receipts, and makes a written record.

Section 1401(h). Nominations for President are in order; election by majority vote; then announced by the Temporary Chairman. President-elect assumes chair.

Section 1401(i). Nominations are in order for Vice President or 1st Vice President if a 2nd Vice President is desired, election by majority vote.

Section 1401(j). Nominations for Secretary or Secretary - Treasurer are in order, election by majority vote. Secretary-elect assumes this office and the records thus far assembled by the Temporary Secretary. The Secretary-elect takes the minutes for the balance of the meeting.

Section 1401(k). Five Directors - If a Unit desires, one additional Director may be elected for each one hundred members of the Unit.

Section 1401(l). A motion for application for a Charter is in order, which may be kept open for thirty days, after presentation, in order that additional names may be included. This application is in duplicate.

Section 1401(m). A check for all dues accompanies the application for the Charter and is sent to the National Financial Secretary.

Section 1401(n). The time and place of the next meeting is announced; or a written notice three days prior to meeting will be mailed.

### **Section 1402. Institution, Initiation, and Installation**

Section 1402(a). The Charter, when properly signed, is delivered to the Branch, which is organizing the Unit.

Section 1402(b). The Regional President arranges for the Instituting of the Unit, Initiating of New Unit Members, and the Installation of Unit Officers according to the ceremonies located in the Unit Rituals. (Ref: Chapter 12)

Section 1402(c). If the Regional President of the Region, in which the Unit is located, cannot be the Instituting, Initiating, and Installation Officer, a National Officer, a Past National Officer, a Unit or Past Unit President, the Branch President, or any qualified Officer may be delegated for this duty.

Section 1402(d). The Instituting Officer presents the newly installed Unit President with three copies of the Unit Procedure Manual. One copy each for the Unit President, Unit Vice President, and the Unit Secretary. Four copies of the C & BL, SR, UI, & Rituals, shall be given to the Unit for use by the Unit President, Vice President, Secretary, and Chaplain. Information contained in the Unit



Procedure Manual and the C & BL, SR, UI, & Rituals shall be promulgated to other Unit Officers and Chairmen.

Section 1402(e). The Initiating Officer presents a membership pin to each new member.

Section 1402(f). The Branch President presents the Unit Charter to the newly Installed Unit President.

### **Section 1403. Unit Bylaws**

Section 1403(a). Following the installation, the Board of Directors writes Unit Bylaws, or Standing Rules to cover the Unit procedures for the time being. These are presented for adoption at the following meeting, at which the President appoints a Bylaws Chairman, unless this has been previously done.

Section 1403(b). Each Unit of the LA FRA may adopt Bylaws for the governing of the affairs of the Unit, if nothing contained therein conflicts with the C&BL of the LA FRA. The Unit shall submit its Bylaws and amendments to the Branch Board of Directors for ratification.

Section 1403(c). The Branch Board of Directors ratifies the Unit Bylaws. Information on parliamentary procedure may be requested from the National Parliamentarian.

### **Section 1404. Unit Officers**

Section 1404(a). Each Unit of the LA FRA, in accordance with Unit Bylaws, elects the following:

Section 1404(b). President

Section 1404(c). Vice President, or First Vice President, if a First Vice President and Second Vice President division is desired

Section 1404(d). Second Vice President (optional)

Section 1404(e). Secretary or Executive Secretary, if an Executive Secretary and Financial Secretary division is desired.

Section 1404(f). Financial Secretary (optional)

Section 1404(g). Treasurer (The office of Secretary and Treasurer may be combined and held by one officer. When the Secretarial duties are divided, combining the Treasurer's duties shall not be allowed).

Section 1404(h). The Junior Past President is defined as the living person who most recently has served in the office of the President and did not resign from that office.

Section 1404(i). Five Directors - If a Unit desires, one additional director may be elected for each one hundred members of the Unit.

Section 1404(j). The above elective Officers and Directors with the Junior Past President shall constitute the Unit Board of Directors.

