

**CONSTITUTION  
and  
BYLAWS**

**(16th Edition)**

**95<sup>th</sup> NATIONAL CONVENTION 2023  
Sparks, Nevada**



**FLEET RESERVE ASSOCIATION  
NATIONAL HEADQUARTERS  
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**CONSTITUTION AND BYLAWS  
OF THE  
FLEET RESERVE ASSOCIATION**

Preamble

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.

## Article 1 – Name

**Section 101.** Name of Organization – The name of this organization shall be the Fleet Reserve Association. The Fleet Reserve Association is a nonprofit corporation under and pursuant to the laws of the Commonwealth of Pennsylvania.

**Section 102.** Charter – The Fleet Reserve Association holds a Federal Charter and has been granted tax-exempt status under the provisions of Internal Revenue Code Section 501(c)(19).

**Section 103.** National Headquarters – The National Headquarters of the Fleet Reserve Association shall be located at 125 N. West Street, City of Alexandria, Commonwealth of Virginia. The books, records, and files of the corporation shall be maintained at the National Headquarters of the Fleet Reserve Association.

## Article 2 – Object

**Section 201.** Object of Association – The object of this Association is that we may take care of such members and their families who may be in urgent need of assistance, financial or otherwise; to assist in recruiting for the United States Navy, Marine Corps, and Coast Guard; to assemble for social intercourse and keep ourselves informed on United States Naval, Marine Corps, and Coast Guard matters, whereby we may continue to loyally serve the nation and the United States Navy, Marine Corps, and Coast Guard. These, together with the Preamble to this Constitution and Bylaws, define the object of the Fleet Reserve Association.

**Section 202.** Composition of Association – The FRA is an organization of current and former enlisted personnel who have many years of honorable service in the United States Navy, Marine Corps, and Coast Guard, including the reserve components. It is composed of the national association and its subordinate branches chartered under and pursuant to its authority, in the manner hereinafter provided.

**Section 203.** Nonprofit, Nonpartisan and Nonsectarian – The Fleet Reserve Association shall be a nonprofit, nonpartisan, and nonsectarian organization.

**Section 203(a).** Members of the Fleet Reserve Association shall not receive pecuniary profit, incidental or otherwise, by reason of their membership in the Association.

**Section 203(b).** Individual branches may, however, create and operate such death benefit plans as they may desire, provided that any and all payments to beneficiaries of deceased members of the branch shall be paid from the branch treasury and shall in no way obligate the national treasury of the Fleet Reserve Association.

## Article 3 – Membership

**Section 301.** “Eligibility for membership in the FRA shall be for all personnel who have served or are now serving in the United States Navy, Marine Corps, or Coast Guard, including reserve components and regardless of length of service.” **(Effective January 1, 2024)**

**Section 301(a).** Personnel discharged for purpose of separation, commissioning, or enlistment into non-Sea Service components shall remain eligible.

**Section 301(b).** Personnel discharged by reason of Bad Conduct or Dishonorable discharges are not eligible for FRA membership.

**Section 302.** Membership-at-Large Roll – In addition to the branches there shall be a Membership-at-Large Roll. Personnel eligible to membership may become members of the Membership-at-Large Roll. Members of the Membership-at-Large Roll shall not be eligible to hold office or vote, except when a member of a national committee they may vote within that committee. Further, when they have been designated as a proxy delegate by a branch to represent that branch at a regional convention or at a national convention they may cast the vote of that branch at the regional convention or at the National Convention.

**Section 303.** Life Membership – All persons eligible for membership in the Fleet Reserve Association, may become life members. An eligible member desirous of becoming a life member shall complete an application for life membership. The application shall be submitted to the Finance Officer, directly or through the branch secretary. A copy of the application shall be returned to the applicant by the Finance Officer.

**Section 304.** Member in Good Standing – A member in good standing is defined as one whose dues are paid up to and including the current date, or one who maintains eligibility and is dues exempt. A member in arrears is one whose dues have elapsed from one day to three months. A former member is one whose dues have lapsed beyond three months. The name of the former member shall be removed from the membership roll. Former members shall not have any rights or privileges of membership until reinstated.

**Section 305.** Members Arrears in Dues – Members whose dues are in arrears for a period of over three months shall not be reinstated unless they are eligible for membership as set forth in this article.

#### **Section 306.** Honorary Membership

**Section 306(a).** Persons not eligible for regular membership in the Fleet Reserve Association but who have rendered some distinguished service to the Association may, by two-thirds vote of the delegates attending the National Convention, be elected to Honorary Membership. Honorary members shall not pay dues, nor will they be eligible to hold any elected office, vote or accept any benefit associated with regular membership including scholarship fund awards.

**Section 306(b).** Nominations for honorary membership in the Fleet Reserve Association shall be made by resolution and must be received in the National Headquarters of the Fleet Reserve Association not less than 120 days before the convening date of the annual convention in the calendar year. A certified statement, signed by the branch president and branch secretary of the branch submitting the resolution, stating in detail what distinguished service the nominee has rendered to the Fleet Reserve Association and that the nominee is not otherwise eligible for membership in the Fleet Reserve Association, shall accompany each nominating resolution for honorary membership.

**Section 306(c).** Not more than ten honorary members shall be elected at any national convention.

**Section 307.** Restrictions on Granting of Cards or Emblems – The granting of cards inscribed with the name or emblem of the Fleet Reserve Association or the name or number of any branch of the Fleet Reserve Association thereby implying that the bearers of such cards are members of the Fleet Reserve Association when they are not members is prohibited.

#### **Section 308.** Dual Membership

**Section 308(a).** The FRA and its Auxiliary membership provisions as outlined in Section 301 and Section 1305, respectively, shall not be interpreted to permit dual membership in the FRA and the FRA Auxiliary.

**Section 308(b).** Holding dual membership in branches, or in a branch and the Membership-at-Large Roll is prohibited.

#### **Section 309.** Transfers of Membership

**Section 309(a).** Except as otherwise provided, members shall have the right to transfer their membership from one branch to another or to the Membership-at-Large Roll, or from the Membership-at-Large Roll to a branch.

**Section 309(b).** Transfers may be accomplished by a signed letter requesting a transfer, an electronic message requesting a transfer, or a phone call to FRA Member Services by the member. Requests for transfer shall be accepted from branch secretaries as well as individual members desiring to transfer.



**Section 309(c).** A request for transfer in compliance with Section 309(b) will be processed by the Member Services Department, and noted on the monthly report of membership forwarded to each branch.

**Section 309(d).** When two or more branches merge, members automatically will be assigned to the branch number selected for the merger, except those members who exercise their option under Section 309(a).

**Section 309(e).** Members shall not have the right to transfer their membership to circumvent disciplinary action.

**Section 310.** Resignation from Membership – Members may resign from the Fleet Reserve Association at any time without prejudice except when disciplinary action directly concerning them is pending. Resignations submitted by members to escape consequences of disciplinary action, or prior to the conclusion of disciplinary action directly concerning them, shall be accepted with prejudice. Members whose resignations are accepted with prejudice shall not have the right of reinstatement for at least five years from date of their resignation, and then only after a two-thirds vote of the National Board of Directors shall so decree.

### **Section 311.** Membership Awards

**Section 311(a).** The National President’s Membership Club – Any member of the FRA or Auxiliary who obtains one new active duty member of the U.S. Navy, Marine Corps, and Coast Guard will receive a Navy, Marine Corps and Coast Guard pin respectively. Any member of the FRA or FRA Auxiliary who obtains two additional new FRA members, will be presented with The National President’s Membership Club Pin.

**Section 311(b).** Gold Lapel Button Award – Any member of the FRA who obtains ten new or reinstated members for the FRA shall be presented with a Gold Lapel Button emblem of the Association, a Gold Membership Card, and a Letter of Commendation signed by the National President.

(1) Any member of the FRA Auxiliary who obtains ten new or reinstated members for the FRA shall be presented with a Gold Lapel Button of the FRA and a Letter of Commendation signed by the National President.

(2) Only one Gold Lapel Button will be issued unless the member having lost the original button qualifies for a new award or that the member may purchase a new Gold Lapel Button.

**Section 311(c).** Silver Pendant Award – A pendant in lieu of a Gold Lapel Button indicating recruitment of each additional twenty-five new or reinstated members may be awarded by any branch of the Fleet Reserve Association and is prescribed for sale to branches or individuals. This pendant shall be silver in color, inscribed with the figure 1, 2, 3, etc., which will slip over the post of the Gold Lapel Button.

**Section 311(d).** Silver Anchor Squadron Award – Any member of the FRA or FRA Auxiliary who obtains fifty new or reinstated members for the FRA after September 13, 1974 shall be presented with a Silver Anchor Squadron Award Pin, a Silver Anchor Squadron Certificate and a Letter of Commendation signed by the National President.

### **Section 311(e).** Continuous Membership Pin.

(1) A continuous membership pin (gold in color) consisting of the emblem of the Fleet Reserve Association (blue in color), embedded on a shield and inscribed with the appropriate number to indicate the length of continuous membership without a lapse of dues, may be worn by those shipmates who have maintained continuous membership in the Fleet Reserve Association for five or more years.

(2) The five, ten, and fifteen year pins shall be as described in Section 311(e)(1), with three stars at the base of the shield.

(3) The twenty and twenty-five, thirty and thirty-five, forty and forty-five year pins shall be as described in Section 311(e)(1) and contain a ruby, sapphire, and emerald respectively, centered between two stars at the base

of the shield.

(4) The fifty, fifty-five, and sixty year pins shall consist of the emblem of the Fleet Reserve Association (blue in color), encircled by an Oak Leaf Wreath, with synthetic diamonds in the crest of the Oak Leaf Wreath.

(5) The sixty-five year pin shall consist of the emblem of the Fleet Reserve Association (blue in color), encircled by an Oak Leaf Wreath, with synthetic diamonds on each side of the Oak Leaf Wreath.

(6) The seventy-year pin shall consist of the emblem of the Fleet Reserve Association (blue in color), encircled by an Oak Leaf Wreath, with three synthetic diamonds, one in the crest, and one on each side of the Oak Leaf Wreath.

(7) “The five through seventy-five-year continuous membership pins will be made available for sale to branches and individuals by the National Headquarters.”.

**Section 312.** Membership Year – The Membership Year of the Fleet Reserve Association shall begin on 1 April and terminate on 31 March.

#### **Article 4 – Dues**

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

**Section 401(a).** Membership dues in the FRA shall be forty dollars (\$40) per annum, payable in advance, except as provided in Section 401(b). No refund of membership dues is authorized subsequent to receipt by the Finance Officer, except as provided for in Article 5, Section 511.

**Section 401(b).** A membership dues discount may be obtained at the following standard rates and conditions:

- (1) For a payment of two years, a discount of six percent (6) of the total dues sum (\$75) with an annual renewal rate of forty dollars (\$40) thereafter.
- (2) For an advance payment of five years, a discount of ten percent (10) of the total dues sum (\$180) is authorized.
- (3) For a first time new members shall pay \$64 for two years.

**Section 401(c).** Only one such discount shall be in effect at any one time.

**Section 401(d).** All members shall have the option of paying membership dues by cash, check, credit card, or allotments. If paid by cash, check, or credit card, the membership effective date shall commence on the first day of the month in which payment is made and end on the last day of the month. Allotments set up prior to January 1, 2017, shall be honored in accordance with the original allotment dates.

**Section 401(e).** Disabled members may be excused from payment of dues when payment would inflict hardship. Branches shall judge for their membership. The Director, Membership Development shall make the decision for Membership-at-Large Roll members. Branch secretaries shall make an annual report in the month of March, to the Director, Membership Development, listing the names and membership numbers of all disabled members affiliated with the branch. If no report is received, members previously reported as disabled will be terminated effective 30 June unless payment of dues has been received by the Finance Officer. The Member Services Department shall notify the Branch secretary during the month of July of those terminated members.

**Section 401(f).** Membership dues collected by any member are the property of the Fleet Reserve Association until prorated and distributed.

**Section 401(g).** Dues of members, except as provided in Section 401 (h) and 40 I (i) shall be payable to the Branch Secretary, the Finance Officer, or to an approved agent of the Fleet Reserve Association as authorized by the National Board of Directors.

**Section 401(h).** Dues of members residing in the Republic of the Philippines shall be payable to the Finance Officer.

**Section 401(i).** Any member of the Fleet Reserve Association or person eligible to Fleet Reserve Association membership, who is the recipient of the Medal of Honor, and has paid one year's dues in the Association, shall be granted continuous membership without payment of dues with all privileges of a dues paying member.

**Section 401(j).** All branches shall pay to the treasury of the Fleet Reserve Association, all money collected for membership dues. These payments shall be made at least monthly, and mailed in time to reach the office of the Finance Officer, or an approved agent of the Fleet Reserve Association, by a date specified in a schedule provided by the Finance Officer in December of each year for the following calendar year. Any branch receiving dues from a member of the Membership-at-Large Roll shall immediately forward the full amount of dues to the Finance Officer.

