

Fleet Reserve Association



“Heading to 100 Years”

Understanding Branch Administration Essentials

*By: Chris Slawinski, NSD,
FRA PRPEC*

Email: vafra@fra.org, Telephone: 703-683-1400 ext. 115

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Fleet Reserve Association



Your Presenter

PRPEC Chris Slawinski

- Past President Branch 181
- Current Branch 181 Secretary/Treasurer
- Chaired National and Regional Committees
- Past Chair of CLC
- National Service Director, FRA

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Resources

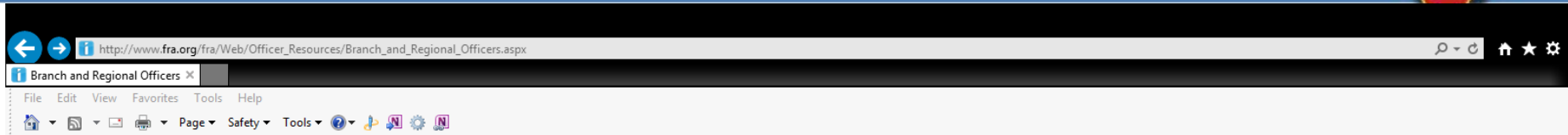
- FRA Constitution and Bylaws (10th Edition)
- Regional bylaws and standing rules (Various)
- Branch bylaws and standing rules
- FRA Branch Administration Manual (Rev. 11/11)
- Robert's Rules of Order (11th Edition)
- www.fra.org (Area for Branch and Regional Officers)
- Current or Past Regional and National Officers

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Fleet Reserve Association



Fleet Reserve Association

Representing the interests of enlisted members of the United States Navy, Marine Corps and Coast Guard

Loyalty first... **Protection** assured... **Service** always

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Branch and Regional Officers

Branch Resources

[2014 Resource Files](#)
[Americanism-Patriotism Manual](#)
[Branch Admin Manual](#)
[Branch List by Region](#)
[Branch Report and Credential Forms](#)
[C&BL](#)
[Check Sheet for Branch Officers](#)
[Committee Report Forms](#)
[Delegate Credentials Form for Regional Conventions](#)
[FRA Recruiting Video](#)
[Single Download](#)
[FRA Rituals](#)
[HW&R Committee Guide](#)
[Logos](#)
[FRA Expense Report 2014](#)
[NPSL 7-12 - Branch Reports Dual Office Holding](#)
[Privacy Policy](#)

Recruiting

[Applications](#)
[Renewal Reinstatement Form](#)
[Recruiting Flyer With App](#)
[PowerPoint Overview of FRA](#)
[FRA Recruiting Video](#)
[Recruiting Items](#)
[Membership awards](#)
[FRA Video](#)

Financial

[IRS Group Exemption Compliance Letter](#)
[IRS Group Exemption Renewal Application](#)
[National Budget Request and National Budget Over expenditure Request Forms](#)
[Branch Bond Reductions](#)
[NBOD Fiduciary Obligations](#)
[2014 4th Quarter Financial Report](#)
[Branch IRS 990N Instructions](#)

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FRA Hierarchy

- **National Officers/NBOD:**
 1. National President (Chairman & CEO)
 2. National Vice President
 3. National Executive Director
 4. Regional Presidents (Eight Regions)
 5. Junior Past National President
 6. Finance Officer (Non-voting)
 7. Parliamentarian and National Chaplain (Non-voting)

** Article 7 – FRA C & BL*

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FRA Hierarchy

- **Regional Officers:**

1. Regional President (Nat. Officer) (Sec. 702 (a) C & BL)
2. Regional Vice President (Sec. 702 (a) C & BL)
3. Regional Secretary
4. Regional Treasurer
5. Regional Chaplain (Appointed)
6. Parliamentarian (Advisory)

* RP elected at least 15 days prior to convening of National Convention and installed at National Convention

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FRA Hierarchy

- **Branch Officers:**

(Article 12 C & BL, Section 1215 outlines the requirements for elected officers in each Branch in the FRA)

1. President
2. Vice President (or First Vice President if a First VP and Second VP division is desired)
3. Second Vice President
4. Secretary (or Executive Secretary)
5. Financial Secretary (optional)
6. Treasurer
7. Five Directors (If Branch desires one additional Director for each additional 100 members.)