### **Section 1405. Nominations and Elections of Unit Officers**

Section 1405(a). Nominations for Unit Officers shall be opened at a meeting in March, April, or May, as specified by the Bylaws of each Unit. They remain open until a meeting in the month following opening of nominations, then closed, and officers elected for a period of one year, except that Secretaries and Treasurers may be elected for a period of two years.

Section 1405(b). Units outside the continental limits of the United States may if they desire, nominate, elect, and install Unit Officers in three consecutive months, as specifically provided for in the Bylaws of the Unit. However, the process for the nomination and election of Unit Officers shall be carried out in the manner prescribed in Section 1404.

Section 1405(c). The elections shall be held in the following order: for President closed and a written ballot taken, if more than one nominated; First Vice President; Second Vice President (optional); Secretary; Treasurer; and then the Directors. Majority vote shall elect. Unit Officers shall not be elected by mail vote.

Section 1405(d). Officers-elect shall be installed at a meeting in the month following election. The Installing Officer shall be a member in good standing of the LA FRA or FRA who has been designated by the Unit. The incoming Unit President usually selects the Installing Officer. A letter bearing the signature of the Unit President and Secretary invites the Installing Officer.

Section 1405(e). Unit Secretaries immediately after election of officers shall notify the Regional President of their Region, National Financial Secretary, the National Executive Secretary, and the National Treasurer of the names and addresses of the officers to be

installed in the Unit and of all changes in Unit Officers whenever they occur, and give the date, time and location of their regular meeting.

Section 1405(f). The Unit President and Secretary sign official letters from the Unit. Except in emergency, no National Officer is under obligation to acknowledge letters from Units, except those so signed.

**Section 1406. Election of Unit Officers Option**

Section 1406(a). Any Unit may petition for an exception to Section 1405.

Section 1406(b). Any Unit may petition the Regional President for permission to elect a Unit President and four Directors for the subsequent Unit Administrative years.

Section 1406(c). The Regional President shall report those petitions approved to the delegates at the next annual Regional convention for ratification. A majority vote is required for ratification.

Section 1406(d). Upon written approval from the Regional President to operate under the provisions of Section 1406 and after elections but prior to installation, the Unit President shall appoint one of the Directors to perform the duties of the Secretary as outlined in other sections of Article 14.

**Section 1407. Duties of Unit Officers and Board of Directors**

Section 1407(a). Duties of the Unit Officers shall be defined in the Unit Bylaws and shall be consistent with the duties of the National Officers holding similar offices.

Section 1407(b). Meetings of the Unit Board of Directors shall be held at the call of the Unit President or upon written request of not less than a majority of the members of the board.

Section 1407(c). In case of an emergency arising between Unit meetings, the Unit Board of Directors shall have authority to act for the best interest of the Unit and the LA FRA. Actions shall be subject to ratification by the Unit at its next regular meeting.

**Section 1408. Vacancy in Office**

Section 1408(a). In the event of a vacancy in the office of Unit President, the Vice President shall complete the unexpired term. In the case of a vacancy in other Unit Offices, the Unit Board of

Directors shall appoint a successor who shall complete the unexpired term of office.

Section 1408(b). In the event of the reelection of the Unit President to successive terms of office, the Junior Past Unit President shall continue as the Junior Past Unit President during the corresponding successive terms.

Section 1408(c). The Junior Past Unit President is defined as the living person who most recently has served in the office of President and did not resign or was not involuntarily removed from that office.

Section 1408(d). When an officer who is a current member of the Unit Board of Directors, by virtue of having held an elective office, is elected to another position on the Board of Directors, **they shall**, as a prerequisite to, and prior to being installed as a member of the Board in the elective office, resign from the current position as a member of the Board of Directors. The Board of Directors fills that vacant position on the Board so created by the appointment of a Unit member in good standing.

**Section 1409. Fidelity Bond-** The LA FRA provides bonding for the Unit officers having custody of Unit funds, by way of a Fidelity Bond. The premium shall be paid from the treasury.

