

Triangle Branch 182  
Fleet Reserve Association  
Rockville, MD



Bylaws  
&  
Standing Rules

Amended  
13 November 2017

***Branch 182 Bylaws and Standing Rules***  
***Table of Contents***

	<i>Page</i>
<b>ARTICLE I – <i>Name, Bylaws Changes &amp; Quorum</i></b>	
Section 101 - Name of Organization - - - - -	5
Section 102 - Changes to Bylaws - - - - -	5
Section 103 - Quorum - - - - -	5
 <b>ARTICLE II – <i>Membership</i></b>	
Section 201 - Address Changes - - - - -	5
 <b>ARTICLE III – <i>Meetings</i></b>	
Section 301 - Regular Business Meeting - - - - -	6
Section 302 - Special Meetings - - - - -	6
Section 303 - Board of Directors Meetings - - - - -	6
Section 304 - Access to BOD Meetings - - - - -	6
Section 305 - Social Meetings - - - - -	7
 <b>ARTICLE IV – <i>Election of Officers</i></b>	
Section 401 - Branch Officers to be Elected - - - - -	7
Section 402 - Election Procedures - - - - -	7
Section 403 - Time of Elections & Terms of Office	8
Section 404 - Vacancies in Office - - - - -	8
Section 405 - Replacement of Board Members - - -	8
Section 406 - Replacement of Officers - - - - -	9
 <b>ARTICLE V – <i>Duties of Officers</i></b>	
Section 501 - President - - - - -	9
Section 502 - First Vice-President - - - - -	9
Section 503 - Second Vice-President - - - - -	9
Section 504 - Junior Past President - - - - -	10
Section 505 - Secretary - - - - -	10
Section 506 - Treasurer - - - - -	10
Section 507 - Board of Directors - - - - -	11
Section 508 - Master-at-Arms - - - - -	12
Section 509 - Chaplain - - - - -	12

**ARTICLE VI – Annual Budget**

Section 601 - Appointment of Budget Committee - 13  
Section 602 - Designation of Mandatory Expenses - 13  
Section 603 - Budget Fiscal Year - - - - - 13

**ARTICLE VII - Branch Funds**

Section 701 - Petty Cash Fund - - - - - 13  
Section 702 - Emergency Expenditures - - - - - 13  
Section 703 - Additional Expenditures (Authorized) 13  
Section 704 - Auditing Committee Duties - - - - - 14

**ARTICLE VIII – Delegates (Paid & Elected, Others) to  
Regional & National Conventions**

Section 801 - Number of Elected Delegates to  
Regional & National Conventions - - 14

Section 802 – Timing of Election of Delegates - - - 15  
Section 803 – Chairman of the Delegates - - - - - 15  
Section 804 – Paid Delegates to the National  
Conventions - - - - - 15  
Section 805 – Paid Delegates to the Regional  
Conventions - - - - - 15  
Section 806 – Participation of Delegates at  
Conventions - - - - - 16  
Section 807 – Delegates receiving compensation from  
other sources - - - - - 16  
Section 808 – Other Accredited Delegates allowed - 16

*Page*

***Triangle Branch 182 ~ Standing Rules***

Standing Rules - Explanation of ----- 17

Standing Rules – Amending of ----- 17

Standing Rule 1- President’s Responsibility when a  
Branch Member Joins the Staff of the  
Supreme Commander ----- 17

Standing Rule 2 – Editors Responsibility and Allowance - - 17

Standing Rule 3 – Board of Directors Duty concerning  
Branch Bylaws and Standing Rules - - - 18

Standing Rule 4 - Membership Award ----- 18

Standing Rule 5 – Continuous Membership Pendants/Pins - 18

Standing Rule 6 – President’s Gift ----- 19

Standing Rule 7 – Endorsements for National & Regional  
Candidates for Office ----- 19

Standing Rule 8 – Branch Committee Correspondence - - - 19

Standing Rule 9 – Widow/Widower receipt of the “*FRA  
Today*” and/or “*Eight O’Clock Reports*”- 20

# ***Triangle Branch 182 ~ Bylaws & Rules***

## ***ARTICLE I***

### ***Name, Bylaws, Changes & Quorum***

***Section 101. Name of Organization.*** The name of this organization shall be Triangle Branch 182, Fleet Reserve Association.