**Section 401(k).** Fifty percent of each branch member's dues received by the Finance Officer shall be forwarded monthly to the respective branch.

**Section 401(l).** Members in good standing, upon attaining fifty years' continuous membership in the Fleet Reserve Association shall not be required to pay dues and shall be issued the prestigious Platinum FRA 50- Plus Continuous Member Card.

#### **Section 402. Arrears in Dues**

**Section 402(a).** The Director, Membership Development shall, and the branch secretary who so desires may, notify all members in writing of their approaching dues expiration date to enable members to maintain continuous membership and earn continuous membership awards.

**Section 402(b).** The Director, Membership Development shall, and branch secretaries who so desire may, notify the members arrears in dues in writing once a month during the ninety day grace period.

**Section 402(c).** Any member whose dues are in arrears for a period of three months shall be dropped from membership rolls, except those who are prisoners of war or legally declared missing in action until such time as they are freed or declared legally dead.

**Section 403. Reinstatement of Membership – Reinstatement to Membership** for a former member whose membership has been suspended for nonpayment of dues or whose resignation has been accepted without prejudice, may be accomplished by complying with Section 401 of this article, provided that no person shall be reinstated to membership who fails to meet the membership eligibility requirements as stated in Article 3, Section 301.

#### **Section 404. Reports**

**Section 404(a).** The Member Services Department will provide each branch with a comprehensive monthly report listing the members who have paid dues at the branch and national levels, the new expiration dues date for the members, and the present address and any other changes that have occurred in the branch membership.

**Section 404(b).** The Member Services Department, will provide each Regional President with a monthly membership status report for each branch in the respective region detailing all membership transactions occurring in the region.

**Section 405.** Life Membership Fee

**Section 405(a).** “The fee for life membership will be based on the applicant's age at 12/31 in the year of application using the following eight tier fee structure:

Under age 40	\$600	Age 71-80	\$380
Age 41-50	\$570	Age 81-90	\$260
Age 51-60	\$535	Age 91-100	\$145
Age 61-70	\$475	Age over 100	FREE”

**Section 405(b).** “The fee calculation will be based on a combination of the Internal Revenue Code, Section 72, Life Expectancy Tables and the market rate of life membership fees of similar veteran organizations.”

**Section 405(c).** “Each time annual dues are revised the Finance Officer will review the life membership fee structure to determine if the fees should be revised based on the Life Expectancy Tables and the market rate of similar veteran organizations.”

**Section 405(d).** “Life Membership fees may be made to the Finance Officer or via the FRA Website using the following plans:

- (1) Payment in full at the time of submitting the life membership\
- (2) Initial payment of \$50 followed by 11 equal monthly payments.”

**Section 405(e).** “All installment payments will be made via credit card and will be completed within 12 months from the date the initial \$50 payment is made. If using the installment payment plan, the initial payment will be counted towards paying the regular annual dues, which will entitle the member to be a regular member in the FRA but not a life member until all payments have been received. Once an installment plan is initiated, money held in escrow will not be returned or prorated for further dues payment.”

**Section 405(f).** “Full or partial payment of the life membership fee will be submitted with the membership application. The effective date of life membership will be when the full amount of the fee is received by the Finance Officer.”

**Section 405(g).** “A member who elects to become a life member prior to month-end closeout (the first of the following month or next business day thereafter) of processing regular membership dues for that month may have the regular dues payment applied to the amount of life membership dues based on the fee schedule for age. The member will pay the difference upon immediate submission of the full balance of the applicable life membership dues.” **(Effective January 1, 2024)**

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

### **Section 501.** Jurisdiction

**Section 501(a).** For disciplinary action, each branch shall have jurisdiction over its members except national officers, members elected to a national office, regional officers, or members employed by the National Association.

**Section 501(b).** The National Board of Directors shall have jurisdiction over members on the Membership-at-Large Roll, members employed by the National Association, regional officers, all members elected to a national office, national officers and the FRA Auxiliary.

**Section 502.** Suspension or Expulsion – Any member of the Fleet Reserve Association 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 Fleet Reserve Association. However, members in good standing shall not lose their membership until given a trial in accordance with the provisions of this article.

**Section 503.** Conviction of a Member – The Board of Directors (branch or national) 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 Fleet Reserve Association and, without formal trial, may order expulsion of such member.

**Section 504.** Accusations – Accusations against any member of the Fleet Reserve Association shall be made under oath, in writing, shall bear the signature of the accuser and shall be delivered to the president having jurisdiction over the member.

**Section 505.** President’s Duties in Accusations – The President (branch or national) shall appoint a special committee to investigate, report their findings or make recommendations to the Board of Directors (branch or national). The latter shall either dismiss the accusations or prefer formal charges against the accused.

#### **Section 506.** Trial Committee

**Section 506(a).** When formal charges have been preferred, the Board of Directors (branch or national) shall appoint a special trial committee to try the case, such committee to consist of not less than five nor more than thirteen members.

**Section 506(b).** Except as herein provided, the trial shall be conducted in the manner set forth in Chapter XX, *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 Board of Directors (branch or national) for approval or mitigation of the recommended action.

#### **Section 507.** Formal Charges

**Section 507(a).** Delivery of Formal Charges to Accused – A true copy of the formal charges shall be delivered to the accused (in 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 a proper defense, but not beyond two months. Every effort shall be made to bring the case to a speedy conclusion.

**Section 507(b).** When formal charges are preferred against any member of the Fleet Reserve Association, such member shall be temporarily suspended from membership and shall remain in that status pending final determination of the case. In the event the accused is a salaried member, pay shall cease from the date of temporary suspension. If charges are dismissed, the accused shall be restored to membership and if formerly salaried that member shall be restored to previous position with pay continuing from date of temporary suspension. Restored pay of an elected officer shall not exceed the term of office to which elected. During the interim of temporary suspension, the Board of Directors (branch or national) may appoint a substitute to fill the temporary vacancy with pay as the Board of Directors considers appropriate, but pay shall not exceed salary of the position. If the charges are sustained and the punishment results in removal from office, the office shall be declared vacant.

#### **Section 508.** Appeal

**Section 508(a).** Members under the jurisdiction of a branch shall have the right to appeal the verdict of the trial to the assembly in a regular meeting, provided written notice has been given to the president at least ten days in advance. The branch may set aside the verdict of the trial and the decision of the Board of Directors by a two-thirds vote.

**Section 508(b).** Any member or a minority group of members shall have the right to appeal the decision of a branch to the National Board of Directors. A decision of the National Board of Directors may be appealed to the National Convention. In each case such appeal shall be in writing and bear the signature of the petitioner. Appeals from the

decision of the National Board of Directors to the National Convention shall be made not less than one month prior to the convention date and shall be made direct to the National President who will inform the petitioner of the day and hour in which the case will be heard and at which time the Convention's Order of the Day shall be suspended and the delegates shall have one vote and it shall require a two-thirds vote to reverse the decision of the National Board of Directors.

**Section 509.** National Board of Directors' Vote – The National Board of Directors, when judging disciplinary cases, shall have one vote for each director and it shall require a two-thirds vote to reverse the decision of the branch.

**Section 510.** Grounds for Removal from Elective Office – Any elected officer of the Fleet Reserve Association may be removed from office for failure to perform the duties of the office to which elected. The Board of Directors (Branch or National) is authorized to define, in each case, what constitutes failure to perform the duties of said office. Definition of failure to perform the duties of office shall be by two-thirds vote of the Board of Directors (Branch or National). Removal from office shall be in C-21 strict adherence to Article 5, Sections 501 through 509.

**Section 511.** Challenge of Membership Eligibility – Any member of the Fleet Reserve Association may be required to prove his/her eligibility for membership at any time. In case a member's right to membership is challenged and found to be ineligible, as described in Article 3, the person's name shall be removed from the membership roll, without prejudice, and the last payment of dues shall be refunded.

**Section 512.** Reinstatement from Expulsion – Reinstatement of membership rights and privileges of members who have been expelled from membership in the Fleet Reserve Association:

**Section 512(a).** After a period of five years, persons who have been expelled from membership in the Fleet Reserve Association, may petition the National Board of Directors for the reinstatement of their membership rights and privileges, provided they are otherwise eligible for membership.

**Section 512(b).** The petition shall be in written form and contain the reasons why the petitioner desires to be reinstated. It shall be signed by the person desiring to be reinstated and sent to the National President.

**Section 512(c).** Upon receipt of a petition for reinstatement of membership rights and privileges, the National President shall appoint a committee of not less than three nor more than seven members to investigate the propriety of reinstating the membership rights and privileges of the petitioner. This committee shall make a report of its findings and recommendations to the National President.

**Section 512(d).** At the first meeting of the National Board of Directors after the receipt of the report of the investigating committee, the National President shall present the petition together with the report of the investigating committee to the National Board of Directors for their consideration.

**Section 512(e).** The voting of the National Board of Directors on the reinstating of the membership rights and privileges of an expelled member shall be by secret ballot. It shall require a two-thirds vote of the National Board of Directors to reinstate an expelled member and the action taken by the National Board of Directors shall be final and not be subject to appeal.

## **Article 6 – National Convention**

### **Section 601. Governing Body and Association Year**

**Section 601(a).** The governing body of the Fleet Reserve Association for the Association Year shall be the National Board of Directors between national conventions and the elected and qualified delegates of branches of the Fleet Reserve Association when assembled in a national convention. The authority of a national convention shall be restricted to, and shall comply with, the C&BL and the laws of the Commonwealth of Pennsylvania.

**Section 601(b).** The Association Year of the Fleet Reserve Association 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 602. Time and Place.**

**Section 602(a).** The FRA shall hold an annual national convention not to exceed a total of four days duration, except for any convention that has been designated as a constitutional convention, which may not exceed five days in duration.

**Section 602(b).** The annual convention shall convene on or after the 15th day of September and shall adjourn on or before the 30th day of November.

**Section 602(c).** The time and place for a national convention is to be decided by the delegates at the convention held two years in advance.

**Section 602(d).** The National Board of Directors shall have the authority to withdraw the sponsorship of a national convention, upon the determination by the National President that the sponsor's arrangements are unsatisfactory, and proceed to make preparations for hosting the convention by the FRA subject to the limitations set forth in Section 602(a.)

**Section 603.** Pre- and Post-National Convention Board of Directors Meetings – A Pre-National Convention Board of Directors meeting, if necessary, shall convene not more than twenty-four hours prior to convening the convention, and a Post-National Convention Board of Directors meeting, if necessary, shall be convened not more than twenty-four hours after adjournment of the convention.

### **Section 604. Convention Committee**

**Section 604(a).** Sponsors of a national convention shall appoint a chairman and committee reporting their names and addresses to the National President no later than three months following the approval of the convention bid.

**Section 604(b).** The convention committee shall as soon as possible after the convention bid is approved, finalize a letter of agreement with the hotel or facility housing the National Convention, outlining convention dates, guest room blocks, guest room rates, reservation procedures, providing of meeting rooms and function spaces, parking and other amenities. A copy of the letter of agreement shall be forwarded to the National President no later than thirty days following approval of the convention bid.

**Section 604(c).** The convention committee shall file for incorporation under the laws of the state or jurisdiction in which the convention is to be held immediately after the convention bid is approved and shall forward a copy of the state or jurisdiction approval of the incorporation to the National President no later than six months after the approval of the convention bid.

**Section 604(d).** The convention committee shall make a financial report not later than three months following adjournment of the national convention to the National President, summarizing briefly total receipts and total expenditures in connection therewith including a statement that all bills have been paid. The National President will forward a summary of this report to the National Board of Directors and branches.



**Section 604(e).** The sponsor of a national convention shall furnish, without expense to the Fleet Reserve Association, a suitable meeting hall with a public address system, the necessary committee meeting rooms, an office for the National Convention committee, and an office for the National Headquarters staff. The sponsoring group shall not obligate the Fleet Reserve Association without prior approval of the National Board of Directors. The chairman of the convention committee shall notify the National President, not later than 1 March of the convention year, of the name and address of the hotel where the convention headquarters will be located during the convention and the name and address of the convention hall.

#### **Section 605.** Fleet Reserve Association Expenses

**Section 605(a).** The Fleet Reserve Association shall assume the following expenses of the convention: recording, transcription, publication, and distribution of the convention minutes, transportation of national records and such other items as may be deemed necessary by the National Board of Directors.

**Section 605(b).** When the National Convention is sponsored by the Fleet Reserve Association, the Fleet Reserve Association shall assume the expenses for the rental of a convention hall with public address system, committee rooms and such other items as may be deemed necessary by the National Board of Directors.

#### **Section 606.** Delegates

**Section 606(a).** It shall be the inalienable and sovereign right of each branch of the Fleet Reserve Association to have full and irrevocable control of its franchise and delegates.

**Section 606(b).** Each branch shall be entitled to elect one delegate to the convention and, in addition, one delegate for each twenty-five members in good standing or major fraction thereof.

