“Heading to 100 Years”

Understanding Branch Administration Essentials

By: Chris Slawinski, NSD, FRA PRPEC
Email: vafra@fra.org, Telephone: 703-683-1400 ext. 115
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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Fleet Reserve Association

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)
- www.fra.org (Area for Branch and Regional Officers)
- Current or Past Regional and National Officers

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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
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
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.)
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.
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)
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)
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.
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)*
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
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**
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.
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)*

Be sure to follow us on 
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*
Fleet Reserve Association

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, CEI’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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th># of Branch Participants</th>
<th>Time Spent</th>
<th>Sponsor</th>
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* 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/representations: __________
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 members in support of Branch Americanism/Patriotism activities (include mileage at 14 cents per mile and parking for 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 / civic organizations by branch and/or members): $ __________

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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)*
### BRANCH DELEGATION CREDENTIAL CERTIFICATE

**REGIONAL CONVENTION, FRA**

<table>
<thead>
<tr>
<th>CHAIRMAN</th>
<th>Last Name</th>
<th>First</th>
<th>Initial</th>
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<th>Last Name</th>
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<th>Time Approved</th>
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<th>BRANCH PROXY DELEGATES (Please Print)</th>
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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

__________________________
Date Signed

__________________________
Signature of Branch Secretary

__________________________
Branch #
Fleet Reserve Association

• **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.
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.
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.**
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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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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<table>
<thead>
<tr>
<th>Report Type</th>
<th>Regional President</th>
<th>Regional VPC President</th>
<th>Regional Convention Chairman</th>
<th>Regional Committee Chairman</th>
<th>National Executive Director</th>
<th>National President</th>
<th>National VPC President</th>
<th>National Convention Chairman</th>
<th>Branch Delegate/Chairman</th>
<th>Branch Officer Reports</th>
<th>Branch Delegate/Proxies</th>
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Questions?