***Section 102. Changes to Bylaws.*** These Bylaws, or any section thereof, may be supplemented, deleted, modified or amended in the form of a motion, and shall:

- a) Be presented in writing at a regular Branch meeting in the exact words of the proposed change, amendment or modification and,
- b) Be read at the next two (2) regular Branch meetings and,
- c) At the final reading of the proposed motion, be seconded, debated, amended, adopted, rejected or reconsidered. A two-thirds (2/3) vote shall be required for adoption.

***Section 103. Business Session (Quorum).*** No business may be conducted at a regular meeting of the Branch unless a quorum of two (2) percent of the membership is present.

## ***ARTICLE II***

### ***Membership***

***Section 201. Address Change.*** It shall be the member's responsibility to report his/her changes of address to the National Headquarters of the Fleet Reserve Association and the Secretary of the Branch.

**ARTICLE III**  
*Meetings*

**Section 301. Business Meeting.** Triangle Branch 182 shall hold one (1) regular business meeting each month. The meeting place shall be designated by the Board of Directors, subject to approval, disapproval or re-designation by branch members at any regular meeting.

**Section 302. Special Meetings.** A special meeting of the Branch may be called by the President, or upon the written request of two (2) percent or more members in good standing, for the conduct of specific special business. All members living within the greater metropolitan area shall be notified of the time and place of the special meeting and the nature of business to be conducted, at least twenty-four (24) hours prior to the meeting. Article I, Section 103 shall apply to special meetings. No business, except that for which the special meeting was called can be conducted.

**Section 303. Board of Directors Meetings.** Meetings of the Board of Directors shall be held once each month. Special meetings shall be held when ordered by the President of the Branch, or upon written request of not less than a majority of the Board of Directors. Each member of the Board of Directors shall be notified of the special Board meeting at least twenty-four (24) hours notice in advance. If twenty-four (24) hours notice be given, the meeting may be held provided three-fourths (3/4) of the number of the Board of Directors are present, all members of the Board of Directors having been notified of the meeting at least six (6) hours in advance and providing Board member (s) is/are to be notified of the meeting and its results by certified mail.

**Section 304. Access to Meetings.** Branch members in good standing shall have free access to any Branch Board of Directors meeting. They may be given the “privilege of the floor” at any meeting, but only members of the Board may vote.

**Section 305. Social meetings.** Social meetings may be held according to the desires of the Branch. No Branch business shall be conducted at a social meeting.

#### **ARTICLE IV** *Election of Officers*

**Section 401. Branch Officers (Elected).** Triangle Branch 182 shall elect the following officers in accordance with the Constitution and Bylaws and Standing Rules of the Fleet Reserve Association:

- a) President
- b) First Vice-President
- c) Second Vice-President (if Elected)
- d) Secretary / Treasurer
- e) Board of Directors consisting of five (5) members. In addition, if the branch desires, one additional member for each one hundred (100) members of the Branch may be elected.
- f) The elected officers, including the Junior Past President, shall constitute the Branch Board of Directors.
- g) If Branch is operating under FRA Constitution and Bylaws Article 12, 1216(a), then only a President and four (4) directors will be elected.

**Section 402. Election Procedures.** Only members in good standing of Triangle Branch 182, and present, shall be eligible to vote. Majority vote shall elect. When more than two (2) candidates have been nominated for the same office, and none

receives a majority vote on the first poll, the candidate receiving the smallest number of votes will be dropped from the ballot on each succeeding poll until a majority is attained. In case of a tie vote, the presiding officer shall cast the deciding vote.