**Section 606(c).** Delegates or proxy delegates to the national convention of the Fleet Reserve Association shall be members in good standing and shall be listed on standard forms provided by the National Headquarters. Copies of these forms listing delegates and/or proxies, signed by the branch president and secretary, shall be submitted to the National President, the National Vice President, the National Executive Director, the Regional President of the respective region, the National Convention Credentials and Registration Chairman and the National Convention Committee Chairman. With the exception of the salaried national officers and salaried employees of the National Headquarters; branches may designate any member of the Fleet Reserve Association in good standing as their proxy delegate, including a member of the Membership-at-Large Roll.

**Section 606(d).** Branches desiring to make changes in their proxy delegate(s) listings after submitting the standard form as outlined in Section 606(c) may do so by letter signed by the branch president and secretary to the addressees listed in Section 606(c). Letters must be postmarked no later than 15 days prior to the convening of the National Convention. No letters, post cards, or any other documentation will be accepted at the National Convention.

#### **Section 607.** Voting

**Section 607(a).** The voting strength of branches shall be determined as of 31 March each year, and shall remain unchanged for twelve months, except when a branch charter has been revoked, suspended or surrendered, the vote of said branch shall be null and void. Branches instituted on or after 1 April shall be allowed one vote until the following 31 March.

**Section 607(b).** Each delegate shall be entitled to one vote, but each branch shall be entitled to the number of votes equal to the number of delegates to which it is entitled and the total accredited vote for each branch may be cast by its attending delegate or delegates in the absence of a fuller representation.

**Section 607(c).** Where instructed by the branch, the delegates of that branch shall vote in accordance with the branch's instructions.

**Section 607(d).** Where uninstructed by the branch, the vote of the branch may be prorated proportionately among the delegates of the branch who are present, provided that no delegate shall be deprived of the right to cast the one vote to which each delegate is entitled.

**Section 607(e).** No fractional votes will be allowed in casting the branch's vote.

**Section 608.** Convention Quorum – A quorum shall exist at a national convention when two-thirds of the authorized voting strength of the Fleet Reserve Association is registered as accredited delegates or proxies.

**Section 609.** National Officers' Convention Vote – National officers, by virtue of their offices shall not be entitled to vote, unless they attend as accredited delegates.

**Section 610.** Members' Access to Convention – Every member of the Fleet Reserve Association shall have access to the regular sessions of the convention, but shall have no vote nor the privilege of the floor unless an accredited delegate, except national officers and past national presidents may have the privileges of the floor but no vote.

#### **Section 611.** Resolutions

**Section 611(a).** Constitution and Bylaws, and Standing Rules resolutions to be acted on by the National Convention shall be received in proper resolution form in the National Headquarters of the Fleet Reserve Association not later than 120 days before the convening date of the Annual National Convention.

**Section 611(b).** Honorary Membership, Certificate of Merit, and General Resolutions to be acted on by the National Convention shall be received in proper resolution form in the National Headquarters of the Fleet Reserve Association not less than 120 days before the convening date of the annual convention.

**Section 611(c).** 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 611(d).** National Board of Directors resolutions pertaining to Section 611(a) and Section 611(b) shall be allowed an extension of 30 days.

**Section 611(e).** Resolutions received in the National Headquarters and forwarded to the National Committee on Constitution, Bylaws, and Resolutions shall be reviewed by that committee to ensure that they are not detrimental or otherwise not in the best interest of the Fleet Reserve Association. Resolutions containing allegations shall require documentary evidence in support of the resolution. Those resolutions believed to be detrimental to the Fleet Reserve Association shall be referred to legal counsel for review prior to promulgation. The National Board of Directors shall have the authority to rule a detrimental resolution "not in order."

**Section 611(f).** Immediately after the final submission date, the National Executive Director shall have all recommendations, letter requests to host a national convention, and resolutions, on hand at those times distributed to all branches, national officers, and national committees as expeditiously as practicable to ensure receipt by all branches within 30 days of the deadline submission date. Only one nominating resolution for each nominee, together with a list of branches which submitted statements of endorsements, signed by the branch president and branch secretary, for each nominee, will need to be distributed with the other resolutions, letter requests and recommendations.

**Section 611(g).** 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 611(h).** Resolutions not pertaining to the C&BL and recommendations of the National Board of Directors, national officers, and national committees, shall be referred to an appropriate convention committee appointed by the National President.

**Section 611(i).** All resolutions or recommendations referred to a convention committee must be reported back to the convention with a recommendation to adopt, reject, combine, or refer to a responsible party in accordance with SR-4(r) for subsequent action at the next annual convention, and the reasons therefor.

**Section 611(j).** The authority of the National Convention to amend resolutions shall be restricted to the extent that the resolutions shall not be amended so as to reverse the intent of the resolutions as submitted originally.

#### **Section 612. Recommendations**

**Section 612(a).** All recommendations of the National Board of Directors, national officers, and national committees shall be submitted to the National Headquarters of the Fleet Reserve Association and distributed by that office, in accordance with the provisions of Section 611.

**Section 612(b).** Recommendations of the convention committees may be acted upon by the convention.

**Section 613.** Resolutions and Recommendations Declared to be Out of Order – Failure to comply with the provisions of Section 611, 612, 1403, and 1404 shall be sufficient cause to declare resolutions or recommendations to be out of order.

**Section 614.** Convention Order of Business – The order of business at the National Convention shall be as set forth in the appropriate standing rule.

**Section 615.** Convention Recess – It shall be in order for the national convention to recess from time to time as may be appropriate. The motion to adjourn shall be out of order until the business of the convention has been completed.

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

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

**Section 701(a).** The National Officers of the Fleet Reserve Association shall be: National President, National Vice President, National Executive Director, Finance Officer, President of each region, Junior Past National President, National Parliamentarian, and National Chaplain.

**Section 701(b).** The National Board of Directors of the Fleet Reserve Association shall be: National President, National Vice President, National Executive Director, President of each region, and the Junior Past National President.

**Section 701(c).** Branches may nominate or endorse for national office any member of the Fleet Reserve Association who is eligible to hold office. Nominations or endorsements shall be forwarded to and received by the National Executive Director in accordance with the provisions of Section 611. Nominations may be made from the floor of the National Convention by any accredited delegate. To be eligible for the nomination the nominee must either be present or furnish the presiding officer with a written acceptance of the nomination.

**Section 701(d).** The Annual National Convention shall elect for a 1-year term the National Vice President and the National President, and for a 3-year term, the National Executive Director in a year the number of which is divisible by three.

**Section 701(e).** In the event the Fleet Reserve Association is unable to hold an Annual National Convention, the elections provided for in Section 701(d) shall be conducted by a mail vote in the following manner, notwithstanding the provisions of Section 701(c).

(1). Nominations for the several offices to be filled shall be closed in the National Headquarters of the Fleet Reserve Association at midnight 30 June.

(2). The National Executive Director shall promptly prepare a ballot for the several offices to be filled and forward same to all branches for mail vote.

(3). Ballots shall be enclosed in an envelope and sealed; the word "Ballot" shall be marked on the outside of the envelope; said ballot shall be received in the National Headquarters of the Fleet Reserve Association by midnight 31 August, or suffer disqualification. Voting shall be by written ballot only and shall bear the signatures of the branch president and secretary, certifying that the ballot is the vote of the branch.

(4). 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 shall certify the election results to the National President.

(5). The National President shall inform the Fleet Reserve Association of the results of the elections. The officers-elect shall be installed in office on 1 October, the installing officer to be designated by the National President.

(6). In the event that a majority vote is not received for any contested office, there shall be immediately held a run-off election between the two candidates receiving the largest number of votes, allowing forty-five days for the return of the ballots to the National Headquarters of the Fleet Reserve Association. The method of tallying shall be as provided for in Subsection 701(e)(4).

(7). The incumbents in office shall continue in office until their successors have been elected and installed.

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

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

**Section 702(a).** Each region of the Fleet Reserve Association shall elect a Regional President and a Regional Vice President.

**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).** In the event of a vacancy in the office of Regional President after the Regional Convention but prior to the conclusion of the National Convention, the Regional President-elect shall complete the unexpired term and will continue in that office to complete the term to which he/she was duly elected.

**Section 702(d).** A Regional President-elect, succeeding to office under the provisions of Section 702(c), shall be installed in office by a member in good standing from the same region as soon as possible.

**Section 702(e).** Regional officers shall be elected prior to the convening of the National Convention and installed at the regional convention.

**Section 702(f).** In the event an annual regional convention is not held and should the regional bylaws provide for regional officers, the Regional President and regional officers shall be elected by the delegates from the region in question at the National Convention. The regional officers shall be installed by a delegate from the region in question at the National Convention.

**Section 702(g).** Regional Presidents and Regional Vice Presidents shall be elected for a term of one year. In the event a region fails to hold a convention for such elections and the National Convention has been canceled, vacancies of the offices which are due to expire shall be filled by the National Board of Directors as provided in Section 705(a).

**Section 702(h).** Regional Vice Presidents *are* not National Officers.

**Section 702(i).** When the Regional President is absent from the meeting of the National Board of Directors for any reason other than vacancy in the office of Regional President, the National Board of Directors is authorized by a two thirds vote to appoint the Regional Vice President to represent the region with the same authority as the Regional President.

### **Section 703. Residence**

**Section 703(a).** All national officers of the Fleet Reserve Association shall be permanent residents of the United States and residing within one of the fifty states. In the event any national officer leaves the geographical limits of the United States, and remains uninterruptedly outside of said limits for three months or more, that office shall be declared vacant by the National Board of Directors.

**Section 703(b).** Generally, regional officers and regional presidents shall reside in the region in which they will hold office. When regional officers or regional presidents reside outside of the region in which they will hold office, they must be a member of the branch which is geographically closest to their place of residence and that branch must be located within the region in which they will hold office.

**Section 703(c).** In the event a regional officer or regional president absents himself from the region in which he/she holds office for more than three consecutive months, his/her office shall be declared vacant by the National Board of Directors.

### **Section 704. Incapacity**

**Section 704(a).** In the event the National President becomes incapacitated or unable to discharge the duties of that office and did not resign in accordance with Section 704(b), the National Vice President will assume the duties of the National President with a two-thirds approval of the National Board of Directors. The National Board of Directors will determine the time frame that this action is effective or otherwise act in accordance with Section 510.

**Section 704(b).** National officers or Regional Vice Presidents who find that, due to illness or for other reasons, they cannot properly fulfill the duties of their office, shall resign for the best interests of the Fleet Reserve Association. Such resignation shall be submitted in writing to the National President for referral to the National Board of Directors.

### **Section 705. Vacancy in Office**

**Section 705(a).** In the event of a vacancy in the office of Regional President or in any other regional office and unless the regional bylaws provide, the National Board of Directors shall appoint a successor who shall complete the unexpired term of office, except as provided for in Section 702(c) and Article 8.

**Section 705(b).** When a national officer who is a current member of the National Board of Directors, by virtue of having held an elective office, is elected to a new position on the National Board of Directors, said officer shall, as a prerequisite to and prior to being installed as an officer on the National Board of Directors in the new position, resign the current position as a National Board member. The vacant position on the National Board so created shall be filled by the National Board of Directors by the appointment of a branch member in good standing.

**Section 705(c).** In case of the death, resignation, removal from office, or expulsion of the National Vice President, or the National Executive Director, the National Board of Directors shall appoint a successor who shall complete the unexpired term of office.

**Section 705(d).** In the case of the resignation from the National Board of Directors by the Junior Past National President, the National Board of Directors shall appoint a successor to complete the unexpired term on the National Board of Directors.

### **Section 706. Junior Past President**

**Section 706(a).** 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 706(b).** 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 shall continue as the Junior Past President during the corresponding successive terms.

**Section 706(c).** The Junior Past National President shall serve as the chairman of the National Committee on Budget, Finance and Audit.

**Section 707.** Salaries of Elected National Officers – Elected national officers shall receive salaries in such amount as may be determined by the National Board of Directors except the maximum amount shall be set by the Annual National Convention.

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

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

**Section 802.** Duties of the National Board of Directors – In this section, when the word “they” is used, it shall mean the National Board of Directors of the Fleet Reserve Association.

**Section 802(a).** They shall be the governing body of the Fleet Reserve Association between conventions. This authority shall be exercised through published National Board of Directors Resolutions and National Board of Directors Authorizations. Results of their decisions shall remain in effect unless modified by the delegates at the following national convention. Resolutions must be ratified, amended and approved or rescinded by the delegates. Authorizations do not require ratification, but may be rescinded by a two-thirds vote of the delegates. They shall assist the National President and be his/her advisor in administering the affairs of the Fleet Reserve Association as mandated by the National Convention and in accordance with the C&BL.

**Section 802(b).** They shall have authority in all matters affecting the maintenance of conduct and discipline throughout the Fleet Reserve Association and shall receive and act on all complaints which may be presented, complying with such provisions as the C&BL may provide, and, in the absence of a rule, they are authorized to use their good judgement in the best interest of the Fleet Reserve Association.

