

STANDING RULES
OF THE
LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION
ANNAPOLIS UNIT 24
2024 REVISION

Standing Rules are previously adopted motions or rules for procedure which have a continuing effect until changed or repealed. Standing Rules can be amended, suspended or rescinded by a two-third vote at any general meeting of the Unit -- a quorum being present -- or by a simple majority vote when prior notice is given. Unit 24 will follow the Bylaws of the National LAFRA Bylaws.

SR-1 RECORD OF STANDING RULES. An updated record of all effective Standing Rules shall be kept by the incumbent Unit Secretary in an electronic version capable of being transmitted to the next Unit Secretary.

SR-2 UPDATE OF STANDING RULES. The Standing Rules shall be updated by the Bylaws committee every two (2) years (on even numbered years) between January and March. Results of the review shall be presented to the Board of Directors, for comments and recommendations after the first review by the Standing Rules Committee. Revisions shall be promulgated to the general membership in the month of April and voted for initial review in the month of May.

SR-3 FINANCIAL OBLIGATIONS AND LARGE EXPENDITURES. Apart from (a) below, no member shall obligate the Unit in any manner without a prior majority vote of approval from the general membership. In an emergency, when time is of the essence, the Board of Directors may act on behalf of the Unit, and such action must be ratified by a majority of the Unit Members at the next general membership meeting. The Board of Directors' actions must always be taken in the best interests of the Unit and of the LA FRA.

- a. The Unit President shall be allowed to spend up to \$150.00 in each fiscal year without approval. **Budget Line: Presidents Contingent Fund**
- b. The total expenses budgeted for the current fiscal year shall not exceed 5 percent of the total budgeted expenses in the prior fiscal year unless approved by a majority of the Board of Directors.
- c. After the approval of the budget at the beginning of the fiscal year, authorization for additions to the budgeted expenses and payment of non-budgeted expenses in the total cumulative amount of \$5,000 per fiscal year

may not be voted upon by the general membership unless first approved by a majority of the Board of Directors. The Treasurer shall be responsible for maintaining a running total of the additional items and expenditures.

SR-4 Unit Meetings: Except for the October meeting, which must be held offsite due to the Boat Show, the Unit will meet at the Branch home, 100 Compromise Street, Annapolis Maryland, at 7:00 pm on the first Tuesday of each month. When a regularly scheduled meeting falls on a holiday, the meeting will be moved to the following Tuesday. The Board of Directors will meet at 6:30 pm on the 1st Tuesday of each month.

SR-5 UNIT BANK ACCOUNTS. All Unit funds shall be deposited in the Unit's bank accounts in the name of Ladies Auxiliary of the FRA, Unit 24. All checks shall be signed by the President and Treasurer. If either the President or the Treasurer is unable to sign a check, the Unit Secretary may sign on their behalf in an emergency only. No other member of the Unit shall have access to the Unit's bank accounts.

- a. The Unit name on the bank account shall be the same as the Unit EIN filing.

SR-6 UNIT PROPERTY. The incoming and outgoing Presidents shall jointly perform an annual inventory of all Unit equipment in the month of June and present a report at the July meeting. A copy of the inventory shall be given to the Secretary who will retain it until the following year.

- a. The Unit inventory is maintained in the Unit storage lockers located on the second floor of the FRC. The Secretary has the Unit pins at her home.
- b. The keys to the Unit storage lockers shall be kept by Refreshment Chair and the Unit President, and a third copy is maintained in the FRC manager's office.
- c. No Unit property or funds are to be loaned, used, donated, or given to any person or organization without a recommendation by the Board of Directors and approved by the members at a regular meeting.

SR-7 EXPENSES. All bills or receipts for pre-authorized expenditures shall be submitted to the Treasurer for reimbursements or payment.

SR-8 HARDSHIP. If a member is financially unable to afford their dues payment and wishes to maintain membership in good standing, the Board of Directors, by majority vote, can elect to pay their dues on an annual basis from Unit funds. The payment will be reported only as an approved hardship payment.

SR-9 AUDIT. The books of the Treasurer shall be audited quarterly by the audit committee in April, October, January, and June. The June audit shall be held prior to installation of new officers. At the request of the incoming Treasurer, the books of the outgoing Treasurer shall be audited in July for the balance of the outgoing Treasurer's

fiscal year ending June 30th. Results of the Audit will be presented to the membership at the next general meeting.

