

STANDING RULES

(11th Edition)

89th NATIONAL CONVENTION 2016
JACKSONVILLE, FLORIDA



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Standing Rules

Preface

Standing Rules are previously adopted motions which shall have continuing effect until amended or rescinded.

Although combined within the same binder, the Fleet Reserve Association Standing Rules are not a part of the Constitution and Bylaws, nor are they subject to all of the same rules regarding adoption, amendment or resolution.

Standing Rules may be amended, suspended, or rescinded by a two-thirds vote in convention, or by a majority vote with prior notice. Prior notice for a change to the Standing Rules shall be submitted in accordance with C&BL Article 6, Section 611(a), and Article 14, Section 1404(f).

The National Board of Directors is empowered by a two-thirds vote to adopt, amend, or rescind Standing Rules between conventions, subject to ratification, amendment, or recession of the action at the next national convention.

Robert's Rules of Order Newly Revised shall be the governing authority for parliamentary matters of debate not covered herein or within the Fleet Reserve Association Constitution and Bylaws.

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Standing Rule 1

SR-1. Travel at Association Expense – Travel at Association expense shall be budgeted as follows:

SR-2(a). The National President is the chief executive officer of the Association and as such, he/she is empowered to authorize travel at Association expense to permit national officers and designated others to conduct Association business.

SR-1(b). Travel at Association expense falls within the following categories:

- (1) The normal pre-planned round trip travel of national officers, Association employees, and designated others to conduct Association business.
- (2) Round trip travel at the direction of the National President to conduct unforeseen Association business. Such travel shall be kept to an absolute minimum and information will be provided to the National Board of Directors by the National President within thirty days. Further, the monies expended for such travel shall be included in the Finance Officer's quarterly report.

SR-1(c). Authorized round trip travel at Association expense shall be:

- (1) Round trip travel of national officers, Association employees, and designated others shall not exceed expenses authorized by the applicable Internal Revenue Service regulations for mileage within the continental limits of the United States. Travel outside CONUS will be reimbursed at the most economical air travel available.
- (2) Reimbursement shall be in one of the two categories listed below in accordance with the Joint Federal Travel Regulations, Volume 1 (JFTR Vol. 1) (current revision), and following administrative procedure established by the National Board of Directors and promulgated by the Finance Officer.
 - a.. If lodging is set at a designated rate, per diem shall be granted at the designated rate (including applicable taxes) for lodging plus the standard JFTR rate for meals and incidentals for that location.
 - b.. If lodging is not designated, per diem shall be the total per diem rate (lodging plus locality meals rate plus local incidentals rate) for that location.
- (3) Per diem shall be granted for the day of travel to a meeting/convention and any day(s) the attendee is required to attend the meeting/convention. This shall include officers-elect for the purpose of installation.
- (4) Charged to the appropriate budget line item.

SR-1(d). Travel allowances shall be budgeted to include reimbursement for round trip travel expenses on official business for national officers designated in Section 701(a), C&BL, FRA, Association employees, and others specifically designated by the National President or authorized in SR-1(c).

SR-1(e). Association employees not to exceed six, excluding the National Executive Director, and the Finance Officer, shall be paid round trip travel to the annual national convention in accordance with SR-1(c)(1), C&BL, FRA.

Standing Rule 2

SR-2. The Military Coalition

SR-2(a). The Fleet Reserve Association may establish membership in The Military Coalition.

SR-2(b). The National Executive Director will be the principal representative on The Military Coalition for the Fleet Reserve Association.

SR-2(c). In the absence of the National Executive Director, his/her designated representative shall have the authority to represent the Fleet Reserve Association on issues before The Military Coalition.

SR-2(d). The guidelines of Section 808(h), 812(b), 812(c), and the legislative agenda approved by the National Convention will dictate any action taken on issues before The Military Coalition.

Standing Rule 3

SR-3. Parliamentary Law and Procedure and Convention Rules.