**Section 802(c).** They shall have the authority by a two-thirds vote to interpret the meaning of the various articles and sections of the C&BL and Standing Rules. Such interpretations shall be submitted to the next national convention for ratification and if ratified referred to the Standing National Committee on Constitution, Bylaws, and Resolutions to incorporate the clarification intent in the C&BL.

**Section 802(d).** They shall have authority by a two-thirds vote to declare null and void any part of the C&BL or Standing Rules when advised in writing by proper legal counsel that it is in conflict with the Articles of Incorporation or contrary to the nonprofit corporation laws of the Commonwealth of Pennsylvania.

**Section 802(e).** They are empowered between conventions by a two-thirds vote to adopt, amend, or rescind standing rules subject to ratification, amendment, or recession of the action at the next national convention.

**Section 802(f).** They are the governing body of the FRA Auxiliary and its Constitution and Bylaws between conventions.

**Section 802(g).** They shall have charge of the registered and National Headquarters of the Fleet Reserve Association and through the designated managing officer shall promulgate rules and regulations for the conduct of such offices ensuring that the rules are posted in a conspicuous manner. The rules shall be those required by law and by the Association, including annual and sick leave.

**Section 802(h).** The National Board of Directors authorizes the National Executive Director to advertise the position  
Officer will occur the National Executive Director shall advertise the position, review résumés, and hire a Finance

of Finance Officer. In the event of a vacancy or upon receipt of information that a vacancy exists in the office of Finance

Officer will occur the National Executive Director shall advertise the position, review résumés, and hire a Finance

Officer with the concurrence of the National Board of Directors. The National Executive Director is empowered to hire the best qualified candidate.

**Section 802(i).** They shall designate a firm of certified public accountants annually and shall require that the books and accounts of the Finance Officer be audited at the close of the Fleet Reserve Association fiscal year and at any other time they consider it necessary. Audit reports shall be sent to all national officers and branches.

**Section 802(j).** They shall in the interest of economy, and when the National President finds it impracticable to assemble as a body, conduct the affairs of the Fleet Reserve Association by mail vote or other means of rapid communication. When voting is by mail, and a time limit has been stated for the receipt of the mail vote, nine or more replies shall constitute a quorum. The vote of each director shall be confirmed in writing over his/her signature. Each director shall have one vote. Proxy voting is prohibited.

**Section 802(k).** A meeting of the National Board of Directors shall be called by the National President when written request for same is received from nine or more directors. The directors shall be given at least ten days advance notice of the time and place of such meeting.

**Section 802(l).** A quorum shall exist, at a meeting of the National Board of Directors, when nine or more directors are present. Each director shall have one vote. Decision of the Board shall be by majority vote, unless otherwise provided for in the C&BL.

**Section 802(m).** Every member of the Fleet Reserve Association in good standing shall have access to all open sessions of the meetings of the National Board of Directors, but shall have no vote nor the privilege of the floor, except under the good of the order and with the permission of the National Board of Directors. The National Board of Directors may call for a closed session which excludes members not directly concerned, when the subject matter to be discussed may be detrimental to the character of a member or other person.

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

**Section 803(a).** The National President shall be the Chief Executive Officer of the Fleet Reserve Association. Under the direction of the National President, the provisions of the C&BL, Standing Rules, regulations and policies of the Fleet Reserve Association shall be observed. He/she shall be an ex-officio member of all national committees.

**Section 803(b).** The National President shall preside at the Annual National Convention, and, as Chairman of the National Board of Directors shall preside at all meetings of the National Board of Directors.

**Section 803(c).** The National President shall represent the Fleet Reserve Association in its relations with federal, state, and other government bodies and shall have the authority to designate any officer or member to represent him at public ceremonies and meetings.

**Section 803(d).** The National President shall receive from shipmates, branches, citizens, or organizations complaints regarding the members or the branches and shall present same to the National Board of Directors for appropriate action, and shall perform such other duties as the National Board of Directors may, from time to time, direct.

**Section 803(e).** The National President shall appoint all standing, special, advisory, ad-hoc and convention committees, and chairmen, except when a chairman of a committee has been named by action of a national convention, or where the C&BL otherwise provides. All appointments are for a duration of one year unless the C&BL, the convention delegates, or the National Board of Directors otherwise provides.

**Section 803(f).** The National President shall appoint a National Parliamentarian from the membership of the Fleet Reserve Association to assist him in the conduct of conventions, directors' meetings and in other matters requiring parliamentary guidance.



**Section 803(g).** The National President shall appoint a National Chaplain from the membership of the Fleet Reserve Association, whose duties shall be to perform nonsectarian devotional services at the National Convention and such other duties as the National President or the National Board of Directors shall prescribe.

**Section 803(h).** The National President shall seek the counsel of the National Vice President, keeping that office informed on all matters of importance.

**Section 803(i).** The National President shall call a meeting of the National Board of Directors, if necessary, just prior to the convening of the Annual National Convention and, if necessary, within twenty-four hours of adjournment of said convention; also when in the judgement of the National President, a meeting is vitally necessary

**Section 804.** Duties of the National Vice President – The National Vice President, in the absence of the National President, shall perform the duties of that office, and, in the event of a vacancy in the office, he/she shall complete the unexpired term.

**Section 805.** Duties of the Regional President

**Section 805(a).** A regional president shall be the representative of the National President within his/her region.

**Section 805(b).** He/she shall be required to visit branches of his/her region at the discretion of the National President, during which visits he/she shall ascertain whether or not branch meetings are conducted with appropriate decorum, branch books are properly audited, and that the provisions of Article 12 are being complied with, any dereliction which shall be immediately reported to the National President for action by the National Board of Directors.

**Section 805(c).** He/she shall encourage and assist in the organizing of branches within his/her region where there are sufficient eligible to establish and sustain a branch.

**Section 805(d).** He/she shall appoint regional chairmen and committees for the Disaster Relief and Rehabilitation, Hospitals, Welfare, and Rehabilitation, Americanism-Patriotism, Public Relations and Youth Activities.

**Section 805(e).** He/she shall submit a report on the conditions existing in his/her region to the National Convention and make such recommendations that he/she deems necessary. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612.

**Section 805(f).** He/she shall perform such other duties as directed by the National Board of Directors.

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

**Section 806(a).** A regional vice president shall be the assistant to the Regional President and shall perform such duties as may be prescribed by the Regional President or the National Board of Directors.

**Section 806(b).** In the event of a vacancy in the office of Regional President, the Regional Vice President shall complete the unexpired term, except as provided for in Section 702(c).

**Section 807.** Salaried National Officers

**Section 807(a).** The National Executive Director and the Finance Officer shall not engage in any other business but shall devote their entire time and attention to the duties of their office and the business of the Fleet Reserve Association. Their duties allowing, they shall perform subsidiary duties. They shall comply with the provisions of the C&BL, Standing Rules and regulations and directives of the National Board of Directors.

**Section 807(b).** In the absence of the National Executive Director from the National Headquarters, the line of succession of duties shall be the Finance Officer, and in his/her absence, the designated office manager.

**Section 808.** Duties of the National Executive Director

**Section 808(a).** He/she shall be the active managing officer of the National Headquarters of the Fleet Reserve Association with authority to enforce standing rules and regulations which have been approved by the National Board of Directors.

**Section 808(b).** He/she shall be the chief assistant to the National President and National Board of Directors in carrying out the administrative duties of their office.

**Section 808(c).** He/she shall be in charge of all official correspondence of the National Headquarters of the Fleet Reserve Association and shall maintain such files as may be necessary.

**Section 808(d).** He/she shall maintain a perpetual file of the historical records of the proceedings of the National Conventions, National Board of Directors, and national committee meetings.

**Section 808(e).** He/she shall notify the national officers and committeemen of their election or appointment and shall give notice to all branches of the National Convention and of the meetings of the National Board of Directors and all national committees.

**Section 808(f).** He/she shall maintain a file of the Standing Rules and regulations which have been adopted by the National Conventions or the National Board of Directors and deliver a copy of said rules to all newly elected national officers.

**Section 808(g).** He/she shall be the permanent chairman of the National Committee on Legislative Service and shall with other designated members register with the Secretary of the Senate and the Clerk of the House of Representatives as accredited representatives of the Fleet Reserve Association as required by the Federal Regulation of Lobbying Act. He/she shall further designate members to register with the Department of Veterans Affairs as accredited representatives of the Fleet Reserve Association.

**Section 808(h).** He/she shall seek the advice and decision of the National Board of Directors when necessary in matters of grave importance, such as unforeseen legislation and official rulings that would be detrimental to our membership, and in matters of a controversial nature which would require a change in the Fleet Reserve Association legislative policy or program.

**Section 808(i).** He/she shall make an annual report to the National Convention covering the activities of his/her office, making such recommendations as he/she may deem proper. Recommendations requiring action of the National Convention shall be submitted in accordance with Section 612.

**Section 808(j).** He/she shall report to the National Board of Directors regarding meetings or hearings which he/she has attended as an accredited representative of the Fleet Reserve Association.

**Section 808(k).** He/she shall maintain a register of the branches of the Fleet Reserve Association, their officers and committees.

**Section 808(l).** With the Finance Officer, ensure the FRA National Headquarters Building is maintained in an impeccable manner with regard to appearance, overall condition, electrical system, roof, security system, heating/cooling systems, elevator, cleaning, painting as required and other repairs and functions as warranted; and report annually to the National Committee on Budget and Finance on budget requirements and the Board of Directors on these matters.

**Section 808(m).** The NED shall review all monthly bank, credit card statements and contract agreements for accuracy and correctness. If there are any questions, he/she will bring it to the attention of the Finance Officer, and if needed, advise the National President for further review, disposition and/or action(s).

**Section 809. Duties of the Finance Officer**

**Section 809(a).** The Finance Officer shall be the finance, disbursing and purchasing officer of the Fleet Reserve Association.

**Section 809(b).** He/she shall receive all monies paid to the national treasury and shall deposit same in a checking account, in the name of the Fleet Reserve Association, in such banks as may be designated by the National Board of Directors. He/she shall obtain the bank teller's receipt for all deposits and retain for his/her files.

**Section 809(c).** He/she shall make all disbursements in behalf of the Fleet Reserve Association (national treasury) by check, except as provided for in Sections 809(e) and 809(h).

**Section 809(d).** He/she shall approve just claims for payment by signing voucher of drawn check, sign check and forward same to the National President or National Vice President for his/her countersignature.

**Section 809(e).** He/she may authorize payment to branches of their share of dues payments and salary payments to salaried national officers and salaried employees of the National Headquarters by direct deposit using electronic transfers. He/she shall provide a certified monthly list of all electronic transfers to the National President with a copy to the National Vice President and the Chairman, Budget, Finance and Audit Committee.

**Section 809(f).** He/she shall be responsible for the accurate and proper maintenance of the financial records of the Fleet Reserve Association and no changes therein shall be made without the approval of the National Board of Directors.

**Section 809(g).** He/she shall keep the financial books, records and an account of receipts and disbursements, so as to disclose the condition of any account at any time.

**Section 809(h).** He/she shall be the sole custodian of a petty cash account. The amount of the account shall be established annually by the National Committee on Budget, Finance and Audit IAW Section 811(c). This fund shall be used for incidental expenditures. A statement accompanied by a properly signed voucher for each expenditure must be sent to the National President and National Vice President in order to replenish this fund.

**Section 809(i).** He/she shall be responsible for the proper maintenance of tax records, payroll tax deductions, and the payment thereof. This shall include any and all forms of tax for which the Fleet Reserve Association is liable.

**Section 809(j).** He/she shall be responsible for the proper charges against the various budget line items, as approved by the National Convention. He/she is authorized to distribute and reclassify expenses among the natural account codes of the same department or program with concurrence of the National Committee on Budget, Finance and Audit.

**Section 809(k).** He/she shall be custodian of all insurance policies, deeds, titles, or other evidence of liens and fidelity bonds, except the fidelity bond of the Finance Officer, which shall be held by the National President.

**Section 809(l).** He/she shall be custodian and maintain a complete inventory of all tangible property of the national organization of the Fleet Reserve Association. He/she shall be responsible for its repair and shall make entries in the records for depreciation. Furniture and equipment valued at more than one thousand dollars, with a useful life over one year at the time of purchase, shall be capitalized.

**Section 809(m).** He/she, with the National Executive Director, shall be designated as survey officers. Together they shall have authority to survey, destroy, or sell property that has a value not in excess of \$150.00 that no longer has a useful purpose. A full report listing the property and the reasons for their action shall be signed by the Finance Officer, countersigned by the National Executive Director, and forwarded to the National President with a copy to

the Chairman of the National Committee on Budget, Finance and Audit. Survey of property with a value in excess of the above amount shall require prior approval of the National Board of Directors.

