



Fleet Reserve Association (FRA)  
Establishing New Branches Summary Process  
(Refer to: FRA Constitution & Bylaws, Article 12, Sections 1201(a) - 1201(g))

- To form a new branch a minimum of 20 members is required. It is highly recommended that they are new members to the organization.
- Eligibility requirements for becoming a member of the FRA are outlined in FRA's Constitution & Bylaws, Article 3, Sections 301 – 304. Essentially, any current or former enlisted member of the US Navy, US Marine Corps, and US Coast Guard are eligible to join the FRA. Potential members can be active duty, reserve, retired, or veterans who served. When the perspective member decides to join the FRA upon completion and signing the membership application, they certify meeting the FRA eligibility of being a current or former enlisted member of the Navy, Marine Corps or Coast Guard.
- A current FRA member should be designated as the organizer.
- The organizer will have to set up a kick-off meeting with potential members to discuss the FRA organization. Suggestions would be to have the kick-off meeting at locations such as banquet halls, American Legion, VFW, or DAV posts, community centers, etc., which may be free to the public. Free advertising in local military base newspapers would be helpful to communicate the meeting purpose, date, place, and time.
- A listing of current branches in the Region where the new branch is to be established shall be provided to the organizer to determine if there is a branch close by in the existing area. See. [www.fra.org](http://www.fra.org) Branch Locator.
- A list Former Members can be provided at the start of this process to the organizer based on zip code/county. The organizer should provide the zip codes to the Director of Membership Development to conduct a search in the database. This list may be used to mail invitations in the local area to attend the kick-off meeting. This list can be used for no other purpose then requesting interest in forming a Branch.
- Sample letters to use to mail to perspective, terminated and/or members at large can be sent to you for distribution along with brochures, information sheets, and membership applications

- Before or even after the initial kick-off meeting, the organizer or other members may recruit new or reinstated members. They should complete a Membership Application and attach the dues payment. Dues may be paid by check, payable to FRA or by Credit Card.
- The membership dues rates are as follows:

\$40.00 (1 yr)  
 \$64.00 (2 yrs – brand new members only)  
 \$75.00 (2 yrs – previous members or renewals)  
 \$180.00 (5 yrs)  
 Life Membership:  
 Active Duty: \$400.00  
 Under age 40: \$600.00  
 Age 41 – 50: \$570.00  
 Age 51 – 60: \$535.00  
 Age 61 – 70: \$475.00  
 Age 71 – 80: \$380.00  
 Age 81 - 90: \$260.00  
 Age 91 – 99: \$145.00  
 Age 100+: Free

Please note, Life Membership fees may be paid in 12 monthly installments. The first month's payment will be \$40. Thereafter the payments will be equally divided for the next eleven months. The member will not be considered to be a Life Member until the total fee has been paid.

If there are current members who desire to transfer to the newly formed branch, they will be changed over after the Branch number has been established.

Dues payments for new start up branches will be assigned to Members at Large until the Branch has been Instituted and Installed.

- The Petition and Application for a Charter along with appropriate attachments including membership applications, dues payments and/or Branch Transfer Applications shall be forwarded to the FRA National Board of Directors (NBOD) c/o Director of Membership Development, 125 N. West Street, Alexandria, VA 22314.
- Upon receipt of the application and attachments, all documents will be reviewed for completeness and a decision will be rendered by the NBOD.
- Upon approval by the NBOD, a charter for the new branch will be prepared and forwarded to the Regional President having jurisdiction of the new branch.
- A newly chartered branch shall be installed within 3 months of the authorization date; otherwise it will become null and void.

After review of this information, please let me know if you would like to move forward to establish a new branch. A package of information will be mailed to the organizer.

For further information, contact:

Christina Hitchcock  
Director of Membership Development  
FRA  
125 N. West Street,  
Alexandria, VA 22314  
(703) 683-1400 x123-Work  
(703) 549-6610-Fax  
EM: [christinah@fra.org](mailto:christinah@fra.org)

Update: 06/16/2021