

STANDING RULES OF FLOTILLA 15-4

U.S. COAST GUARD AUXILIARY

ARTICLE I - NAME

1.1 The name of this organization shall be "Flotilla 15-4, Homosassa, FL., Seventh District, United States Coast Guard Auxiliary" herein referred to as the "Flotilla."

ARTICLE II - LIMITATIONS OF STANDING RULES

2.1 Any provisions in these Standing Rules which is in conflict with current edition of the United States Coast Guard Auxiliary Manual, COMDTINST M167790.1(Series), and all amendments and additions thereto, hereinafter referred to as the "Manual", Commandant or District Instruction and Notices, the National Board of Standing Rules, the District Standing Rules, and/or the Division Standing Rules shall be null and void.

2.2 These Standing Rules are supplementary to the policies and procedures established for the formation, operation, membership, election or appointment of officers and disestablishment of the Flotilla by the Manual of other appropriate Auxiliary requirements.

2.3 Nothing in these rules shall authorize the Flotilla to take any action inconsistent with or not authorized by the Manual or other policies of the Commandant of the United States Coast Guard.

ARTICLE III - ORGANIZATION

3.1 The composition and purpose of the Flotilla shall be as set forth in the Manual.

3.2 The duties of the elected and appointed staff officers shall be designated in the Manual or in any District Instruction.

ARTICLE IV - MEETINGS

4.1 The frequency, day, time and location of the regular meetings shall be established by a majority vote, provided a quorum is present, and shall remain fixed as such in ensuing years until duly changed in the same manner.

4.2 Special meetings may be called by the Flotilla Commander by notifying all members at least seven (7) days in advance of such meeting; specifying the date, time, location and purpose.

4.3 Unless otherwise provided in the Manual or these Standing Rules, all business shall be conducted at meetings in accordance with Robert's Rules of Order, as last revised.

ARTICLE V - VOTING

5.1 Thirty-three per cent (33%) of the eligible voting members of the Flotilla shall constitute a quorum for the transaction of business at any regular or special meeting of the Flotilla.

5.2 Unless a greater number than a majority for specific action is required by these Standing Rules or by the Manual, a majority of the votes actually cast by members present and voting can carry a motion, provided a quorum is present. Blank votes and abstentions do not count in the total for determining the number of votes cast. One of the voting members must be the Flotilla Commander or the Flotilla Vice

commander. If neither the Flotilla Commander nor the Flotilla Vice Commander is present, Flotilla business cannot be conducted.

5.3 Each eligible member of the Flotilla, if present, shall have one vote.

5.4 Proxy and absentee voting shall not be permitted.

5.5 Voting on routine matters shall normally be by voice unless otherwise requested by a member or as provided in these Standing Rules or by the Manual.

5.6 A closed ballot may be requested by any member of the Flotilla and the request shall be honored without discussion.

ARTICLE VI - ELECTION OF OFFICERS

6.1 The Flotilla shall hold an annual election of officers for the ensuing year, usually at the November meeting, but prior to 30 November and after the Division elections.

6.2 The Flotilla Commander shall appoint a Screening Committee at the regular meeting of the Flotilla in the month of September of each year. This Screening Committee shall screen the candidates for each elective Flotilla office to be filled for the ensuing year, and determine that these candidates are qualified and willing to serve if elected. The Screening Committee shall meet no later than 15 October and report on the qualified candidates for each position to the Flotilla Commander within 10 days thereafter. Elections must be held no later than 30 November. The Screening Committee shall also report on the qualified candidates at the next regular Flotilla meeting. The qualified candidates from the Screening Committee may also be reported to the Flotilla members in any written notice sent to the members prior to the election meeting. The qualified candidates submitted by the Screening Committee shall not preclude other qualified nominations from the floor at the meeting where the election is held. Such additional nominations shall be encouraged by the Flotilla Commander.

6.3 The Flotilla members may direct the Flotilla Commander to dispense with the appointment of a Screening Committee at a regular meeting of the Flotilla in September, with a duly enacted motion, a quorum present, and a two-thirds vote of those present in favor of such action. In this event, the Flotilla Commander shall not appoint a Screening Committee, and all qualified nominees to fill elective Flotilla officers for the next year shall be made from the floor.

6.4 The election of officers shall be by written ballot unless only one member is nominated to each elective office, in which event the Secretary may be directed by a voice vote to cast a single ballot on behalf of the members.