SR-3(a). All provisions of the C&BL shall govern, and are hereby incorporated by reference. Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases not covered by the C&BL. In cases where neither the C&BL nor the said rules covers a given situation, the convention shall decide the same.

SR-3(b). The order of business at the National Convention shall be as follows:

- (1) Parading of colors
- (2) Opening prayer
- (3) Pledge of Allegiance to the Flag
- (4) Recitation of preamble
- (5) Introduction of officers and guests
- (6) Addresses of invited guests
- (7) "Two Bell Ceremony"
- (8) Recess
- (9) Roll call of officers
- (10) Report of credentials committee
- (11) Appointment of convention committees
- (12) Reports of officers
- (13) Reports of standing committees
- (14) Submission of resolutions
- (15) Unfinished business and action on committee reports
- (16) New business
- (17) Nomination and election of officers
- (18) Good of the order
- (19) Installation of officers
- (20) "Two Bell Ceremony"
- (21) Closing prayer
- (22) Retiring of colors
- (23) Adjournment

SR-3(c). When a delegate desires the privilege of the floor, he/she shall rise, face the Chair, address the presiding officer as, "Shipmate National President," and when recognized shall give his/her name and the name and number of his/her branch.

SR-3(d). A delegate granted the privilege of the floor, shall address the chair, and confine his/her remarks to the question. In speaking, he/she shall avoid personalities and maintain public decorum. If called to order, he/she shall wait until permission to proceed is given by the presiding officer.

SR-3(e). Only duly accredited delegates or their alternates, as selected by a branch delegation from the list of eligible alternates, or an accredited proxy delegate, shall participate in the business coming before the convention, except national officers and past national presidents, who are not otherwise eligible to participate, may be granted the privilege of the floor, but without a vote. Only those delegates or proxy delegates who qualify in accordance with Section 606(c), C&BL will be recognized at the convention.

SR-3(f). Unless specifically authorized by another standing rule, no person shall be given the privilege of the floor for a second time on any question until others privileged and who desire to speak have done so, except convention committee chairmen, who may speak more than once on matters pertaining to their committees. Delegates and proxies shall be limited in speaking to three minutes and the committee chairmen and co-chairmen to five minutes. The presiding officer may, at his/her discretion, grant additional speaking time to delegates requesting such privilege.

SR-3(g). Except where the C&BL requires a two-thirds vote, action on all resolutions submitted to the convention shall be decided by a majority vote.

SR-3(h). The convention steering committee, under the direction of the presiding officer, shall be responsible for the order in which the resolutions are presented to the convention for action.

SR-3(i). When a resolution has been adopted or rejected, it shall be considered as finished business for the convention and be given no further consideration except when otherwise directed by proper majority vote of the convention.

SR-3(j). All resolutions adopted by the convention shall become effective immediately upon adjournment, unless otherwise specified by the convention.

SR-3(k). A motion to commit, recommit, postpone indefinitely, postpone to a certain time, lay on the table, take from the table, reconsider, rescind, or move the previous question, shall require five seconds, each from a different branch, each by a different delegate. Each such motion shall require majority approval of the delegates.

SR-3(l). Unless a specific method of voting is authorized by another standing rule, a roll call vote shall be held upon the call of the presiding officer or upon a call of five delegates, each from a separate branch, but only when the results of a voice vote are in doubt.

SR-3(m). A five minute recess for a caucus prior to roll call vote shall be declared upon a call of five different branches and by five different delegates.

SR-3(n). On a roll call vote at a national convention, voting shall be conducted according to the numerical order of the branches in even years and reverse numerical order in odd number years.

SR-3(o). On a roll call vote there shall be no passing. The chairman or the acting chairman of the branch delegation shall announce the vote of the branch or relinquish the right of that branch to vote, when the branch number has been called three times.

SR-3(p). On a roll call vote, the chairman or acting chairman of the branch delegation or a proxy acting for a branch shall rise, face the chair, announce his/her name, and announce the vote of the branch he/she represents and remain standing until the convention secretary confirms recording the name and vote.