### **Section 1410. Unit Committees**

Section 1410(a). The President may appoint the following committees:

- (1) Activities
- (2) Americanism-Patriotism
- (3) Audit (Chairman and two members) (Article 8, Section 817)
- (4) Constitution and Bylaws
- (5) Finance
- (6) Hospital and VAVS/SVH
- (7) Membership & Retention
- (8) Publicity
- (9) Welfare and Rehabilitation
- (10) Youth Activities

Section 1410(b). Committees perform the duties indicated by their titles and functions under the supervision of the Unit President and Unit Board of Directors.

**Section 1411. Appointments**

Section 1411(a). The Unit President may appoint the following:

- (a) Chaplain
- (b) Parliamentarian
- (c) Historian
- (d) Sergeant-at-Arms
- (e) Two Color Bearers

Section 1411(b). Appointees perform the duties indicated by their titles and functions under the supervision of the Unit President and Unit Board of Directors.

Section 1411(c). The Unit President may appoint additional committees as necessary.

**Section 1412. Compliance** - Units comply with the laws and ordinances of the country, state, county, and city in which the Unit is located.

**Section 1413. Unit Meetings** - Each Unit of the LA FRA shall be required to hold stated meetings not less than once a month.

**Section 1414. Quorum** - Each Unit defines its own quorum. A quorum may be declared at the completion of the reading of the minutes of the previous meeting.

**Section 1415. Notice of Meeting** - All regular meetings of a Unit shall have at least three days written notice to all members, or notice shall be given at the previous regular meeting.

**Section 1416. Solicitations** - All Units of the LA FRA shall refrain from sending unsolicited raffle tickets to other Branches and Units.

**Section 1417. Order of Business**

Section 1417(a). In the interest of uniformity in the conduct of business by the Units, the following order of business shall be observed in meetings. For Ceremonies, Protocol and detailed wording, see the UI & Rituals, Chapter 7.

- (a) Parading of Colors
- (b) Color Guard "attention" (at altar)
- (c) Opening Prayer
- (d) Post Colors
- (e) Pledge of Allegiance
- (f) Star Spangled Banner (optional)
- (g) Recitation of the Preamble
- (h) Ceremony for draping Charter when necessary
- (i) Roll call of officers
- (j) Initiation of new members
- (k) Reading of the minutes of the previous meeting
- (l) Reading of the Treasurer's report
- (m) Reading of the minutes of the BOD Meeting
- (n) Chaplain's Report
- (o) Reports of Committees:
  1. Americanism-Patriotism
  2. Audit
  3. Finance
  4. Hospital and/or VAVS/SVH
  5. Membership & Retention
  6. Publicity
  7. Unit Activities
  8. Welfare & Rehabilitation
  9. Youth Activities
- (p) Reading of communications
- (q) Submission of bills
- (r) Recess, for payment of dues
- (s) Unfinished business
- (t) New business
- (u) Good of the Order
- (v) Salutation to the Dead
- (w) Closing Prayer
- (x) Retiring colors; members at attention
- (y) Adjournment

## **Article 15 - Miscellaneous**

### **Section 1501. Miscellaneous**

Section 1501(a). Wherever in the C&BL of the LA FRA "C&BL" is used, it means the Constitution and Bylaws of the LA FRA.

Section 1501(b). Wherever in the C&BL a section or sub-section number is given, it shall mean that section or subsection of the C&BL.

**Section 1502. Parliamentary Authority** - In the absence of a written rule, *Robert's Rules of Order Newly Revised* shall govern debates and procedures of the LA FRA and its Units.

### **Section 1503. FRA - FRA Today Policy**

Section 1503(a). The *FRA Today* shall publish items of interest to the membership of the FRA. In general, the content, insofar as practicable, will include articles on legislative matters, benefits and entitlement, services available, significant FRA events, sea services events and news, Branch and Unit news, Ladies Auxiliary news, and a "Taps" column. (Ref: Article 10, Section 1003, FRA C & BL)

**Section 1504. Prohibition of Assessment of Members** - No assessments except annual dues shall be levied against any member of the LA FRA.

### **Section 1505. Communications**

Sections 1505(a) Communications needed to expedite the business of the LA FRA will be at the National President's discretion.

Section 1505(b) All items requiring an original signature will still be required, completed and forwarded to the National Executive Secretary for the LA FRA files.

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