***Section 403. Nominations and Terms of Office.*** Except as hereinafter provide nominations for Branch Officers shall be opened at a meeting in April. They shall remain open until a meeting in May, then closed and Officers elected for a period of one (1) year, except that the Secretary/Treasurer shall be elected for a period of two (2) years.

- a) If Branch is operating under FRA Constitution and Bylaws Article 12, 1216(a), then Secretary/Treasurer shall be appointed by the Branch President for a period of one (1) year.

***Section 404. Vacancies of Office.*** In the event of a vacancy in the Office of President, the duties and powers of that office shall be assumed by the First Vice-President for the unexpired term and the Second Vice-President will assume the duties and powers of the First Vice-President.

- a) If Branch is operating under FRA Constitution and Bylaws Article 12, 1216(a), then in the event of a vacancy in the Office of President, the duties and powers of that office shall be assumed by the Junior Past President for the unexpired term.

***Section 405. Replacement of Board of Directors.*** A member of the Board of Directors who, unless excused by the President, misses three (3) consecutive Board of Directors meetings shall be removed from the Board of Directors, with a replacement being appointed in accordance with Article V, Section 507(e) of these Bylaws.



**Section 406. Replacement of Officer.** Any officer who, without just cause, as determined by the Board of Directors, fails to attend three (3) consecutive meetings of the Branch will be removed from Office and the Office declared vacant.

**ARTICLE V**  
*Duties of Officers*

**Section 501. President:** It shall be the duty of the President to preside at all meetings of the Branch and the Board of Directors; to enforce strict observance of the Constitution, Bylaws and Standing Rules of the Fleet Reserve Association and the Bylaws and Standing Rules of Triangle Branch 182; to appoint non-elected officers and special committees whose selection is not otherwise provided for; to call Special Meetings as provided for in Article III, Section 302 and 303 of these Bylaws. The President shall be ex-officio member of all committees. The President shall see that all affairs of the Branch are properly administered and perform such other duties as normally appertain to a presiding officer, or, as may be required by the Branch or the Board of Directors. The President shall be responsible for preparing an annual budget in accordance with Article VI of these Bylaws.

**Section 502. First Vice-President.** It shall be the duty of the First Vice-President to assist the President in executing the duties of the Office and in the absence or disability of the President; the First Vice-President shall discharge the duties of that Office. In addition, the First Vice-President shall act as an ex-officio member of all committees.

**Section 503. Second Vice-President.** It shall be the duty of the Second Vice-President (if one is elected) to assist the First Vice-President in execution of the duties of that Office and in the absence of the First Vice-President, the Second Vice-

President shall discharge the duties of that Office. (*Note: It is not required to elect a Second Vice-President*)

**Section 504. Junior Past President.** The Junior Past President shall act as Counselor to the Offices of the Branch and senior advisor to all committees. The Junior Past President, in the absence or disability of the President and Vice-Presidents shall discharge the duties of the President.

**Section 505. Secretary.** The duties of the Secretary shall be to:

- a) Act as the official custodian of all properties of the Branch.
- b) Keep and preserve a true and accurate record of all meetings of the Branch and Board of Directors.
- c) Prepare and forward to National Headquarters such reports as may be required.
- d) Receive all monies paid into the Branch from all sources and turn over same to the Treasurer.
- e) Keep and preserve a record of all monies received and disbursed and submit same for audit, when required.
- f) Present all correspondence to the Board of Directors for review and/or action.
- g) Attest, by signature, all resolutions, documents and other writings of the Branch and /or the Board of Directors.
- h) Deliver all books, papers and other property of the Branch to the duly installed successor; and
- i) Perform such other duties as pertain to the Office.

**Section 506. Treasurer.** The duties of the Treasurer shall be to:

- a) Receive all funds from the Secretary, receipting for same.
- b) Deposit all funds received in such bank or banks as directed by the Board of Directors.