SR-10 WIDOWS/WIDOWERS FUND: Upon the death of a Unit member's spouse, widow/widowers who make a written request to the Unit Chaplain will receive a check for \$50.00. In the absence of a written request, any Unit member may request the allowance on behalf of the widow/widower in consideration of the member's service to the Unit.

SR-11 OFFICIAL VISITS. When making an official visit to the Unit, the National/Regional President shall be given a check for \$50.00 and a dinner. If a traveling companion accompanies them, the companion's dinner will also be paid. Dinner will be paid by the **Unit Budget Line: National/Regional Presidents Visit**

SR-12 INITIATION. Newly initiated members shall be given a membership pin and a copy of the new members booklet. They will also be encouraged to download the LA FRA Constitution and Bylaws and to purchase a Unit 24 LA FRA Hat.

- a. Initiation will be held quarterly the second month in each quarter. (Feb., May, Aug., and Nov.)

SR-13 NEW MEMBERS. New Unit members that want to join Unit 24, LA FRA and wish to use the Fleet Reserve Club must purchase a key card and bumper sticker to have access to the FRC. If you just want to attend Unit 24 meetings and participate in their activities and fundraisers, then a key card for entrance will not be necessary.

SR-14 FLOWERS AND GIFTS: The Hospital and Welfare Chair shall send cards or take flowers, at the discretion of the Chair, to a member hospitalized. (The cost of the flowers shall not exceed \$50.00.) **The Chair also has a line item in the budget to follow.**

SR-15 DEATH OF MEMBER AND FAMILY. In the event of the death of a Unit 24 member, upon written request by a family member to the Unit Chaplain, a check in the amount of \$25.00 will be sent to the charity of their choice. In the absence of a written request, any Unit member may, on behalf of the family, submit a written request for donation to a specific charity in recognition of the deceased member's service to the Unit. If more than one member makes a request, the selection of the charity will be in the Unit Chaplain's discretion.

- a. The Chaplain shall send a notice to the Regional and National Chaplain on the proper LA FRA form. This form can be found on the LA FRA website: www.lafra.org.
- b. In the event of the death of a member's spouse or child, upon written request to the Unit Chaplain by the member, a check in the amount of \$50.00 will be sent to the charity of their choice. In the absence of a written request, any Unit member may, on behalf of the member and in

consideration of the member's service to the Unit, submit a written request for a donation to a specific charity. If more than one member makes a request, the selection of the charity will be in the Unit Chaplain's discretion.

SR-16 SERVICES. On Memorial Day, Veteran's, and Pearl Harbor Day services shall be held in conjunction with Branch 24 services.

SR-17 PUBLICITY. All Unit publicity must be cleared with the Unit President and Publicity Chair to not violate any IRS rulings on advertising for a Veteran's Organization 501 C19.

SR-18 BIRTHDAY CELEBRATION. Unit 24 will celebrate its birthday on the first Tuesday in June and have dinner. Dinners are to be paid for by each Unit member except when there is a potluck dinner.

SR-19 PAST PRESIDENTS. All Unit 24 Past Presidents shall be honored at each Unit Birthday Party with a gift and dinner. (Dinner is to be paid by the Unit for Past Presidents' and their guest.) The Unit will have a Memorial Service to honor our Past Presidents' who have joined the Staff of the Supreme Commander.

- a. A member may make reservations for self and guests. A Unit member making the reservation must pay for and accompany their guests.
- b. The money for Past Presidents gifts, decorations or food will be taken from the **Budget Line: UNIT'S BIRTHDAY PARTY**

SR-20 INSTALLATION OF OFFICERS. Installation of Officers will be held in June. Branch 24 determines the date; if the date is agreeable to Unit 24, we will have a Joint Installation of Officers. This is at the decision/discretion of the Unit.

- a. The incoming Unit President shall coordinate the meal selection and program with the Branch incoming President. (This is only germane if Unit 24 decides to have a Joint Installation.)
- b. A flower arrangement will be purchased for the head table to be given to the outgoing LAFRA and FRA Presidents, the Incoming LAFRA and FRA Presidents and both Installing Officers.
- c. The costs of the flowers will be shared with the Branch.
- d. Dinner will be paid by the Unit for the incoming President and three guests, Installing Officer and Guest, incoming Vice President Secretary, Financial Secretary, Treasurer and the Past Unit President.
- e. The money for flowers and meals will be taken from the **Budget Line: INSTALLATION OF OFFICERS**.
- f. The Unit Secretary will write a letter to invite the Installing Officer and Guest and it will be signed by the Unit President and the Secretary.