SR-3(q). Convention Credential Reporting:

- (1) The National President shall annually appoint, no later than the last day of March, a National Convention Credentials and Registration Committee comprised of a minimum of one member from each region, with a member designated as Chairman and a member designated as Vice Chairman, to serve until the adjournment of the National Convention in that calendar year.
- (2) It shall be the duty and responsibility of the Chairman of the National Convention Credentials and Registration Committee to ensure:
 - a. That each branch delegate and branch proxy delegate who checks in at the registration desk is correctly registered and his/her credentials are verified at the time of registration.
 - b. That an accurate and up-to-date credentials report is ready for delivery to the delegates at the commencement of the first scheduled business session.
 - c. That an accurate and up-to-date credentials status is maintained throughout the National Convention and is ready for delivery to the delegates when called upon by the National President or prior to all record or roll call votes.
- (3) The following format will be followed when making credentials reports:
 - a. Authorized voting strength - This convention:
IAW Section 608, C&BL. _____
 - b. Number of branches represented by delegates: _____
 - c. Number of votes represented by delegates: _____
 - d. Number of branches registered by proxy: _____
 - e. Number of votes registered by proxy: _____
 - f. Number of branches not registered: _____
 - g. Number of delegates registered: _____
 - h. Registered voting strength: _____
 - i. Number of votes not registered: _____
 - j. Two-thirds vote is: _____
 - k. Majority vote is: _____
 - l. Branches not represented are: _____

SR-3(r). The presentation of reports to the convention by national officers and chairmen of national and special committees shall not exceed one hour duration, except as otherwise decreed by the convention. Reports shall be in

writing and specifically include the financial requirements and impacts of the recommendations therein. Furthermore, the report shall specify the responsible party to execute the recommendations, that is, the National President, the National Executive Director, the chairman of the national committee, etc. In absence of a motion on the floor, a delegate shall not be deprived of the privilege of asking a question of information on any such report as received by the presiding officer.

SR-3(s). Nominating speeches shall be limited to five minutes, seconding speeches to two minutes, and the number of seconding speeches for each candidate may not exceed three.

SR-3(t). Nominations and elections shall be held in accordance with Section 701(d), C&BL.

SR-3(u). Nominations and election of each officer shall be completed and the results announced by the presiding officer before proceeding to the nomination and election of the next officer.

SR-3(v). In the event two or more candidates are nominated for the same office, the balloting shall be by roll call.

SR-3(w). In the event three or more candidates for the same office are on the ballot and no candidate receives a majority of votes cast, the candidate receiving the lowest number of votes after the second ballot will be eliminated if he/she has not shown a gain on the second ballot. This method of elimination will be followed after each subsequent ballot.

SR-3(x). If a nomination for national office, not previously disseminated by resolution from the National Headquarters, is made from the floor, a ten minute recess may be called, if requested by five different branches and by five different delegates, at the close of nominations.

SR-3(y). The "Order of the Day" shall be as contained in the official convention program unless otherwise specified by the convention.

SR-3(z). Visitors and non-accredited shipmates shall occupy seats provided for their use apart from the delegates and alternates.

SR-3(aa). Minutes of the convention shall be recorded with no omissions, deletions, or alterations, except as directed by the delegates assembled at the convention.

SR-3(bb). These rules may be suspended, rescinded, or amended by a two-thirds vote.

SR-3(cc). Unless suspended, rescinded, or amended, these rules shall remain in force throughout the convention.

SR-3(dd). No expenditure of Association funds may be voted by a national convention without prior recommendation of the Convention Budget and Finance Committee.

Standing Rule 4

SR-4. National Convention Sponsor

SR-4(a). The prospective sponsor of a national convention shall:

- (1) Tender a request in letter form to the National Headquarters at least ninety days prior to the ensuing national convention. A certification signed by the branch president and branch secretary, or other appropriate officers (such as regional president and regional secretary), shall contain the following:
"This is to certify that the motion to sponsor the National Convention was proposed at a regular meeting of _____ held on the _____ (date) _____, read, debated, and adopted by a (majority,

two-thirds, or unanimous) vote, a quorum being present.”