**Section 809(n).** He/she shall make an annual itemized report, coinciding with the fiscal year, to the National Board of Directors of the personal property of the Fleet Reserve Association showing all changes since the last report.

**Section 809(o).** He/she shall purchase and sell all Fleet Reserve Association supplies. The selling price shall be at cost, plus handling charges.

**Section 809(p).** As the representative of the National Board of Directors, he/she shall have the authority to make contracts to the amount of \$5,000.00. When contracts or a single expenditure exceed this amount, the National Board of Directors shall first approve and authorize such contract or expenditure, unless previously approved by the delegates in national convention.

**Section 809(q).** He/she shall make the following quarterly reports to the National Board of Directors and branches: receipts and disbursements, budget expenditures, and such other reports as the National Board of Directors may direct.

**Section 809(r).** He/she shall supply the National Board of Directors and the National Committee on Budget, Finance and Audit with such information as may be requested and shall allow any authorized committee, or authorized member, to examine his/her books and accounts at any reasonable time.

**Section 809(s).** He/she shall take the necessary action on investing/reinvesting funds as recommended by the National Committee on Budget, Finance and Audit and approved by the National Board of Directors.

**Section 809(t).** He/she shall make an annual report to the National Board of Directors and the National Convention of the financial affairs of the Fleet Reserve Association, with such recommendations as he/she may deem proper. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612.

**Section 809(u).** He/she shall be furnished with a fireproof safe of sufficient size to hold the valuable records, papers, and accounts of his/her office. This safe shall be equipped with a combination lock, and he/she shall be the sole custodian of the combination of said safe, but he/she shall deliver to the National President and the National Executive Director instructions for the opening of said safe in sealed envelopes.

**Section 809(v).** With the Executive Director, ensure that the FRA National Headquarters Building is maintained per Section 808(l) and ensure appropriate contracts associated with the referenced functions are budgeted for and administered on a continuing basis.

#### **Section 810.** Standing National Committees

**Section 810(a).** The Standing Committees of the Fleet Reserve Association shall be:

- (1) National Committee on Budget, Finance and Audit
- (2) National Committee on Legislative Service
- (3) National Committee on Membership and Retention
- (4) National Committee on Americanism-Patriotism
- (5) National Committee on Public Relations
- (6) National Committee on Hospitals, Welfare and Rehabilitation
- (7) National Committee on Youth Activities
- (8) National Committee on Constitution, Bylaws and Resolutions
- (9) National Committee on Future Planning
- (10) National Committee on Veterans Service

**Section 810(b).** The chairmen of standing committees shall make an annual report of their activities to the National Board of Directors and to the National Convention, with such recommendations as they deem proper. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612. The chairman may schedule meetings via teleconference, video conference or in person to discuss recommendations.

**Section 810(c).** Every member of the Fleet Reserve Association in good standing shall have unrestricted access to all sessions of the meetings of national committees, but shall have no vote; nor shall they have the privilege of the floor except with the permission of the Committee Chairman.

**Section 811. Duties of the National Committee on Budget, Finance and Audit**

**Section 811(a).** This Committee shall consist of the Junior Past National President as chairman, and 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. Members shall serve until relieved or replaced only with the concurrence of the National Board of Directors.

**Section 811(b).** The committee shall make an extensive survey of the financial needs and policies of the Fleet Reserve Association and shall report its findings and recommendations to the National Board of Directors.

**Section 811(c).** They shall be responsible for the collection and correlation of all budget requests and shall, from these requests, prepare the proposed annual budget of the Fleet Reserve Association. The proposed budget shall be promulgated to the National Board of Directors, and to any association member who requests a copy, to be received at least 30 days prior to the convening date of the next scheduled National Convention.

**Section 811(d).** The committee shall be responsible for the periodic fiscal review of the Life Membership Plan, as appropriate, and shall report their findings and recommendations to the National Convention.

**Section 811(e).** The committee shall establish an investment/ reinvestment program for Association funds, using the assistance of a professional financial consultant/broker. Such investments/ reinvestments shall be made with a view to obtaining the greatest return compatible with the safety of funds involved and must be approved by the National Board of Directors. The committee shall report the status of the investments/reinvestments of Association funds to

**Section 811(f).** The Committee shall oversee the operation of the Employee 401(k) Pension Plan as provided by law and regulations. The Employee 401 (k) Pension Plan consists of contributions from the FRA and employees participating in the plan and all earnings, profits, increments which accrue therefrom. The Committee may appoint a Plan Administrator for the Plan. The Committee shall annually report the annual contribution required from the Association and any recommendations concerning the plan when presenting the annual proposed Association budget.

**Section 812. Duties of the National Committee on Legislative Service**

**Section 812(a).** The committee shall be composed of the permanent chairman in compliance with Section 808(g) and six members with terms of three years, two members being replaced or reappointed each year by the incoming National President. The National President may appoint additional members in an advisory capacity.

**Section 812(b).** The primary duty of this committee is to diligently study legislation pending in the House of Representatives and the Senate of the United States, which may affect the personnel of the Navy, Marine Corps, and Coast Guard (active, reserve, and retired) and their dependents.

**Section 812(c).** The committee shall implement and pursue the legislative program approved by the National Board of Directors and the National Convention. The chairman shall make a report to the National Board of Directors and the National Convention reporting legislative accomplishments and actions, pending legislation, a legislative agenda for the next Association year and any pertinent recommendations. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612

**Section 813. Duties of the National Committee on Membership and Retention**

**Section 813(a).** The committee shall consist of a chairman and eight members, one from each region. A member's term shall be for 3 years, with three members being replaced or reappointed each year by the incoming National President.

**Section 813(b).** The primary duty of this committee, in conjunction with the Director of Membership Development is to devise ways and means of increasing FRA membership, improving membership retention and publicizing the aims and purposes of the Fleet Reserve Association among eligible potential members.

**Section 813(c).** Duties of the Director of Membership Development:

**Section 813(c)(1).** The Director shall maintain an alphabetized record of all members of the FRA; he/she shall also maintain an alphabetical record of members of branches, with such entries on same as deemed necessary for the record; maintain a file of former members for the previous five years, in alphabetical order, with the number of the branch with which the former member was associated, along with the dues expiration date.

**Section 813(c)(2).** The Director shall maintain a record of all members of the FRA bearing the members full name, mailing address, and branch number in such a manner that the system meets the requirements of current postal regulations.

**Section 813(c)(3).** Upon request each month, the Director shall furnish the Editor of *FRA Today* with the name and address of each member, each subscriber, and each complimentary recipient of *FRA Today* for mailing the magazine.

**Section 813(c)(4).** The Director shall work in conjunction with the National Committee on Membership and Retention, in carrying out their duties.

**Section 813(c)(5).** The Director shall make an annual report to the National Board of Directors and the National Convention reporting the status of Association membership, programs, retention, and any pertinent recommendations. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612.

**Section 814.** Duties of the National Committee on Americanism-Patriotism

**Section 814(a).** The committee shall consist of one member from each region. Terms shall be for three years with three members being replaced or reappointed each year by the National President. Its duties shall be to encourage the regions and branches to honor the flag of the United States of America; to observe the anniversary of distinguished persons and events in our history; to work in and encourage the participation of others in civic programs; and to foster the principles of our founding fathers as expressed in the Constitution of the United States of America.

**Section 814(b).** The National Committee on Americanism-Patriotism shall conduct an Americanism Essay Contest, each year, in accordance with the provisions of the appropriate standing rule.

**Section 814(c).** The Americanism-Patriotism Committee shall encourage the regions and branches to honor our departed shipmates in the manner so eloquently expressed in the Preamble to the Constitution of the Fleet Reserve Association and in the appropriate rituals provided for such solemn occasions. Guidance should be provided on how such activities should be conducted in conjunction with community observances whenever possible.

**Section 815.** Duties of the National Committee on Public Relations – Committee appointed by the National President; its duty is to promulgate to the membership methods of development and fostering good public relations for the Fleet Reserve Association and to assist branches in establishing well organized public relations programs consistent with the aims and principles of the preamble to the C&BL.

**Section 816.** Duties of the National Committee on Hospitals, Welfare, and Rehabilitation

**Section 816(a).** Committee appointed by the National President; it shall be its duty to foster and maintain good relations between the Fleet Reserve Association and the hospitals, to extend praise and commendation to those units that have rendered outstanding service, and to investigate allegations that shipmates and dependents are not receiving full benefits of existing laws and regulations.

**Section 816(b).** It shall solicit the cooperation of branch chairmen of this committee and instill in them the importance of this committee at the branch level.

**Section 816(c).** When the need for welfare assistance comes to the attention of the chairman, he/she shall immediately notify the respective regional president for referral to the Disaster Relief and Rehabilitation chairman for action in accordance with the applicable standing rule, Fleet Reserve Association Disaster Relief Fund.

**Section 817 – Duties of the National Committee on Youth Activities.** Committee appointed by the National President; its duties shall be to study the various methods by which the branches and the members may best serve the youth in their communities to the end that these young people may be properly guided in their endeavors to become better and more useful citizens and to solicit the full cooperation of all branches and members to assist in carrying out these duties.

**Section 818.** Duties of the National Committee on Constitution, Bylaws, and Resolutions

**Section 818(a).** The National Committee on Constitution, Bylaws, and Resolutions shall consist of six members.

**Section 818(b).** The incoming national president shall replace or reappoint two committee members annually for a term of three years each, and appointments to this committee must be ratified by the National Board of Directors.

**Section 818(c).** The committee shall review the C&BL, Standing Rules, and Rituals annually and propose amendments or revisions when appropriate.

**Section 818(d).** This committee shall receive and acknowledge receipt of resolutions proposing amendments to the C&BL, Standing Rules, and Rituals from branches, national officers, the National Board of Directors, and standing committees of the Fleet Reserve Association. Resolutions received shall be reviewed for conformity with the C&BL, and those found to be in possible conflict shall be returned to the originator explaining the discrepancy and a copy sent to the national president and the national parliamentarian.

**Section 818(e).** The Committee on CBL&R shall make an annual report to the National Convention with recommended action on all resolutions received in proper order.

**Section 819.** Duties of the National Committee on Future Planning

**Section 819(a).** The committee shall consist of a chairman and eight members, one from each region.

**Section 819(b).** The incoming National President will replace or appoint two members annually for a term of three years, and appointments to this committee must be ratified by the National Board of Directors.

**Section 819(c).** The Committee shall review all aspects of the Association, receive and review suggestions submitted and make recommendations to ensure the Associations growth and efficient operation into the future.

**Section 819(d).** The Chairman shall make an annual report to the National Board of Directors and the National Convention. Recommendations requiring action by the National Convention shall be submitted in accordance with Section 612, C&BL, FRA.

**Section 820.** Duties of the National Committee on Veterans Service

**Section 820(a).** The Committee shall consist of the Director, National Service or designated FRA accredited National Representative as chairman, and eight members, one from each region. A member's term shall be for three years with a minimum of two members replaced or reappointed each year by the incoming National President.

**Section 820(b).** Committee members shall be either VA accredited as veteran service officer representing FRA or designated as a FRA Representative or Deputy Representative for the VA Voluntary Service program at a VA medical facility.

**Section 820(c).** It shall solicit the cooperation of branch chairman of this committee and instill the importance of this committee at the branch level.

**Section 820(d).** Duties of the committee shall be: To oversee the FRA VSO and VAVS programs, providing education and outreach of same to the membership of the Association, including the policies and regulations associated with these programs; to report on the number and activities of FRA accredited VSO representative and representatives in the VAVS program in each region; to solicit branches and Shipmates to become involved in departments of veterans affairs/services on the state, local or national level, including VA regional offices, medical facilities, state of national veteran cemeteries or veteran homes; and to annually recognize outstanding service by a Shipmate in service to veterans.

**Section 820(e).** The Chairman shall make an annual report to the National Board of Directors and the National Convention.

## **Article 9 – Financial Policy**

**Section 901.** Financial Policy Determination – The financial policy of the Fleet Reserve Association shall be determined by the National Convention.

**Section 902.** General Net Assets – The general net assets of the Fleet Reserve Association (excluding reserve funds) shall be \$300,000. At the end of each fiscal year, should the general net assets exceed \$300,000 after replenishment of the Employees Unused Leave Reserve, the Legal Aid Reserve, the Legislative Service Reserve, and the Welfare and Rehabilitation Reserve, the excess of the \$300,000 will be distributed one-half to the Budget Reserve, and one-half to the Capital Improvement Reserve. Whenever the Capital Improvement Reserve is below \$150,000 after distribution of the excess, the National Committee on Budget, Finance and Audit shall add \$15,000 in each subsequent budget until the Capital Improvement Reserve reaches \$150,000.

### **Section 903.** Budget

**Section 903(a).** The National Board of Directors shall limit the expenditures (with the exception of reserve funds) of the Fleet Reserve Association to a budget approved by the Annual National Convention.