- c) Pay all orders drawn upon the general fund only when such orders have been submitted and passed by the members at a regular meeting.
- d) Keep and preserve an accurate record of all funds received and disbursed.
- e) Publish, at each regular meeting, a true account of all monies received, paid out, and on hand.
- f) Submit for inspection any and all of his/her records upon demand of any officer or authorized Committee. A true audit, signed by the auditing committee, together with all Branch property entrusted to the Treasurer's use, shall be delivered to the Treasurer's successor.
- g) The Branch Treasurer may advance money for expenses to the Chairman of any committee provided the expense has been authorized by vote or the members at a Branch meeting, or is included in the approved Branch budget, and
- h) Perform such other duties as pertain to the office.

**Section 507. Board of Directors.** The Board of Directors shall:

- a) Be the governing body of the Branch between meetings (see Article 8, Section 802a of the National Constitution and Bylaws).
- b) Require any Officer or Member having custody of any Branch funds to furnish a fidelity bond, if necessary, the premium of which shall be paid for from Branch funds.
- c) Have the authority to issue such rules as necessary for conducting Branch business between meetings.
- d) Have general supervision over all Officers and Committees of the Branch. Five of its members shall constitute a quorum and no proxy of any absent member shall be recognized. Unless otherwise specified, a majority vote of the Board of Directors

present shall decide all matters coming before the Board.

- e) Fill vacancies on the Board of Directors for the unexpired term(s) of that Office.
- f) Ensure that Branch funds are not expended for purposes other than those provided for in these Bylaws.
- g) Be authorized to select three (3) competent members of the Branch for the purpose of recommending the following corrections to the Branch Bylaws and Standing Rules: typographical, punctuation and capitalization errors and the rearrangement of sections to provide proper sequence and continuity. Such corrections may be made if they do not in any manner change the intended meaning.

**Section 508. *Master-at-Arms.*** The Branch Master-at-Arms shall be appointed by the President. The duties of the Master-at-Arms are:

- a) Maintain order at all meetings.
- b) Introduce visiting Shipmates and distinguished guests to the assembly, when directed by the President.
- c) Set up the meeting hall, i.e. display Charter, colors, etc., and
- d) Ensure that the meeting hall is left in good order. The Master-at-Arms shall perform such other duties as required by the President.

**Section 509. *Chaplain.*** The Branch Chaplain shall be appointed by the President. The Chaplain shall be responsible for setting up the altar at all meetings and shall perform non-sectarian devotional services for the Branch. All materials required to perform the Chaplain's duties shall be in his/her custody. Items normally required are Bible, candles, bell, altar cloth, etc.

**ARTICLE VI**  
*Annual Budget*

**Section 601. Appointment of Budget Committee.** The President shall appoint a Budget Committee, chaired by the Treasurer, to prepare an annual budget to be presented at the May Board of Directors and Branch meetings, for approval/disapproval.

**Section 602. Mandatory Expenses.** Certain items which are mandatory expenses for the operation of Branch business will be so designated in the budget with an asterisk (\*) and these items need no further approval by the Branch.

**Section 603. Budget Fiscal Year.** The Branch budget, prepared by the Budget Committee, will cover the fiscal year period from 01 July to 30 June.

**ARTICLE VII**  
*Branch Funds*

**Section 701. Petty Cash Fund.** A petty cash fund shall be established for processing small transactions. This fund will be in the custody of the Treasurer. Properly executed receipts and disbursement vouchers will be maintained. The maximum amount of the fund will be determined by the Board of Directors.

**Section 702. Authorized Emergency Expenditures.** The Board of Directors, by majority vote, may authorize expenditure of Branch funds for emergencies arising between meetings.