- g. The newly elected President is to be given a gavel at installation. If the President is elected for a second term, at completion of the second term the President will be given a gift. The current Treasurer will purchase the gift.
- h. The outgoing President will present pins and guards to the outgoing officers.
- i. The Unit shall give a token gift in appreciation to the outgoing Unit President.

SR-21 UNIT OFFICERS PINS. Unit officers pin will be awarded to the President, Vice President Secretary, Treasurer, Financial Secretary and Chaplain for a full year in office or past officers may elect to receive a guard. An Officer who has served the term without three or more unexcused absences shall be regarded as having served the term. Any Officer with three or more unexcused absences will be replaced according to the C&BL of the LAFRA.

SR-22 MEMBERSHIP MILESTONE PINS.

- a. In consideration of the member's service to the Unit and by majority vote of the Board of Directors, membership milestone pins may be awarded to active Unit members (or previously active members who are no longer active for good cause) with continuous membership for five, ten, 15, 20, 25 years and every five years thereafter.
- b. A Unit member with eligibility continuous membership who is not awarded a pin may purchase a pin from the Unit Secretary.

SR-23 PERFORMANCE OF DUTIES. An elected officer or Board of Directors or member in an appointed position may be removed from the position for failure to perform the duties of her/his position. Such removal shall be by a two-thirds vote of the Board of Directors. The Board of Directors is authorized to define, in each case, what constitutes failure to perform the duties of said office position (LAFRA C&BL, Article 5, Section 510) The person holding such positions shall be given 15 days' notice of the proposed removal and an opportunity within that period to provide information in defense of the removal.

SR-24 MEMBERSHIP CHAIR: The Chair is the Financial Secretary, if that position is not held by the Financial Secretary, the Vice President will serve as the Membership Chair. Application for membership in a Unit of the LA FRA shall be submitted to the Membership Chair of the Unit for verification that the applicant meets the requirements of this Article. (LAFRA C&BL, Article 3, Section 301 (c))

- a. The Chair shall have his/her signature on the application and then information written on an PCT form and mailed to the National Financial Secretary (This not to saying she must recruit only verify.)
- b. Any LAFRA member in good standing can recruit members into the Unit. A living sponsor must be a current FRA member. A deceased sponsor must have been an FRA member at the time of death or eligible to be a member at

the time of death based on the rules applicable at the time death as determined by the National FRA and prescribe in the LA FRA Constitution and By Laws. All Members are subject to Article 3-Membership section 301 (a) and (b)

- c. Reinstated members are classified as new members and must show eligibility to be a Unit member based on the rules applicable at the time of reinstatement. (LAFRA C&BL, Article 3, Section 302 (a) and (b))
- d. SR-25 BOOSTER ROLL. The Unit Secretary shall place the names of deceased members for the Unit administrated year and annually place Past National Officers on the booster roll for the East Coast Regional Convention and the National Convention.

SR-26 CONVENTION DELEGATES. To be a Paid Delegate to Mid -Year Meeting, and Regional and National Conventions, a member of Unit 24 must be a member in good standing and must have attended no less than six (6) regular meetings in the previous 12 months. The members shall submit their name at a regular meeting. Paid delegates' names are listed and approved.

- a. Those members not eligible to be a paid delegate may have their names added as unpaid delegates, up to the total voting strength.
- b. The names of all Unit 24, paid and unpaid delegates' names will be listed on the credentials sheet and mailed following said meeting.
- c. All paid delegates are expected to assist with all Unit 24 moneymaking activities. At conventions, all paid delegates must attend opening ceremonies and all business meetings. The President can approve exceptions.
- d. Honorary members who have attended no less than six (6) regular meetings in the previous 12 months and assist with the Unit's moneymaking activities are entitled to be paid members provided the dues-paying membership has not been reached.
- e. According to the new IRS ruling for Veterans' Organization. All money received for LAFRA business you must provide the Treasurer with copies of your receipts. Anything over \$600 without receipts you will be given a 1099 tax form.