**Section 903(b).** If it is determined by the National Board of Directors, after recommendation of the National Committee on Budget, Finance and Audit, that the appropriation for any budget line item is insufficient, then, by a two-thirds vote, the National Board of Directors may approve an over-expenditure of the total budget, not exceeding 3 percent (3%) of the budget during the fiscal year.

**Section 903(c).** Any sum in excess of the amount stated in Section 903(b), shall be referred to the branches for their approval or disapproval.

**Section 903(d).** In the event that the Annual National Convention fails to be held on the regular designated date, the National Board of Directors shall continue the budget until the convening of said National Convention, and it is authorized to make such reductions therein as may be prudent. It is further authorized to continue the budget from the end of the fiscal year to the convening of the Annual National Convention for the payment of salaries, publishing *FRA Today*, and the normal operating expenses of the Fleet Reserve Association.



**Section 904.** Fiscal Year – The fiscal year of the Fleet Reserve Association will begin on 1 January and terminate on 31 December.

**Section 905.** Assets and Business Transactions – Bank accounts, bonds and securities, property and goods, insurance policies, fidelity bonds, and any other valuables, belonging to the Fleet Reserve Association shall be registered or listed in the name of the Fleet Reserve Association, and all business transactions, of whatever nature, shall be transacted in the name of the Fleet Reserve Association.

**Section 906.** Designated Bank – The National Board of Directors may periodically redesignate the bank or banks in which the funds of the Fleet Reserve Association shall be deposited.

**Section 907.** Investment Funds – All monies received from any source shall be deposited in the general checking account of the Fleet Reserve Association. Funds designated by the Finance Officer as excess to those needed to support day to day operations shall be made available to the National Committee on Budget, Finance and Audit for investment in accordance with Section 812(e).

**Section 908.** Voucher and Check – Other than authorized by Section 809(c), all disbursements shall be by properly drawn voucher and check signed by the Finance Officer and countersigned by the National President or the National Vice President.

#### **Section 909.** Reserve Funds

**Section 909(a).** Employee Unused Leave Reserve. An Employee Unused Leave Reserve is hereby established. The Employee Unused Leave Reserve shall be funded, if possible, in an amount equal to the Fleet Reserve Association liability as reported in the annual audit. When an employee terminates employment or is involuntarily terminated and the employee has accrued leave payable, such payment shall be made from this reserve.

**Section 909(b).** Legal Aid Reserve. A Legal Aid Reserve in the amount of \$5,000 is hereby established. Expenditures from the Legal Aid Reserve must be approved by a two-thirds approval of the National Board of Directors.

**Section 909(c).** Legislative Service Reserve. A \$10,000 Legislative Service Reserve is hereby established. The Chairman of the National Committee on Legislative Service is authorized to expend up to \$5,000 to implement legislative service action devised by the committee to meet unexpected legislative issues. Upon the recommendation of the National Committee on Legislative Service the National President may authorize the expenditure of sums in excess of \$5,000 but not to exceed the \$10,000 maximum, to implement legislative service action devised by the committee to meet unexpected legislative issues.

**Section 909(d).** Welfare and Rehabilitation Reserve. A maximum annual \$10,000 Welfare and Rehabilitation Reserve is hereby established to assist members of the Fleet Reserve Association, the surviving spouse of a member of the Fleet Reserve Association, and/or immediate family members who may be in dire need of financial assistance. The National President, with the advice of the appropriate regional president, is authorized to expend up to \$500.00. By a two-thirds vote, the National Board of Directors is authorized to expend an additional \$2,000.00 for one maximum grant of \$2,500.00 per fiscal year per recipient.

**Section 909(e).** Capital Improvement Reserve. Upon recommendation of the National Committee on FRA Building, funds placed in the Capital Improvement Reserve are available to the National Committee on Budget, Finance and Audit to budget for replacement, renovation and/or upgrading of the computer system, major equipment, building machinery, safety systems, roof, carpeting and tiles, interior repainting, restrooms, etc. In event of emergencies between national conventions, funds may be withdrawn only by two-thirds approval by the National Board of Directors.

**Section 910.** Disaster Relief Fund. The Fleet Reserve Association authorizes a Disaster Relief Fund and it shall be governed by the applicable standing rule.

**Section 911.** Restricted Reserve – A Restricted Reserve is hereby established in the amount of \$1,500,000.00 transferred from surplus funds in the Standby Health Trust Fund.

**Section 911(a).** Net investment income will be used by the National Committee on Budget, Finance and Audit for budgeting commitments and shall be restricted to the following purposes for which exemption to federal income tax laws is granted:

- (1) To assist disabled and needy war veterans and members of Sea Service Branches of the United States Armed Services and their dependents, and the widows and orphans of deceased veterans.
- (2) To provide entertainment, care, and assistance to hospitalized veterans or members of the Sea Service Branches of the United States Armed Services.
- (3) To carry on programs to perpetuate the memory of deceased veterans and members of the Sea Service Branches of the United States Armed Services and to comfort their survivors.
- (4) To conduct programs for religious, charitable, scientific, literary, or educational purposes.
- (5) To sponsor or participate in activities of a patriotic nature.

**Section 911(b)** Funds in a budget line item from the Restricted Reserve will be indicated by the prefix (R) e.g. National Chaplain Expense – (R) \$3,728.80.

**Section 911(c).** Net investment income not used during a fiscal year will remain in the Restricted Reserve for use in budgeting the following fiscal year.

**Section 911(d).** Investment or re-investment of the Restricted Reserve is the responsibility of the National Committee on Budget, Finance and Audit and must be approved in accordance with Section 811(e).

**Section 912.** Experience Reserve Fund. An Experience Reserve Fund is hereby established from the Surplus Fund in the premium stabilization agreement.

**Section 912(a).** Transfer of the funds from the principal may only be used upon the recommendation of the National Committee on Budget, Finance and Audit with the approval of two thirds votes of the National Board of Directors.

**Section 912(b).** The Principal may be used for programs that benefit FRA members and to further the tax exempt purpose of the Fleet Reserve Association.

**Section 912(c).** The Net Investment Income from the Experience Reserve Fund may be used as a budgetary source of income for exempt or non-exempt purposes by the National Committee on Budget, Finance and Audit in accordance with annual budget requirements.

**Section 912(d).** Funds in the budget line item from the Experience Reserve Fund will be indicated by the prefix (e). For example, scholarship expenses, (e).

**Section 912(e).** The net investment income not used during the fiscal year shall remain in the Experience Reserve Fund and any additional funds derived from the premium stabilization agreement shall be deposited in the account and added to the principal.

**Section 913.** Life Membership Plan

**Section 913(a).** The Life Membership Plan will be administered by the Finance Officer who will establish a Life Membership Fund and any necessary record keeping procedures.

**Section 913(b).** The FO is responsible for developing and maintaining the Life Membership Plan application form.

**Section 913(c).** Monies in the fund will be administered by the FO, as approved by the NBOD.

**Section 913(d).** It will be the policy of the Fleet Reserve Association that any revision to the Life Membership Plan will not adversely affect those who are life members prior to the effective date of any revision.

**Section 914.** Life Membership Fund

**Section 914(a).** Payments received for life membership, and the pro rata share of gains earned belonging to the fund will be added to the fund.

**Section 914(b).** Branch shares of life membership dues will be disbursed from the fund utilizing administrative procedures determined by the FO.

**Section 914(c).** The national treasury's portion of annual dues for each life member, who belong to a branch, will be an amount equal to 50% of annual dues in effect on the effective date of the life membership for that member. The national treasury's amount of dues for each MAL life member will be 100% of annual dues in effect on the effective date of the life membership for that member.

**Section 914(d).** The branch portion of dues for each life member will be an amount equal to 50% of annual dues in effect on the effective date of the life membership for that member.

*"All payments of life membership dues to affiliated branches will cease when the branch has received 50% of an individual's life membership dues."*

**Section 915.** Special Program Reserve Fund – A Special Program Reserve Fund is hereby established, with an initial amount to be transferred from the Widows' Benefit Trust and the Standby Health Trust Fund.

**Section 915(a).** Investment income from this fund shall be used by the National Committee on Budget, Finance and Audit for budgeting commitments for either operating expenses or exempt function expenses.

**Section 915(b).** Unrestricted donations, bequests and other potential amounts received by the Fleet Reserve Association may be added to the Special Program Fund upon such designation by the National Board of Directors.

**Section 915(c).** Investment income not used during a fiscal year will remain in the Special Program Reserve Fund for use in budgeting for the following fiscal year.

**Section 915(d).** Investment or reinvestment of the Special Program Reserve Fund is the responsibility of the National Committee on Budget, Finance and Audit and must be approved in accordance with Section 811(e).

**Section 916.** Transfer/Use of Funds. Any future transfer of surplus funds from the Widow's Benefit Trust and the Standby Health Trust Fund, or the use of principal from the Restricted Reserve Fund or the Special Program Reserve Fund, must be approved by a two-thirds vote of the National Board of Directors and ratified by a two-thirds vote of delegates at a national convention.

**Article 10 – FRA Today Magazine**

**Section 1001.** Official Publication – The Fleet Reserve Association shall have an official publication known as *FRA Today*, owned, operated, and the title registered in the name of the Fleet Reserve Association.

**Section 1002.** Subscription Policy – *FRA Today* shall be published monthly and mailed to every member. A member's subscription to *FRA Today* is included in the member's annual dues. Subscriptions shall be available to others at appropriate subscription rates approved by the National Committee on Budget, Finance and Audit.

**Section 1003.** Content – *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, Auxiliary news, and a “Taps” column.

**Section 1004.** Advertising – Advertising may not exceed fifty percent of the space available in any monthly issue. An Advertising Representative may be engaged to obtain advertising. Advertising rates shall be at rates approved by the National Committee on Budget, Finance and Audit. A discounted rate shall be available to branches and members.

**Section 1005.** Financial Policy – The financial policy for publishing *FRA Today* shall be established by the National Committee on Budget, Finance and Audit in preparing the annual operating costs.

## **Article 11 – Regions**

**Section 1101.** Geographic Boundaries – The Regions of the Fleet Reserve Association shall be as follows:

**Section 1101(a).** Northeast/New England: New York, New Jersey, Pennsylvania, Maine, New Hampshire, Vermont, Massachusetts Rhode Island, Connecticut, and all branches in the Atlantic, north of the fortieth parallel, north

**Section 1101(b).** East Coast Region: Maryland, District of Columbia, Virginia, West Virginia, North Carolina, and Delaware.

**Section 1101(c).** Southeast Region: Florida, Georgia, South Carolina, Alabama, Tennessee and all branches overseas in the Atlantic, south of the fortieth parallel, north, and all branches in Central and South America.

**Section 1101(d).** North Central Region: Michigan, Ohio, Kentucky, Indiana, Minnesota, Wisconsin, Iowa, Missouri, Kansas, Oklahoma, North Dakota, South Dakota, Illinois, and Nebraska.

**Section 1101(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 1101(f).** West Coast Region: California north 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 north of a line running east-west from the Arizona-Utah border; Utah; Colorado, and Wyoming.

**Section 1101(g).** Northwest Region: Washington, Oregon, Idaho, Montana, Alaska, Hawaii, and all branches in the Pacific including those in the Republic of the Philippines.

**Section 1101(h).** South Central Region: Arkansas, Louisiana, Mississippi, and Texas, east of a line running north-south at the Texas-New Mexico border.

**Section 1102.** Regional Bylaws and Standing Rules

**Section 1102(a).** Each region of the Fleet Reserve Association shall adopt bylaws and may adopt standing rules for governing the affairs of the region, provided that nothing therein shall conflict with the C&BL.

**Section 1102(b).** Regional bylaws, standing rules, and amendments thereto must be ratified by a majority vote of the National Board of Directors before they become effective. A certified copy of each region’s bylaws and standing rules with up-to-date amendments shall be filed with the National Executive Director and the National Parliamentarian.

**Section 1102(c).** The National Board of Directors is empowered to declare null and void or to reword any portion of the regional bylaws and standing rules which it considers to be in conflict with the C&BL.

**Section 1102(d).** In general, the principles of Article 14 shall apply to the adoption and amendments of regional bylaws.

## Article 12 – Branches

### Section 1201. Branches

**Section 1201(a).** Application to form a new branch may be made by a group of not less than twenty persons eligible for membership in the Fleet Reserve Association who subscribe to and accept the C&BL of the FRA. All twenty may be a combination of new, reinstated/rejoined, or current members of the Association. If the application is approved by the National Board of Directors, a charter will be issued bearing the signatures of the National President, National Executive Director, and the Regional President of the region wherein the branch is to be located.

**Section 1201(b).** No branch shall be organized or chartered on board any United States Naval or Coast Guard vessel.

**Section 1201(c).** Membership applications of new and reinstated members petitioning the formation of a new branch, accompanied by dues, shall be processed upon receipt by the branch organizer.

**Section 1201(d).** Membership dues received under the terms of Section 1201(c) shall be prorated and the branch share held in escrow in the General Fund until the applicable branch has been instituted. Subsequent to institution, dues shall be distributed by the Finance Officer as provided in Article 4.