**Section 703. Authorized Expenses.** In addition to the normal and necessary expenses of the Branch, the following expenses are authorized:

- a) The Treasurer shall be authorized to expend an amount not to exceed the amount determined by the Board of Directors, to purchase a spray of flowers, or other suitable memorial for Members of Triangle Branch 182 on the occasion of their death. Any tax and cost of ordering are to be paid exclusive of the cost of the item.
- b) The Treasurer shall pay the Secretary an allowance in the amount of twenty cents (\$.20) per member in good standing each month, upon receipt of the monthly per capita tax report for his/her services. The minimum allowance to be paid to the Secretary shall be one-hundred (\$100.00) per month; the maximum allowance will be determined by the monthly per capita tax report. The outgoing Secretary will receive his/her allowance through the month of June and the incoming Secretary's allowance will begin on the receipt of the July per capita tax report.
- c) Motions to expend money not in the budget require a two-thirds ( $\frac{2}{3}$ ) vote for adoption.

**Section 704. Auditing Committee Duties.** It shall be the duty of the Auditing Committee to audit and approve or disapprove the accounts of the Secretary/Treasurer, Board of Directors, Officers of the Branch and all committees once a quarter, beginning in September each year and report the findings at the Board of Directors and Branch meetings following the audit.

### **ARTICLE VIII**

*Delegates (Paid and Elected, Others)  
to Regional and National Conventions*

**Section 801. Delegates to the Regional and National Conventions.** Delegates to the Regional and National Conventions will comply with the provisions of Article 6 of

the Constitution and Bylaws of the Fleet Reserve Association. The number of elected delegates to the conventions will not exceed the Branch voting strength.

***Section 802. Election of Delegates.*** Election of Delegates to the Regional and National Conventions will be held at the Branch meeting in May.

***Section 803. Designation of Delegate Chairman.*** The President of the Branch will be the Chairman of each delegation. In case the President is unable to attend, the First Vice-President will be the Chairman and if the First Vice-President is unable to attend the Second Vice-President will be the Chairman. If none of the above is able to attend, an election will be held by the delegates to determine the Chairman of the delegation.

***Section 804. Paid Delegates to the National Convention.*** The Chairman and the Branch Secretary will be considered as paid delegates to the National Convention. In addition, the Branch may elect other delegates. The Chairman and the Secretary will each receive one-third ( $\frac{1}{3}$ ) of the funds budgeted for delegates to the National Convention. The additional one-third ( $\frac{1}{3}$ ) of the funds will be evenly divided among the other delegates. Should the Secretary be unable to attend (or be elected the Chairman) his/her one-third ( $\frac{1}{3}$ ) share will also be divided evenly among the other elected delegates. However, no individual will be entitled to more than one-third ( $\frac{1}{3}$ ) of the total funds budgeted for delegates to the National Convention.

***Section 805. Paid Delegates to the Regional Convention.*** The Chairman will be considered as a paid delegate to the Regional Convention. In addition, the Branch may elect other delegates. The Chairman will receive one-third ( $\frac{1}{3}$ ) of the funds budgeted for the Regional Convention. The additional two-thirds ( $\frac{2}{3}$ ) of funds will be evenly divided among the other

elected delegates. However, no individual will be entitled to more than one-third ( $\frac{1}{3}$ ) of the total funds budgeted for the Regional Convention.

***Section 806. Conduct of Convention Delegates.*** Branch members serving as Convention delegates will, unless excused by the Delegation Chairman, be expected to attend and participate in all business sessions of the Convention. Any monies not expended by the delegates will be returned to the Branch by the delegates.

***Section 807. Ineligibility of Delegates for Branch Payments.*** Branch delegates receiving compensation to attend the National and/or Regional Conventions from any other Fleet Reserve Association or affiliated Fleet Reserve Association source are ineligible for compensation from Branch funds.

***Section 808. Accreditation of Non-Elected Delegates.*** Members of Triangle Branch 182, Fleet Reserve Association, who are in good standing and not otherwise elected as delegates may, upon presentation of themselves to the Chairman of the Delegation, be accredited as non-paid delegates within the limitations of the Branch voting strength.



