



## Central Liaison Committee

## Bylaws & Standing Rules

## Northern Area Branches and Units

## East Coast Region, FRA & Auxiliary

These Bylaws were approved on April 25, 1982, amended April 24 1993, April 26, 1997, January 24, 1998, April 24, 1999, January 23, 2010, July 28 2018 and last amended on January 22, 2022.



## ***BYLAWS***

### **Article I-Name**

**Section 1.** The name of this organization shall be the Central Liaison Committee, Northern Area Branches and Units of the East Coast Region, Fleet Reserve Association and Ladies Auxiliary, hereafter referred to as the Central Liaison Committee.

### **Article II - Object**

**Section 1.** The object of the Central Liaison Committee shall be:

- (a) To establish closer relationships between area branches and units, and
- (b) Coordination of joint efforts in social events, Memorial Day services, and other combined programs and ideas which would contribute to the best interests of the Fleet Reserve Association and it's Ladies Auxiliary.

### **Article III - Membership**

**Section 1.** Any branch of the Fleet Reserve Association, or unit of the Ladies Auxiliary Fleet Reserve Association, East Coast Region who by vote of its membership have elected to participate with the Central Liaison Committee, shall be a member.

**Section 2.** Branch and Unit membership shall be validated by letter, designating a voting representative and an alternate to the Central Liaison Committee no later than the October meeting. Failure to submit a named voting representative, and an alternate by the October meeting will cost the delinquent branch or unit to forfeit their right to vote until the Representative's name is received by the Secretary.

**Section 3.** There shall be no membership dues or assessments.

### **Article IV- Officers**

**Section 1.** The officers of the Central Liaison Committee shall be a Chairman, Vice Chairman, Secretary and Treasurer.

**Section 2.** The officers shall be nominated at the April meeting, elected and installed at the July meeting, and shall hold office for one year, except the Treasurer and Secretary who will be elected for a term of two years, and until their successors are elected and duly installed.

**Section 3.** In the event of a vacancy in the office of Chairman, Vice Chairman, Secretary or Treasurer, the Central Liaison Committee shall fill the vacancy at the next regular meeting or at a special meeting called for that purpose by the remaining officers, with due notice thereof to all members in either case.

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**Section 4.** All officers who have been legally elected to office shall be regarded as past officers of that office, regardless of the length of time they may have served in the office, except one who was expelled.

#### **Article V- Duties of Officers**

**Section 1.** The Chairman shall preside at all meetings of the Central Liaison Committee. He/She shall appoint the chairman of each standing committees. He/She shall appoint such special committees as may be required to achieve the objects of the Central Liaison Committee. He/She shall be an ex-officio member of all committees. He/She shall obey all lawful orders of the body and be thoroughly familiar with the Central Liaison ByLaws and the rules of parliamentary law and procedure.

**Section 2.** The Vice Chairman shall assist the Chairman in the performance of his/her duties as assigned, and perform all the duties of the Chairman in his/her absence.

**Section 3.** The Secretary shall keep an accurate record of the minutes of all meetings of the Central Liaison Committee. He/She shall keep a full and up to date list of branch and unit voting representative, shall call the roll of officers and voting representatives when required, shall assist the Chairman in the preparation of the order of business to be considered at each meeting to the voting representatives within 15 days of the close of the meeting and shall conduct all correspondence, unless otherwise provided for.

**Section 4.** The Treasurer shall be custodian of the Central Liaison Committee funds and shall deposit the same in the name of the Central Liaison Committee, Fleet Reserve Association, in such banking institution as authorized. He/She shall render a complete report at each meeting and shall act as the advisory member to the Finance and Budget Committee. He/She shall administer the 100 Club and 50/50 raffle.

#### **Article VI - Standing Committees**

**Section 1.** There shall be the following standing committees:

Memorial Day Service  
Memorial Day Picnic  
Finance and Budget

**Section 2.** The Chairman shall appoint the chairman of each standing committee. Each Committee will consist of two or more members.

**Section 3.** Standing committees shall serve during the tenure of the Chairman, Central Liaison Committee.

**Section 4.** The Memorial Day Service Committee shall make all plans and arrangements for the service to be held on each Memorial Day holiday date.

**Section 5.** The Memorial Day Picnic Committee shall make all plans and arrangements for the picnic to be held on Memorial Day following the Memorial Day Service.

**Section 6.** The Hospitality Room for the LA FRA Pilgrimage will be hosted by the Central Liaison Committee.

**Section 7.** The Finance and Budget Committee shall provide recommendations to finance the operation of the Central Liaison Committee, prepare a budget to be presented and voted on at the July meeting for the forthcoming year, and audit the records of the Central Liaison Committee prior to the installation of new officers.

**Section 8.** Special Committees may be appointed by the Chairman or under the authority of the Central Liaison Committee by majority vote in any case.

### **Article VII-Meetings**

**Section 1.** Regular meetings of the Central Liaison Committee shall be held during the first month of each quarter of the calendar year, on the fourth Saturday at 1400 unless otherwise notified by the Chairman. (January, April, July, and October)

**Section 2.** Special meetings may be called by the Chairman, and they shall be called by the Chairman upon written request of five voting representatives of the Central Liaison Committee. Special meetings shall be held within three weeks of the written request. Voting representatives shall receive two weeks notice of a special meeting.

**Section 3.** The branches and units shall have one vote at each meeting, by the voting representatives. All votes by voting representatives will be with a show of hands, with the exception of election balloting.

**Section 4.** Decisions involving financial commitments by branches and units, and voted on by voting representative, shall not be binding upon branches and units until properly voted and approved by the branches and unit membership.

**Section 5.** Bids to host the Central Liaison Committee meetings shall be presented at the July meeting of each year. Branches hosting the quarterly meeting will provide the following: Honor Guards, appropriate flags, bible, candles, bell and gavel.

**Section 6.** The quorum shall consist of a majority of the voting representatives.

**Section 7.** Members of the Central Liaison Committee, who are not accredited voting representatives, shall be allowed to propose motions, second motions, speak out on motions and nominate members for office. They shall not be allowed to vote on motions before the Central Liaison Committee.

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### **Article VIII - Elections**

**Section 1.** All elections shall be by ballot.

**Section 2.** The officers shall be elected by a majority vote.

**Section 3.** The election shall take place under "Unfinished Business" unless otherwise ordered by a 2/3 vote.

**Section 4.** In the event of failure to elect any officer by a majority vote, further balloting for that office shall continue until a majority vote is attained.

### **Article IX - Parliamentary Authority**

**Section 1.** The rules contained in Robert's Rules of Order, 10<sup>th</sup> Edition, Newly Revised shall be the parliamentary authority in all cases not covered by these ByLaws.

### **Article X - Amendments to ByLaws**

**Section 1.** These ByLaws may be amended at any regular or special meeting by a 2/3 vote of the voting representatives present and voting, providing notice, including the subject of the proposed amendment, has been published in the minutes/ newsletter, prior to meeting.

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### **Central Liaison Committee Standing Rules**

Standing Rules are previously adopted motions which have a continuing effect. Although combined with, they are not a part of the Central Liaison Committee ByLaws, nor are they subject to the same rules regarding adopt, amendment or resolution.

Standing Rules are amendable, suspendable and rescindable by a 2/3 vote at any Central Liaison Committee meeting (or by a majority vote with prior notice).

Monetary support in the amount of \$125 will be given to hosting Branch/Unit, these funds are to be used to provide beer/soda for meeting.