**Section 1201(e).** New and reinstated members accepted for membership under the terms of this section shall be carried on the Membership-at-Large Roll until the provisions of Section 1201(a) have been complied with.

**Section 1201(f).** When efforts to organize a new branch are not successful, or if the application for charter has been denied, or authorization rescinded, the new and reinstated petitioners shall be offered an opportunity to transfer to a branch of their choice, remain on the Membership-at-Large Roll or shall have their dues refunded. Dues held in escrow shall be distributed in accordance with Article 4.

**Section 1201(g).** After the National Board Of Directors has authorized the issuance of a charter for a new branch of the Fleet Reserve Association, the National President shall deliver said charter to the Regional President having jurisdiction of said branch. The Regional President shall arrange for the institution, and if he/she cannot be the instituting officer, he/she may delegate this duty to a national officer, a past national officer, a past branch president or some other competent member. The instituting officer shall present the installed branch president with the charter and a copy of the C&BL and shall instruct the branch officers in the duties of their office.

**Section 1201(h).** Branches of the FRA shall use their best efforts to cooperate in the pursuit of their common mission with the Fleet Reserve Association as embodied in the FRA Bylaws. The FRA grants to recognized branches, in good standing with the FRA, a limited license to use FRA's intellectual property, specifically: the name, "Fleet Reserve Association," the acronym "FRA" and any and all FRA logos or designs that represent the organization, including, but not limited to, the "FRA swoosh" logo and the FRA shield logo (collectively referred to as "FRA Intellectual Property"). Such license shall terminate upon a branch's status with the FRA being altered or upon the determination of the National Board of Directors.

**Section 1202.** Time Limit for Institution – A newly chartered branch of the Fleet Reserve Association shall be instituted within three months of the date of authorization; otherwise such authorization automatically shall be null and void.

**Section 1203.** Suspension or Revocation of Charter – The National Board of Directors shall have the authority to suspend or revoke the charter of any branch of the Fleet Reserve Association for any one of the following reasons:

**Section 1203(a).** When the membership of a branch decreases to less than ten members in good standing.

**Section 1203(b).** If a branch willfully violates or refuses to comply with the C&BL or the directives of the National Board of Directors.

**Section 1203(c).** If a branch engages in unlawful acts or practices which tend to bring discredit to the good name of the Fleet Reserve Association.

**Section 1204.** Appeal of Charter Suspension or Revocation – When a branch charter has been suspended or revoked, as provided for in Section 1203, the Branch Board of Directors may appeal the decision to the first annual national convention following such suspension or revocation. Such appeal shall be in writing and shall be delivered to the National President at least ten days prior to the said national convention.

**Section 1205.** Branch Activity During Charter Suspension – When a branch is under suspension, no meeting shall be held in the name of the branch or the Fleet Reserve Association, except for the sole purpose of the discussion of the cause, effect or removal of the penalty. Except for existing legal obligations no funds of the branch shall be expended, and no additional obligations incurred, during and while the order of suspension is in force and effect, nor shall the branch be entitled to any representation in the affairs of the Fleet Reserve Association.

**Section 1206.** Deactivated Charter – If a branch is declared defunct, its charter revoked or voluntarily surrendered, the National Board of Directors 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 branch be distributed among the individual members thereof, but they may be donated to charity, another branch of the Fleet Reserve Association, the national treasury of the Fleet Reserve Association, or to some other worthy nonprofit organization. The foregoing includes all assets and business ventures of the branch, and it must cease operation. Any and all assets of the branch or branch controlled businesses shall be surrendered to the Fleet Reserve Association National Board of Directors for disposition in accordance with FRA directives and policy.

**Section 1207.** Funds Held in Escrow – If a branch is reactivated within three years of its deactivation, all funds held in escrow by the national treasury shall be forwarded to that branch within thirty days following the institution and installation of that branch.

**Section 1208.** Funds Returned to Treasury – If a branch is not reactivated within three years of its deactivation, the Finance Officer shall transfer to the national treasury of the Fleet Reserve Association any funds of that branch which are held in escrow.

**Section 1209.** Reissuing Branch Numbers – If a charter has been surrendered, suspended, revoked, or declared defunct, the number of said branch shall not be reissued for a period of five years, unless said branch has been reorganized, suspension lifted and charter restored.

**Section 1210.** Changing of Branch Name – If a branch desires to change its name, the members of said branch shall petition the National Board of Directors for such authority. No branch shall be named for any living person.

**Section 1211.** Surrender of Branch Charter – A branch desiring to voluntarily surrender its charter 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 voluntarily surrendering the branch charter will be taken at that meeting. If such action receives a two-thirds vote, the branch shall then petition the National Board of Directors, through the Regional President, for authority to voluntarily surrender the branch charter. When such authority has been received, the provisions of Section 1206 will be carried out.

**Section 1212.** Branch Merger – When two or more branches desire to effect a merger between said branches, Sections 308(b), 309(d), 1206, and 1211 apply.

**Section 1213.** Branch Bylaws – Each branch of the Fleet Reserve Association may adopt bylaws for the governing of the affairs of the branch, provided that nothing therein shall conflict with the C&BL.

**Section 1214.** Branch Meetings – Each branch of the Fleet Reserve Association shall be required to hold stated meetings not less than once each month.

**Section 1215.** Branch Officers – Each branch of the Fleet Reserve Association shall, in accordance with the branch bylaws, elect the following:

**Section 1215(a).** President.

**Section 1215(b).** Vice President, or First Vice President if a First Vice President and Second Vice President division is desired.

**Section 1215(c).** Second Vice President (optional).

**Section 1215(d).** Secretary, or Executive Secretary if an Executive Secretary and Financial Secretary division is desired.

**Section 1215(e).** Financial Secretary (optional).

**Section 1215(f).** Treasurer. (The offices of Secretary and Treasurer may be combined and held by one officer. Where the secretarial duties are divided, combining of the Treasurer duties shall not be allowed.)

**Section 1215(g).** Five Directors. If a branch desires, one additional Director may be elected for each one hundred members of the branch.

**Section 1215(h).** The above elective officers and directors, with the Junior Past President, shall constitute the Branch Board of Directors.

**Section 1216.** Election of Branch Officers (Optional)

**Section 1216(a).** Branches whose membership is below 300 members may petition the Regional President for permission to elect a branch president and four directors for the subsequent Association years, as an exception to Section 1215.

**Section 1216(b).** The Regional President shall report those petitions he/she approves to the delegates at the next annual Regional Convention for ratification. A majority vote is required for ratification.

**Section 1216(c).** Branches sponsoring business enterprises as outlined in Article 12, shall be excluded from the petitioning process.

**Section 1216(d).** Upon written approval from the Regional President to operate under the provisions of Section 1216(a), and after elections but prior to installation, the branch president shall appoint one of the Directors to perform the duties of the Secretary as outlined in other sections of Article 12.

**Section 1217.** Nomination and Election of Branch Officers

**Section 1217(a).** Except as hereinafter provided, nominations for branch officers, including those submitted by a nominating committee, shall be opened at a meeting in either March, April, or May, as specified in the bylaws of each branch. They shall 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 1217(b).** The elections shall be held in the following order: Nominations for President closed and a written ballot taken; next First Vice President; next Second Vice President (if such is desired); next Secretary; next Treasurer; and then the Directors. Majority vote shall elect. Branch officers shall not be elected by a mail vote.

**Section 1217(c).** Except as hereinafter provided, officers-elect shall be installed at a meeting in the month following election by a member of the Fleet Reserve Association who has been designated by the branch.

**Section 1217(d).** Branch secretaries shall promptly notify the Regional President of their region and the National Headquarters of the names and addresses of the officers elected for the ensuing year in the branch and of all changes in the branch officers, and locations, dates, and times of branch meetings, whenever they occur.

**Section 1217(e).** Branches outside the continental limits of the United States may, if they desire, nominate, elect and install branch officers in the three consecutive months as specifically provided for in the bylaws of the branch. However, the process for the nominations and election of branch officers shall be carried out in the manner prescribed in Section 1217(a) and Section 1217(b).

**Section 1217(f).** In the event of a vacancy in the office of branch president, the branch vice president shall complete the unexpired term. In the case of a vacancy in other branch offices, the Branch Board of Directors shall appoint a successor who shall complete the unexpired term of office.

**Section 1217(g).** When an officer who is a current member of the Board of Directors, by virtue of having held an elective office is elected to another position on said Board of Directors, he/she shall as a prerequisite to and prior to being installed as a member of said Board in the elective office, resign his/her current position as a member of said Board of Directors. The vacant position on the Board so created shall be filled by the Board of Directors by appointment of a branch member in good standing.

**Section 1218.** Duties of Branch Officers – The duties of branch officers shall be defined in the branch bylaws and shall be consistent with the duties of national officers holding similar offices.

**Section 1219.** Branch Board of Directors Meeting – A meeting of the Branch Board of Directors shall be held at the call of the branch president or, upon written request, of not less than a majority of the members of the Board.

**Section 1220.** Emergency Authority of Branch Board of Directors – In cases of emergency arising between branch meetings, the Branch Board of Directors shall have authority to act for the best interests of the branch and the Fleet Reserve Association. Such action shall be subject to ratification by the branch at its next regular meeting.

**Section 1221.** Branch Committees

**Section 1221(a).** The branch president may appoint the following committees:

- (1) Committee on Americanism Essay Contest.
- (2) Committee on Americanism-Patriotism.
- (3) Committee on Audit, Budget and Finance.
- (4) Committee on Hospitals, Welfare and Rehabilitation.
- (5) Committee on Legislative Service.
- (6) Committee on Membership and Retention.
- (7) Committee on Public Relations.
- (8) Committee on Youth Activities.
- (9) Committee on Veterans Service
- (10) Ad-Hoc Committees"

**Section 1221(b).** Branch committees shall perform the duties of their titles and shall function under the supervision of the Branch President and the Branch Board of Directors.

- (1) Duties of the Branch Americanism-Patriotism Committee: Its duties shall be to honor the flag of the United States of America; to observe the anniversary of significant events in our history; to work in and encourage the participation of others in civic programs; and to foster the principles of our founding fathers as expressed in the Constitution of the United States of America.



(2) Duties of the Branch Hospitals, Welfare and Rehabilitation Committee: Its duties are to foster and maintain good relations between the FRA and the hospitals, to extend praise to those units that have rendered outstanding service, and to investigate allegations that shipmates and dependents are not receiving full benefits of existing laws and regulations. This committee should investigate all incidents involving a need for welfare assistance. When the need for assistance is beyond the capacity of the local branch, the Branch President shall make a report to the Regional Chairman and Regional President with appropriate recommendations.

(3) Duties of the Branch Public Relations Committee: Its duty is to foster good public relations for the Fleet Reserve Association in well-organized programs, including branch newsletters, consistent with the aims and principles of the Preamble to the C&BL.

(4) Duties of the Branch Youth Activities Committee: Its duties shall be to study various methods by which the members may best serve the youth in their community to the end that these young people may be properly guided in their endeavors to become better and more useful citizens and to solicit the full cooperation of all members in assisting in carrying out these duties.

**Section 1222.** Appointed Branch Officers – The branch president shall appoint a Master-at-Arms who shall perform such duties as the President may direct, and a Chaplain who shall perform nonsectarian devotional services for the branch.

**Section 1223.** Branch Parliamentarian – The branch president may appoint a Parliamentarian to assist him in the conduct of meetings and other matters requiring parliamentary guidance.

**Section 1224.** Order of Business for Meetings – In the interest of uniformity, business meetings of the branch should be prepared for and conducted in accordance with the pertinent provisions of Articles 25, 26, and 27 of the Rituals.

**Section 1225.** Compliance with Local, State, and Federal Laws – Branches and any business enterprise or club operated or sponsored by a branch shall comply with the laws and ordinances of the country, state, county, and city in which the branch, business enterprise, or club is located and/or operated.

**Section 1226.** Branch Clubs or Business Enterprises

**Section 1226(a).** Branches of the FRA may engage in the operation of a branch club or other business enterprise. Any branch that sponsors or endorses the operation of a club or business enterprise shall have responsibility for the operation, oversight and management of such, including the club or business enterprises' adherence to the FRA mission, Constitution and Bylaws.

**Section 1226(b).** The National Organization of the Fleet Reserve Association shall not be responsible or financially liable for the operation or management of any club or other business ventures either sponsored or endorsed by a branch of the Fleet Reserve Association. Club/enterprise sponsoring branches agree to indemnify and hold the FRA, its directors, officers, employees, agents, and members harmless with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs, and other expenses incurred by the named parties on account of any activities conducted by a branch, its club or business enterprise.