- (2) Appoint a member or designate a representative to prepare and make a presentation to the National Convention.
- (3) Each competing sponsor shall have reviewed the Convention Planning Guide in preparation for hosting a national convention before submitting the bid.

SR-4(b). After the deadlines have been met the National Executive Director of the Fleet Reserve Association will promulgate the bids to all branches, national officers, and national committees as expeditiously as practicable.

SR-4(c). The National President shall appoint a Convention Time and Place Committee when a Letter of Certification has been received from a prospective sponsor. The Convention Time and Place Committee shall consist of a Chairman and Vice-Chairman, one of whom shall be from east of the Mississippi River and one from west of the Mississippi River, and one member from each FRA region. With the recommendation of the National President of the FRA Auxiliary, the National President may appoint three members of the Auxiliary to serve on the Time and Place Committee.

SR-4(d). Each prospective sponsor or a designated representative shall be granted a maximum of thirty minutes to make a presentation before the Time and Place Committee for each bid being considered.

SR-4(e). The decision of the Time and Place Committee as to the host will be:

- (1) By written ballot.
- (2) The balloting will be by an area site.
- (3) The area receiving the majority of the votes will be recommended.

SR-4(f). In a report to the delegates, the Chairman, Time and Place Committee, shall announce results of the balloting and submit the committee's recommendation. The report shall include all pertinent facts affecting the committee's decision.

SR-4(g). When the recommendation of the Time and Place Committee is placed before the delegates, and a motion has been made and seconded to adopt, discussion of the recommendation will be limited to each competing sponsor in alphabetical order. Each will be allotted three minutes rebuttal, however, "questions of information" may be entertained after each competing sponsors rebuttal.

SR-4(h). A voice vote will be taken. If the voice vote is inconclusive or is contested, the convention will immediately proceed to a roll call vote in accordance with Standing Rule 4. In the event three or more bidders are competing and no single majority evolves from the votes cast, the convention will proceed to a second ballot. The bidder receiving the lowest number of votes on the second ballot will be eliminated and voting shall proceed similarly until a sponsor is selected by majority vote.

SR-4(i). In the event there are no prospective sponsors for a national convention or if the authenticated bids are rejected by the delegates, the National President shall nominate a special committee, for consideration of the delegates, to host the National Convention. This committee shall consist of a minimum of four members elected by the delegates of the FRA and three members considered and approved by the delegates of the FRA Auxiliary.

SR-4(j). The committee approved by the delegates shall:

- (1) Elect interim chairman until a hotel site has been selected.

- (2) Elect convention chairman once a hotel site has been selected.
- (3) The committee shall solicit proposals to host the National Convention using one of the following options:
 - a. Working with a professional hotel site selection firm to send a Request for Proposal (RFP) to host the National Convention to convention bureaus throughout the country.
 - b. Each committee member send a Request for Proposal (RFP) to host a National Convention to convention bureaus within their respective Area or Region.
- (4) Select a site from among the proposals received.
- (5) Comply with the applicable provisions of Article 6, C&BL, FRA.
- (6) Host the convention.
- (7) When desired, select a Branch, Unit, Coordinating Council or combination thereof to sponsor a hospitality room with the understanding that any profit will accrue to the sponsor provided the sponsor agrees to absorb any loss.

Standing Rule 5

SR-5. Committee Reports and Awards and Special National Awards and Programs.

SR-5(a). Committee Reports

- (1) Reports shall be submitted on forms printed and distributed by the National Headquarters. The committee report forms will be changed only by action of the delegates at a national convention.
- (2) Each Branch shall submit the following reports if the Branch President has appointed such committee: Americanism-Patriotism, Hospitals, Welfare and Rehabilitation, Public Relations, Youth Activities and Veterans Service to the regional chairman of the appropriate committee prior to the convening of the regional convention. A copy of these reports shall be forwarded to the Regional President and one copy retained in the branch files.