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FRA Hierarchy

- **Branch Officers:**

Section 1216 C & BL

Election of Officers (Optional):

Sec. 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 exemption to Section 1215.

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Nominations and Elections

- Nominations for Branch officers will be open at a meeting in either March, April or May, as specified by the Branch bylaws.
- Elections will be the following order: President; Vice President (or First VP); Second VP (if desired); Secretary; Treasurer; and then Directors. Majority vote.

* **Branch Secretary will promptly notify the Regional President and the National Headquarters** of the names and addresses of the officers elected for the ensuing year and all changes in branch officers, and locations, dates and times branch meetings, whenever they occur. (Branch Report)

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Meetings and Committees

- Branch President may appoint the following committees: Americanism Essay Contest; Americanism-Patriotism; Audit, Budget and Finance; H, W & R; Legislative Services; Membership and Retention; Public Relations; Veterans Service; Youth Activities; and Ad-Hoc Committees.

(Section 1221 C & BL)

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Meetings and Committees

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

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Meeting Requirements

- A quorum present (*Each Branch shall define its own quorum*)
- A holy bible on the Altar
- The Ensign of the United States in the room
- The Branch Charter displayed

Reference (Article 25 Section 2505)

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Branch Meetings Basics

Meet on monthly basis (Suggested meeting format)

- Call to Order (*Opening ceremonies*)
- Board of Director recommendations
- Approve minutes of previous meeting
- Report of Committees
- Treasurer/Financial Report (Audit)
- Communications
- Old Business
- New Business
- Good of the Order
- Adjourn

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Treasurer

- Reports monthly income and expenses
- Requests for permission to pay any non-budgeted or over-expended expenses
- Prepares Branch budget
- Provides documentation to Branch audit committee
- **Submits annual IRS 990 for Branch**

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Communications

- **Branch Secretary** reports to the assembly on any correspondence including those from NHQ (NP, NED, Membership, Administration), the Region (RP, Regional Officers, etc.), and any other mail of importance addressed to the Branch, president or other Branch officer. Branch takes any appropriate action necessary either under old or new business.

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Annual Reports

- Branch Officer Report

(Mailed immediately after Branch Elections)

Distribution

- Regional President
- Regional Vice President
- National Executive Director
- Branch files

(Failure to file report will effect Branch standing and payment of PCT)

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2015 ANNUAL REPORT OF BRANCH OFFICERS
(PLEASE PRINT OR TYPE)

Submission of the Annual Branch Officers Report is specified in Section 1217(d), C&BL FRA, in order that the National Executive Director (NED) may comply with Section 808(k), C&BL FRA. The original of this completed form shall be mailed to the NED, with one copy mailed to the cognizant Regional President, and Regional Vice President. One copy also to be retained in the Branch's records. PLEASE complete fully and legibly.

BRANCH NAME _____ BRANCH NO. _____ REGION _____

TIME, DATE, MONTH, AND PLACE OF INSTALLATION _____

NAME OF INSTALLING OFFICER _____

TIME AND DAY OF MONTHLY MEETINGS _____

MONTHLY MEETINGS HELD AT _____

Address

City State Zip Code

Area Code Telephone Number

NOTE: If regular time, date and/or place of monthly meeting is not established, indicate who to contact for this information. Include complete name and telephone number: _____
Name Area Code Telephone Number

BRANCH OFFICERS / CHAIRMEN AUTOMATICALLY ON NATIONAL MAILING LIST

BRANCH PRESIDENT: _____

Address

City State Zip Code

Area Code Home Area Code Work E-mail Address

(EXECUTIVE) SECRETARY: _____

Address

City State Zip Code

Area Code Home Area Code Work E-mail Address

NOTE: ALL mailings to Branch (Executive) Secretary will be made to above address unless indicated as follows:

P.O. Box or Street Address

City State Zip Code

DO NOT WRITE BELOW THIS LINE
DATE RECEIVED IN NHQ _____ GROUP _____

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Annual Reports

- Standing Committee Reports (Americanism, H,W&R, PR, Youth, Membership, etc.) to include nominations for Shipmate of the Year.