6.5 To be elected, a candidate must receive a majority vote of the voting members in attendance. If there are more than two candidates for an office and no candidate receives a sufficient number of votes for election, the candidate receiving the least number of votes shall be dropped from the next ballot until only two candidates remain. In the event of three successive tie votes, the moderator shall place all ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots remaining counted and announce the winner.

6.6 Upon completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.

6.7 All notices of any election meeting must be given to the Division Captain at least fifteen (15) days prior to the election meeting.

6.8 Election of officers shall be so organized that if the Flotilla Commander is a candidate for office or is unavailable to act as moderator, then a member of the Division Bridge or the Immediate Past Flotilla Commander shall act as moderator.

6.9 Flotilla Commanders and Flotilla Vice Commanders shall reside in the area in which they are elected and represent; if for any reason there is a change in (area) residence, new elections shall be held to fill the vacancy/vacancies. Failure, for any reason, to elect a Flotilla Commander and/or Vice Flotilla Commander shall not make a person residing in another area eligible to represent the area left vacant."

ARTICLE VII - REMOVAL FROM OFFICE

7.1 Any elected flotilla officer may be recommended for removal from the office to which elected by an affirmative vote of three-quarters (3/4) of the members present and voting at a meeting in which a quorum is present. A full and fair hearing shall be first conducted with the accused and the accuser present, provided written notice of said meeting and charges is sent ten (10) days in advance to all those entitled to vote and the Division Captain. Recommendation for removal may only be for cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the District Commander through the Division Captain, District Commodore and Director of Auxiliary.

ARTICLE VIII - FINANCE

8.1 The annual Flotilla dues shall be such sum of money as may be fixed by a majority vote at a regular or special meeting of the Flotilla, at which seven (7) days prior written notice of the meeting and intent were given, and shall remain fixed at such sum in ensuing years until otherwise duly changed by the Flotilla.

8.2 The annual dues, including Flotilla, Division, District, and National, shall be levied on each member on a calendar-year basis and shall be payable during the month of September for the following calendar year. First year dues for new members shall be prorated as determined by District policy and shall be submitted with the enrollment application.

8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to refund of dues paid.

8.4 The Flotilla Finance Officer shall be the custodian of all Flotilla funds. With the consent of the Flotilla Commander, the Finance Officer shall establish an account with a federally insured banking institution in a location convenient to the Finance Officer.

8.5 All flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account which shall be known as "U.S. Coast Guard Auxiliary Flotilla 15-4." All withdrawals therefrom shall be by check only.

8.6 The Flotilla Commander or the Vice Flotilla Commander when acting in absence of the Flotilla Commander, is authorized to approve payment of all routine obligations as set forth in the approved Flotilla budget. Routine obligations include those incurred by the Flotilla in connection with carrying out officially adopted policy of the flotilla and payments within the limits of the budget. This includes, but is not limited to the following:

- Purchases and engraving of authorized awards;
- Publishing costs of a newsletter and/or notices;
- Purchasing of public education and training materials;
- Purchases of flags, pennants and Auxiliary uniform accessories;
- Bills for all Flotilla functions;
- Division, District and National dues;
- Any other expenditures authorized by the Flotilla budget.

8.7 The Flotilla Commander, or if the Flotilla Commander is unavailable, the Flotilla Vice

Commander, may authorize emergency expenditures not exceeding a total of \$100.00 in any one calendar month and direct the Finance Officer to pay for such. A full report of such emergency expenditures shall be made to the Flotilla at its next regular or special meeting.

8.8 The Flotilla may, upon motion duly made and carried, set aside separate funds from the general funds to enable committee chairpersons of Flotilla functions to carry out the committee's responsibilities. The Flotilla Commander may authorize payment of bills from these funds. When the fund is depleted, no further bill may be authorized for payment without prior approval from the Flotilla.

8.9 All other obligations, regardless of amount, will be considered as special obligations. Authorization to incur special obligations and requests for the appropriation of Flotilla funds must be submitted to the Flotilla for approval by duly filed and considered motions, except as otherwise provided in this Article.

8.10 All disbursements of Flotilla funds shall be by check, signed by the Finance Officer or Flotilla Commander.

8.11 The Finance Officer shall render a financial report at each regular meeting of the Flotilla, which shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds remaining as of the day proceeding the day of the meeting. Any emergency expenditures authorized by the Flotilla Commander, included in the reported expenditures, shall be so designated in the report.

8.12 The chairperson of any duly appointed committee where Flotilla funds are involved will furnish the Flotilla Finance Officer with a monthly statement of the financial transactions of the committee. The chairperson will transfer to the Flotilla Finance Officer within thirty (30) days after completion of the committee activities, the balance of all monies received with a completed financial statement.