SR-27 UNIT REPRESENTATIVE. The Unit President or Vice President will normally perform the duties as Unit representative for the monthly meeting of the FRC Board of Governors and the quarterly meeting of the Central Liaison Committee. In lieu of the President or Vice President in this position, the President may appoint a Unit member in good standing to represent the Unit. The Unit Secretary will write letters to the

secretaries of the BOG and CLC identifying who will represent the Unit at a meeting and who the alternate person will be.

- a. The purpose for attendance at the BOG meeting is to inform the board members of the scheduled activities of the Unit and to bring back to the Unit information from the Board of Governors about club activities.
- b. If the Chair cannot attend a meeting, the president must be notified and an alternate will be assigned.
- c. The purpose for attendance at the Central Liaison Committee meeting is to inform the attendees of upcoming (the next 90 days} activities of Unit 24 that will be of interest to, or open to members of other Units or Branches.
- d. If the Chair for the CLC cannot attend the Unit President should be notified in advance and an alternate Unit member should attend.
- e. A branch member cannot act as a proxy for a Unit member at either the Board of Governors meeting or the Central Liaison Committee meeting.

SR-28 OFFICIAL CORRESPONDENCE. All official correspondence of the Unit, be it a letter, minutes or email must be written and signed by the Unit President and cc by the Unit Secretary. The correspondence is not directed at the Chaplain or Treasurer. It is to keep the Unit from not violating any of the IRS Rulings that could get us in trouble as a 501-c 19 Veteran Association. We are a membership Association and must make sure that the public is not inadvertently invited to our activities and fund raisers for the Unit.

SR-29 RECURRING ACTIVITIES: The following are recurring annual activities already approved by the Unit that require no further approval for funding or execution. This list must be reviewed annually, and additions or deletions will be noted as required. Additions or deletions must be made by a majority vote of the members present at a regularly scheduled meeting, a quorum being present.

- a. National Presidents Project Contribution
- b. National Presidents Scholarship Funding
- c. National Pilgrimage
- d. Annual Fund Raisers (Three)
- e. Annual Children's Christmas Party
- f. Annual Greater Washington Soap Box Derby Sponsorship
- g. Annual Tax Filing (E-Post Card)
- h. Charter members' dues

SR-30 GENERAL MEMBER QUORUM. A quorum for a regularly scheduled meeting of the Unit 24 LAFRA will be minimum of Seventeen (17) members in good standing: Without a quorum present, no vote can be taken. There shall be no voting by proxy. Committee discussion can take place and does not have to be voted on by the Unit members.

SR-31 BOARD OF DIRECTORS MEETINGS. A quorum for a Board of Directors meeting of the Unit 24 LAFRA will be half the number of the Board of Directors plus one. Without a quorum present, no vote can be taken. We encourage all Board members to participate in the Unit activities.

SR-32 COMMITTEE MEETINGS. All committee chairmen must turn in to the Secretary a written report of date of meeting, a summarized discussion, and attendees. Or if the Chair does not have other persons on their committee, she/he will just report what they completed.

SR-33 BUDGET. Following the Unit Installation of Officers, the newly elected President and Treasurer shall set up a budget meeting prior to the July meeting of the Unit. If the Treasurer Officer changes it would be the outgoing Treasurer that would chair this committee with the newly elected Treasurer in attendance. The purpose of this is to propose the following Unit fiscal year operating budget. All members of the Unit are encouraged to attend. Because there is not time to promulgate the budget and be acted on 30 days later, it is appropriate to go through the budget line item by line item. If a line item has too much discussion, a timekeeper can be appointed so that no one person can have the floor for more than 3 minutes and the President can call for the vote. The budget will be voted on in the month of July. The Treasurer is the chairperson, the Unit President can call for a vote if he feels the discussions have gone on for too long.

- a. No expenditure on any line item that is brought up in the fiscal year can exceed more than 5 percent of the line item in the budget.

Committee Chair: Diane Hoover PNP

Committee Members:

Antoinette O'Neill PRP-EC

Katherine Bearden PRP-EC

Virginia Jorden PRP-EC

Cathleen Erickson

Sylvia Wainio PNC

Loretta Jorden Regional President-EC

Maria Piazzola Unit Secretary

Prepared by Diane Hoover PNP

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Amended January 2013

Revised September 2015

Revised April 2016

Revised January 2021

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