Distribution

- *Regional President*
- *Regional Vice President*
- *Regional Committee Chairman*
- *Branch files*

Mail prior to June 30th or sooner if necessary

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DO NOT MISPLACE THESE FORMS - THEY MUST BE SUBMITTED AS AN ANNUAL REPORT

FLEET RESERVE ASSOCIATION
AMERICANISM - PATRIOTISM COMMITTEE REPORT

Region: _____ Branch No. & Name: _____ Membership Group: _____

NOTE: Guidelines for submitting and routing this report are contained in SR-7 and Article 8, Section 814, C&BL's FRA.

The following report is submitted for the year: 1 July _____ to 30 June _____

1. Total Branch members as reported in the 31 March Membership Report: _____

2. (a) Type of Branch activity in observance of Patriotic Holidays:

<u>Observance/Date</u>	<u># of Branch Participants</u>	<u>Time Spent</u>	<u>Sponsor *</u>

* Specify organization or group sponsoring activity.

(b) Type of Branch activity promoting Americanism:

(1) Speeches to schools and organizations _____

(2) Flag Sales _____

(3) Flag donations/presentations _____

(4) Financial support to Regional Essay Contest _____

3. (a) What means did your Branch utilize to provide public exposure of the FRA to the general public in the observance of patriotic holidays?

(b) What means did your Branch use to promote participation in the Americanism Essay Contest?

(c) Total essays received: _____

4. Explain any unusual and worthwhile means of promoting Americanism/Patriotism, especially among young people, by your Branch:

5. (a) Total dollars contributed by Shipmates in support of Branch Americanism/Patriotism activities (include mileage at 14 cents per mile and parking/toll expenses): \$ _____

(b) Total dollars contributed by the Branch in support of Branch Americanism/Patriotism activities: \$ _____

(c) Other monetary contributions (i.e. gifts to other patriotic/philanthropic organizations by Branch and/or members): \$ _____

AP-1

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Annual Reports

- Regional Convention Delegate Report

(To be determined and voted on by Branch membership)

Distribution

- *Regional President*
- *Regional Vice President*
- *Regional Convention Chairman*
- *Branch Delegate Chairman*
- *Branch Delegates/Proxies*
- *Branch files*

(Mail prior to June 30th or sooner if necessary)

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BRANCH PRESIDENT AND BRANCH SECRETARY MUST SIGN BOTH AUTHORIZATIONS

We the undersigned, in compliance with Section 606(c), C&BL, FRA, certify by our signatures that the foregoing named Shipmates are hereby authorized to be seated, recognized and vote as the representatives of this Branch at the ____ Regional Convention of the FRA.

Member ID Last 4 of SSN Name
Signature of Branch President

Member ID Last 4 of SSN Name
Signature of Branch Secretary

We the undersigned, do hereby attest that the members of our Branch at a regular stated meeting, a quorum being present, DID ☐ DID NOT ☐ approve and grant the Chairman of this Branch's Convention Delegation the authority to add the name of any member in good standing of this Branch at the ____ Regional Convention to the Delegate Credential Certificate.

Member ID Last 4 of SSN Name
Signature of Branch President

Member ID Last 4 of SSN Name
Signature of Branch Secretary

Date Signed

Branch #

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- **IMPORTANT**

- *Credentials form is to be signed by BOTH Branch **Secretary and President!***
- *(Either “wet” or “electronic” Signature.)*
- *Also, indicate if Branch grants authority for Delegate Chairman to add or delete Branch delegates.*

BRANCH PRESIDENT AND BRANCH SECRETARY MUST SIGN BOTH AUTHORIZATIONS

We the undersigned, in compliance with Section 606(c), C&BL, FRA, certify by our signatures that the foregoing named Shipmates are hereby authorized to be seated, recognized and vote as the representatives of this Branch at the ____ Regional Convention of the FRA.

_____ Member ID Last 4 of SSN Name Signature of Branch President	_____ Member ID Last 4 of SSN Name Signature of Branch Secretary
--	--

We the undersigned, do hereby attest that the members of our Branch at a regular stated meeting, a quorum being present, DID ☐ DID NOT ☐ approve and grant the Chairman of this Branch's Convention Delegation the authority to add the name of any member in good standing of this Branch at the ____ Regional Convention to the Delegate Credential Certificate.