8.13 The Flotilla may provide by a duly enacted motion that the Finance Officer post a bond in favor of the Flotilla in such amount as the flotilla may determine. All costs for such bond shall be paid by the Flotilla.

8.14 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Flotilla funds, books and records to the new Finance Officer.

8.15 The funds, books and records of the Flotilla shall be examined by the Audit Committee yearly and upon the appointment of a new Finance Officer.

8.16 Flotilla general funds may be used only for the duly authorized purposes of the Coast Guard Auxiliary. They are permanently dedicated to the purpose of the Auxiliary and they may not inure to the benefit of or be distributed to individual members of the Auxiliary.

8.17 Upon disestablishment of a Flotilla, all general funds, financial records and property of the flotilla must be turned over promptly to the division having jurisdiction over the disestablished flotilla.

8.18 Flotilla shall establish a fiscal year for the collection of dues from members which terminate on or before 30 September of the calendar year. However, this date for the fiscal year can vary depending upon specific requirements of the flotilla.

8.19 The Finance Officer must submit annually a financial report on Form ANSC #7025, "Financial Report of an Auxiliary Unit", to the Director of Auxiliary with copy to the District Commodore and Division Captain immediately after the close of the units' fiscal year.

ARTICLE IX - CONTRACTS

9.1 All licenses and agreements for the use of real property as well as contracts for the expenditure of Flotilla funds as may be authorized by a vote of the Flotilla, shall be approved by the District Staff Office-Legal (DSO-LP) or an attorney designated from National Legal staff before signing and shall be signed by the Flotilla Commander.

ARTICLE X - COMMITTEES

10.1 Standing committees and special committees consisting of any number of members may be appointed by the Flotilla Commander. The Flotilla Commander shall designate the chairperson of each such committee appointed and outline the objectives to be accomplished. Individuals may be appointed as one-person committees if desired.

10.2 The Flotilla Commander shall appoint an Audit Committee at or before the regular meeting of the Flotilla in the month of January of each year. The committee shall examine and audit the financial books and records of the Flotilla Finance Officer and the Materials Officer for the preceding year and shall report their findings at the next regular meeting of the Flotilla.

10.3 The Flotilla Commander shall appoint a Budget Committee at or before the regular meeting of the flotilla in the month of January of each year. This committee shall prepare a budget with the assistance of the Flotilla Finance Officer and the Flotilla Materials Officer and submit said budget to the Flotilla for approval within 3 months of the new year.

10.4 The Flotilla Commander is empowered to appoint an Awards Committee to review and make recommendations to the Flotilla for the recognition of individuals and groups for special recognition by the Flotilla, Division, District or the United States Coast Guard.

10.5 The Flotilla Commander is empowered to appoint a Past Commanders Committee composed of all past Flotilla Commanders and past Flotilla Vice Commanders who are active. The chairperson shall be the Immediate Past Flotilla Commander if active and available. If unavailable or unwilling to serve, the Flotilla Commander shall appoint any other past Flotilla Commander as chairperson. The primary duty of this committee shall be to consider all auxiliary matters that are referred to it by the Flotilla Commander and all matters that are of interest to the Flotilla. The committee shall make written recommendations concerning such matters directly to the Flotilla Commander.

10.6 The Flotilla Commander shall be an ex-officio member of all committees.

ARTICLE XI - PROCEDURE FOR RELIEF OF OFFICERS

*11.1 It will be the duty of each elected and appointed officer, at the end of the term of office, to deliver to the successor, all current materials, supplies and records pertaining to the office. The officer being relieved shall assist in effecting an orderly transfer of the administrative function of the office, including but not limited to the briefing of the successor on the procedures to be followed and the forms to be completed and submitted.

ARTICLE XII - AMENDMENTS

12.1 These Standing Rules may be amended at any regular or special meeting of the Flotilla, at which fourteen (14) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote or two-thirds (2/3) of the voting members provided a quorum is present.

12.2 Amendments shall become effective upon approval of the District Commodore unless the amendment provides for a later date, in which event the amendment shall become effective upon the date provided or upon approval of the District Commodore, whichever shall later occur.

ARTICLE XIII - APPROVAL

These Standing Rules were adopted on the _____ day of _____ 2008 by a majority vote of the Flotilla members and become effective upon approval by the District Commodore.

Signed: _____ Date _____, Flotilla Commander

Attest:: _____ Date _____, Flotilla Secretary

Approved: _____ Date _____, Division Captain

Approved: _____ Date _____, DSO-Legal 7

Approved: _____ Date _____, DCO 7