**Section 1226(c).** No branch of the Fleet Reserve Association will endorse or sponsor a club or business enterprise unless such club or enterprise shall be incorporated under the state laws, that the branch is incorporated or located, prior to being placed in operation. To the greatest extent of the law in the state of mutual incorporation, branch shall control the club/enterprise through common membership of its board of directors and officers. Notwithstanding the foregoing, again to the greatest extent possible under the laws of the incorporating jurisdiction, any sponsored club/enterprise's governing documents (e.g., Constitution, Articles, Bylaws) may not be altered or amended without the prior approval of the board of directors of the sponsoring branch.

**Section 1226(d).** The FRA grants to a branch sponsored club/ business enterprise, in good standing with the FRA and the branch, a limited license to use FRA's intellectual property, specifically: the name, "Fleet Reserve Association", the acronym "FRA" and any and all FRA logos or designs that represent the organization, including,

but not limited to, the “FRA swoosh” logo and the FRA shield logo (collectively referred to as “FRA Intellectual Property”). Such license shall terminate upon either the branch or the club/enterprise’s status with the FRA being altered.

**Section 1226(e).** All branches, or members of branches, of the Fleet Reserve Association sponsoring business enterprises, including clubs, halls, or other activities, the nature of which implies and is contingent upon membership in the Fleet Reserve Association, shall prominently display the following notice, in a manner and size so that it can be read from at least ten feet distant: “This club (enterprise) is incorporated under the laws of the state of .....It is a nonprofit organization under the sponsorship of Branch #..... of the Fleet Reserve Association and members thereof. The National Organization of the Fleet Reserve Association assumes no financial responsibility or liability for the operation or management of this club (enterprise).”

**Section 1226(f).** The National Board of Directors shall act to curtail operations of clubs and other business enterprises if the operations of such are inconsistent with the FRA mission, Constitution and Bylaws or if they pose any financial risk or risk of injury to the reputation of the FRA its branches or members.

**Section 1226(g).** Failure of any branch to comply with the provisions of Section 1226 will be considered sufficient cause for the revocation or suspension of such branch's charter in accordance with the provisions of Section 1203.

**Section 1226(h).** A member of a branch of the Fleet Reserve Association, duly elected or appointed to the branch board of directors, may also serve as an officer or director or governor of the board of directors or board of governors of an enterprise sponsored by the branch, provided that the member is duly elected at a separate election to the enterprise’s board of directors or board of governors by the members of the sponsoring branch.

### **Article 13 – FRA Auxiliary**

**Section 1301.** Authorization – The Fleet Reserve Association authorizes and has chartered an auxiliary pursuant to its authority granted by the laws of the Commonwealth of Pennsylvania. The FRA Auxiliary has authority to adopt suitable legal and trade names, logos, and ceremonial attire, except that male members shall not be compelled to exhibit any feminine insignia.

**Section 1302.** Governing Body – The governing body of the FRA Auxiliary is the National Board of Directors of the FRA. Any action taken by the National Board of Directors of the FRA in relation to the FRA Auxiliary shall be subject to the provisions of Sections 501 and 802.

**Section 1303.** Distinction from FRA – The FRA Auxiliary is sponsored by the FRA; however its members shall not pay dues to the national treasury of the FRA nor shall they have any vote in the affairs of the FRA unless specifically authorized in the C&BL or Standing Rules of the FRA.

**Section 1304.** New York Charter – The FRA recognizes the charter issued to the Ladies Auxiliary of the FRA 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 FRA Auxiliary.

**Section 1305.** Membership Eligibility – Membership eligibility shall be determined by the FRA Auxiliary in compliance with Internal Revenue Service regulations governing membership in the auxiliary of veterans organizations.

**Section 1306.** Organization – The FRA Auxiliary 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 Constitution and Bylaws and amend same. Said Constitution and Bylaws, and any amendments thereto, shall be submitted to the National Board of Directors of the FRA for ratification.

**Section 1307.** National Officers – The FRA Auxiliary shall not have less than the following National Officers: National President, National Vice President, National Executive Secretary, National Treasurer, National Financial Secretary, and a National Board of Directors of not less than five members and such 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 FRA Auxiliary shall be assigned the number and name of its sponsoring branch.

**Section 1309.** Authorization for Unit – No unit of the FRA Auxiliary 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 of the FRA Auxiliary.

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

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

**Section 1312.** Branch Jurisdiction

**Section 1312(a).** The Branch shall have the authority to interpret and apply the rules as it relates to the Fleet Reserve Association's Policy and Procedures, Constitution and Bylaws, and Standing Rules in matters pertaining to its Auxiliary. The unit shall submit its bylaws and amendments to the Branch 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 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.

**Section 1312(d).** Section 1220 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 Auxiliary of the right to discipline within its ranks as provided for by its Constitution and Bylaws.

**Section 1313.** Branch Suspension or Revocation or Surrendered/Effect on Unit - When a Branch is under suspension, revoked or voluntarily surrendered, a Unit of the Auxiliary, FRA sponsored by the Branch, shall not be permitted to conduct Auxiliary business, and all activities are prohibited, while the sponsoring Branch is in suspension, revocation, or charter surrendered.

**Section 1314.** C&BL and Standing Rules Conflict – Whenever the Constitution and Bylaws and Standing Rules of the FRA Auxiliary 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 FRA Auxiliary may be amended to conform with the C&BL, amendments may be made to the Constitution and Bylaws of the Auxiliary at the post-convention National Board of Directors meeting of the FRA wherein the C&BL was amended.

**Section 1316.** Disbanding Unit

**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 National Board of Directors of the FRA for authority to disband its auxiliary unit. The National Board of Directors 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, FRA Auxiliary, 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, FRA Auxiliary. The National President of the FRA Auxiliary will report in writing to the National Board of Directors of the FRA that the charter of said unit has been returned.

**Article 14 – Amendments to the C&BL, Standing Rules and Rituals**

**Section 1401.** C&BL Amendments – 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 Fleet Reserve Association may be effected by the National Board of Directors subject to the approval of the next national convention.

**Section 1402.** Two-Thirds Vote to Amend – It shall require a two-thirds vote of the National Convention to amend the C&BL.

**Section 1403.** Originating Proposed Amendments – Proposed amendments to the C&BL shall originate as follows:

**Section 1403(a).** In a branch. The amendment will be proposed at a regular meeting of the branch held in one month, then read, debated, and acted upon at a subsequent regular monthly meeting of the branch, with not less than a two-thirds favorable vote required for adoption.

**Section 1403(b).** By the National Board of Directors, by resolution adopted by a two-thirds vote.

**Section 1403(c).** By a Standing National Committee, by resolution adopted by a majority vote, except where the C&BL or Standing Rules otherwise provide.

**Section 1404.** Resolution to Amend – All proposed amendments to the C&BL shall be received in proper resolution form in the National Headquarters of the Fleet Reserve Association 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.

**Section 1404(a).** The resolution shall be restricted to one subject and may encompass an entire article of the C&BL.

**Section 1404(b).** The Whereas shall state the number of the article, section, or subsection which is to be amended.

**Section 1404(c).** The Whereas shall state the reason(s) for the proposed amendment.

**Section 1404(d).** The *Resolved* shall contain the exact wording of the entire article, section, or subsection 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 subsections by the same resolution with a further *Resolved* merely listing the change and the articles, sections or subsections to be amended.

**Section 1404(e).** Proposed amendments to the C&BL originated in branches shall contain the following certification signed by the branch president and the branch secretary: “This is to certify that this resolution was proposed at a regular meeting of Branch (number) held on the (date) day of (month), (year), read, debated, and adopted by a two-thirds (or unanimous) vote at a subsequent regular meeting held on the (date) day of (month), (year), a quorum being present.”

**Section 1404(f).** Resolutions pertaining to the Standing Rules or Rituals shall be in the same format as prescribed above with the exception of the certification as outlined in Section 1404(e). Amendments to the Standing Rules or Rituals may be proposed, read, debated and adopted by a majority vote at a single meeting.

**Section 1405.** Effective Date of Amendments – Amendments to the C&BL adopted by the National Convention shall become effective upon adjournment of said National Convention unless otherwise provided. Branches and regions shall comply immediately and amend their bylaws, as appropriate.

**Section 1406.** Editing Committee – Following the adoption of amendments to the Constitution and Bylaws, Standing Rules, and Rituals, and prior to publication of the appropriate changes or revisions, a three-member committee comprised of the National Executive Director (or his/her designated representative), National Parliamentarian, and Chairman, National Committee on Constitution, Bylaws, and Resolutions shall edit the C&BL, Standing Rules, and Rituals for the purpose of correcting 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.

#### **Article 15 – Miscellaneous**

**Section 1501.** Definition of “C&BL” – Wherever in the Constitution and Bylaws of the Fleet Reserve Association “C&BL” is used, it means the Constitution and Bylaws of the Fleet Reserve Association.

**Section 1502.** Definition of Section and Subsection – Wherever in the C&BL a section, or subsection number is given, it shall mean that section or subsection of the C&BL.

**Section 1503.** Parliamentary Authority – In the absence of a written rule governing debates and procedures, the Fleet Reserve Association and its branches shall be governed by *Robert’s Rules of Order Newly Revised*.

**Section 1504.** Definition of Votes – Unless otherwise stipulated, a majority vote means more than half of the votes actually cast, and a 2/3 vote means 2/3 or more of the votes actually cast regardless of the number of eligible voters present. When voting is by written ballot, a blank ballot shall not count as a vote cast.

**Section 1505.** Prohibition on Raffle Tickets – All branches of the FRA and all units of the FRA Auxiliary will refrain from sending unsolicited raffle tickets to other branches or units.

**Section 1506.** Certificate of Merit

**Section 1506(a).** A Certificate of Merit may by a two-thirds vote of the National Convention be presented to an individual person and/or body of organized persons in the name of the body, who have rendered some distinguished service to the Fleet Reserve Association.

**Section 1506(b).** Nominations for the Certificate of Merit shall be made by resolution to the National Convention, in accordance with Section 611.

**Section 1506(c).** The National President shall appoint a committee which shall consider all nominations for the Certificate of Merit and report their recommendations to the National Convention.

**Section 1506(d).** Not more than ten Certificates of Merit shall be awarded at any one national convention.

**Section 1507.** Certificate of Appreciation

**Section 1507(a).** A Certificate of Appreciation, signed by the branch president and/or branch secretary or by the national officer presenting the certificate, may be awarded to an individual person and/or body of organized persons, in the name of the body, who have rendered some distinguished service to the branch or to the national officer.

**Section 1507(b).** Certificate of Appreciation blanks will be carried in stock in the National Headquarters and will be sold at a nominal price to the branches and national officers.

**Section 1508.** FRA Cap Regulations – A uniform cap for optional wear by members of the Fleet Reserve Association shall be as follows:

**Section 1508(a).** For General Membership: A silk-lined overseas-type cap of navy blue and gold, with crown to be of gold twill or other suitable material, the apron to be a wool navy blue melton cloth or other suitable material. The Fleet Reserve Association insignia on the left front side of the cap. Branch name and number and, if desired, branch geographical location, highest office held, embroidered in gold to appear centered approximately on the left side. In addition, the name FLEET RESERVE ASSOCIATION will be embroidered on the right side and, if desired by a life member, the words LIFE MEMBER embroidered under the name.

**Section 1508(b).** For National Officers and Past National Officers except National Presidents and Past National Presidents: The same as for general membership except that the crown shall be gray, and the highest office held shall be embroidered in gold on the right side.

**Section 1508(c).** For National Presidents and Past National Presidents: The same as for national officers except that the crown shall be scarlet.

**Section 1508(d).** Other than pins, insignia, medallions, or other devices authorized by the Fleet Reserve Association, no device, pin, emblem, insignia, or other decoration shall be appended, affixed or in any other manner displayed on the Fleet Reserve Association cap.

**Section 1508(e).** Caps for female members of the Fleet Reserve Association may be of the same style as those worn by female members of the FRA Auxiliary.

**Section 1509.** National Officer and National Officers Emeritus Medallion – On all occasions of ceremony, all national officers, and national officers-emeritus, shall wear medallions bearing the title of their office. These medallions are the property of the Fleet Reserve Association and shall be turned over to the succeeding national officers upon installation, however, all emeritus medallions will become the property of the recipient or his/her family.

**Section 1510.** Past National Officer Pins – Past national officers, and any other who later may be designated by the National Board of Directors shall be presented gratuitously with a Past National Officer Pin for the office in which they had been serving. The engraving of the title and the year(s) of office on the pin shall be the responsibility of the recipient or of the branch in which the recipient's membership is maintained.

**Section 1511.** Prohibition of Assessment of Members – No assessments of any nature whatsoever, except annual dues, shall be levied against any member of the Fleet Reserve Association.

**Section 1512.** Claims Against the FRA – Members making a claim against the Fleet Reserve Association, for any cause, shall be required to present credentials proving they are in good standing, or evidence showing payment of dues to a branch secretary or the Finance Officer. Failure to comply shall disqualify the member's claim.

**Section 1513.** Choice of Branch or MAL on Solicitation Mailing Applications – Any person solicited for membership in the FRA shall be given a choice of branch by number, branch nearest to home, or Member-at-Large.

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