_____ Member ID Last 4 of SSN Name Signature of Branch President	_____ Member ID Last 4 of SSN Name Signature of Branch Secretary
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_____ Date Signed	_____ Branch #
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Annual Reports

- National Convention Delegate Report

(To be determined and voted on by Branch membership)

Distribution

- Regional President, Regional Vice President
- National President, National Vice President
- National Executive Director
- National Convention Chairman
- Branch Delegate Chairman
- Branch Delegates/Proxies
- Branch files

(Mail prior to July 31st or sooner if necessary)

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Your Voice/Your Vote

If a Branch is designating a proxy for either Regional or National Convention, it is suggested the Branch provide the proxy with instructions on how the Branch membership feels about a proposed resolution, candidate or issue which will be decided upon during the Business sessions... Have your proxy go “Instructed”.

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Submitting Resolutions

- Nominate a member in good standing for the national offices of National President, National Vice President, and National Executive Director. Also, for appropriate Regional Offices.
- Nominate a person not eligible for membership for Honorary Membership.
- Nominate a member for a Certificate of Merit.
- Submit an amendment to the Bylaws, Standing Rules or Rituals of the FRA.
- Submit a recommendation of a general nature.

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Submitting Resolutions

- Resolutions must be submitted in the time frame set forth in Section 611, [C&BL](#).
- Guidance for the preparation and submission of resolutions are set forth in Section 611 and Article 14, C&BL. The most convenient source of additional guidance is to look in the appendix to the minutes of the recent national conventions and use similar resolutions that were successfully submitted as guidance. **Strict adherence to Article 14 is required for all resolutions to amend the Bylaws, Standing Rules and Rituals.**

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Other Reporting

Every Branch should have a **Tax Identification number** and file an annual IRS form 990. Annual filing ensures the Branch maintains “tax exempt status” as a not-for-profit entity.

Most states require “Branch Corporations” to file and pay annual corporation reports and fees.

(Instructions on IRS 990N filing is found on www.fra.org)

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Log In

Secure | <https://sa.www4.irs.gov/eaauth/pub/login.jsp?Data=VGfyZ2V0TG98PUI%253D&TYPE=33554433&REALMOID=06-000ca231-ad53-16bc-8663-483c0adb40e7&GUID=&SMAUTHREASON=0&METHOD=GET&SM...>

Apps | New Tab | Search | SiriusXM | Paychex Flex | Tax Preparation - File | TOAST.net Start Page | MyIDCare - Tri-Bure | Best Buy Credit Card | VA Veteran Population | Rocky Mountain Spot | Other bookmarks



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Username

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PTIN and FIRE users need a separate account in this system

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Fleet Reserve Association



Items to Order

- FRA Hats
- Items for sale by Branches
- Items for sale by FRA
- Flag prices
- Recruitment materials

Forms are available in the “Section for Branch and Regional Officers” of www.fra.org.

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Annual Branch Reports to be Sent	Regional President	Regional Vice President	Regional Convention Chairman	Regional Committee Chairman	National Executive Director	National President	National Vice President	National Convention Chairman	Branch Delegate Chairman	Branch Delegates/Proxies	Branch Files	Deadline for Annual Reports to be mailed.
Branch Officer Reports	X	X			X					X		Mail Immediately after Branch Elections
Regional Convention Delegate Report	X	X	X					X	X	X		Mail Prior to 30 June or sooner if necessary
National Convention Delegate Report	X	X			X	X	X	X	X	X		Mail Prior to 31 July or sooner if necessary
Americanism Patriotism Report	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Public Relations Report	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Hospitals, Welfare and Rehabilitation Report	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Youth Activities Report and Youth Activities SOY Report	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Shipmate of the Year Nomination	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Legislative Affairs Report	X	X		X						X		Mail Prior to 30 June or sooner if necessary
Deceased Shipmates Report	X	X	X							X		Mail Prior to 30 June or sooner if necessary
Branch Committee Chairmen Report	X	X										Mail No Later than Installation of Officers

Distribution Chart for FRA Reports

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