# ***Standing Rules***

## ***Triangle Branch 182, Fleet Reserve Association***

***NOTE:*** *Standing Rules are previously adopted motions which have a continuing effect. Although combined with, they are not a part of the Bylaws of the Branch, nor are they subject to the same rules regarding adoption, amendment or rescission.*

*Standing Rules are amendable, suspendable and rescindable by a two-thirds ( $\frac{2}{3}$ ) vote at any Branch meeting (or by majority vote with prior notice)*

*Between Branch meetings, the Branch Board of Directors is empowered by two-thirds ( $\frac{2}{3}$ ) vote to adopt, amend or rescind Standing Rules, subject to ratification, amendment or rescission by the next Branch meeting.*

### ***Standing Rule 1***

***President's Responsibility when a Branch Member joins the Staff of the Supreme Commander***

***SRI.*** The President will expeditiously notify all members of the Board of Directors when any member of Triangle Branch 182 joins the Staff of the Supreme Commander.

### ***Standing Rule 2***

***Editor's Responsibility and Allowance  
"Eight O'Clock Reports"***

***SR2.*** There shall be a Branch Newsletter published every month starting with the June Newsletter, following the installation of Officers:

- a) The name of Triangle Branch 182 newsletter will be ***"Eight O'Clock Reports"***.

- b) The Editor of the Newsletter will be selected by the Board of Directors and approved by the Branch.
- c) The Editor's allowance shall be \$60.00 per month.
- d) The Editor's duties will be as follows:
  - 1. Edit, Publish and mail the Newsletter
  - 2. Publish a list of Branch Officers with addresses and phone numbers in the June Newsletter.
  - 3. Publish the time and meeting place for all branch meetings, including the Board of Directors meetings.

***Standing Rule 3***  
*Board of Directors Duty Concerning  
Branch Bylaws and Standing Rules*

**SR3** - It shall be the duty of each newly elected member of the Board of Directors to read the Branch Bylaws and Standing Rules prior to the first Board of Directors meeting following the Installation.

***Standing Rule 4***  
*Membership Award*

**SR4** - Triangle Branch 182 will provide one (1) year's free dues to any shipmate of the Branch for each 10 members recruited and/or reinstated into Triangle Branch 182 by the member.

***Standing Rule 5***  
*Continuous Membership Pendants/Pins*

**SR5** - The Branch Secretary, upon request from a Branch member, and verification of eligibility, order the 5, 10 or 15 year continuous membership pendent for the member to be paid for by the member.

Further, the Branch Secretary, upon request from a Branch member, and verification of eligibility, order the 20 or more in five year increments, for the Branch member, to be paid for by the Branch and presented to the member at an appropriate ceremony.

Upon receipt of a letter of congratulations from the National President for 40 and 50 years of continuous service, the Branch member will be presented the appropriate pin to be paid for by the Branch and presented to the member at an appropriate ceremony or if unable to attend it will be mailed to the member.

***Standing Rule 6***  
***President's Gift***

**SR6** - It shall be the duty of the Junior Past President of the Branch to purchase and appropriate gift for the outgoing President of the Branch. Branch funds, not to exceed the amount budgeted, will be used for this purchase.

***Standing Rule 7***  
***Endorsements for National and Regional  
Candidates for Office***

**SR7** - Triangle Branch 182 shall not endorse National or Regional candidates for office, except those running for National or East Coast Regional President, until after the East Coast Mid Year Meeting.

***Standing Rule 8***  
***Branch Committee Correspondence***

**SR8** – Branch committee Chairmen will provide the Branch Secretary copies of all incoming and outgoing correspondence received/written by his/her committee.

***Standing Rule 9***  
***Widow/Widower Receipt of the FRA Today***  
***and / or Branch Newsletter Eight O'Clock Reports***

**SR9** – A widow/widower whose husband/wife was a member of Triangle Branch 182 and in good standing, desiring to receive ***FRA Today*** and Branch Newsletter ***Eight O'Clock Reports*** must make a request in writing to the Branch Secretary. When eligible, the requestor must be a member of the Auxiliary of the Fleet Reserve Association where applicable. The costs of the magazine will be absorbed by the Branch. Prior to approval of the request, the Secretary shall confirm the eligibility of the requestor.