SR-5(b). National Awards

- (1) For the purpose of competing for awards addressed in this standing rule, branches shall be assigned to competitive groups as follows:
 - a. Group I - 763 members or more.
 - b. Group II - 363 to 762 members.
 - c. Group III - 188 to 362 members
 - d. Group IV - 88 to 187 members.
 - e. Group V - 10 to 87 members.
- (2) Assignment to membership groups shall be based on the number of members in good standing reflected on the branch's quarterly membership report for the month ending March 31.

- (3) Each Regional President shall submit the action of the regional convention to the chairman of the appropriate national convention committee. Only first place winners for each competitive group will be forwarded to the appropriate national convention committee. Included with the recommendations shall be a copy of the branch committee reports of each membership group and the name of the shipmate nominated for national recognition, if applicable. A copy of the report shall be forwarded to the National Executive Director.
- (4) In the event of the absence of the regional Chairman's report at the convention, the National Executive Director's copies may be used by the convention committees for their deliberations.
- (5) Each national convention committee shall review the regional chairmen's reports and recommend a branch from each membership group to receive national recognition, and if desired, a shipmate to be named Fleet Reserve Association 'Shipmate of the Year' for that committee. The award for the branch of each membership group shall be a streamer three inches wide and thirty-six inches long and made from ribbon material. The streamer shall contain the FRA Emblem and shall be lettered with the committee name, membership group number, placing within that group, and the year awarded. Streamers shall be blue in color for first place, red in color for second place, and white in color for third place. The Chairman, Membership and Retention Committee shall provide these streamers to the committee chairman prior to the convening of the national convention. The shipmate approved by the delegates to receive the Fleet Reserve Association 'Shipmate of the Year Award' shall be awarded a plaque and a Certificate of Appreciation signed by the National President.

SR-5(c). Membership and Retention – The National Convention Membership and Retention Committee shall make a thorough review of the reported membership progress of the various branches for the preceding 1 April - 31 March. The Committee shall take all available factors including gains, losses, location, and annual regional officers reports into consideration to recommend the winners of the National Membership and Retention Awards. The annual Membership and Retention awards will be: The Charles E. Lofgren Membership Award for Branches, The Charles E. Lofgren Membership Award for Individuals, The Abraham M. Rosenberg Membership Trophy and The Frank J. McPherson Memorial Award.

- (1) Charles E. Lofgren Membership Award for Branches. The Convention Membership and Retention Committee shall recommend one branch within each membership group as the recipient of The Charles E. Lofgren Membership Award in recognition of excellence in membership promotion in competition with the branches within the same membership group.
- (2) Charles E. Lofgren Membership Award for Individuals. These awards will be competitively awarded to one shipmate from among the branches within each membership group. The determining criteria will be the reported FRA member who has recruited the greatest number during the preceding 1 April - 31 March. Each branch will report to the Chairman, National Committee on Membership and Retention, the name of its nominee and the number of members the nominee has recruited. This report shall arrive in the National Headquarters prior to 31 May each year.
- (3) Abraham M. Rosenberg Membership Trophy. The Convention Membership and Retention Committee shall recommend one branch of the branches awarded The Charles E. Lofgren Branch Membership Award as the recipient of the Fleet Reserve Association Abraham M. Rosenberg Membership Trophy for outstanding membership promotion.
- (4) Frank J. McPherson Memorial Award. This award will be competitively awarded by the National Convention Membership and Retention Committee to one shipmate who exemplifies the three cardinal principles of the Fleet Reserve Association, especially in membership endeavors. The shipmate selected must have expended extensive effort towards the overall growth of the Fleet Reserve Association. The

selectee need not necessarily be a top recruiter, but an individual who has maintained a positive public attitude as it affects the membership and retention of members of the Association. Names of qualified nominees for this award, accompanied by an affidavit supporting the nomination may be submitted by branches, to the respective Regional Chairman, Membership and Retention Committee not later than 30 June. Regional presidents shall forward their region's nominee, along with supporting documents, to the Chairman, National Committee on Membership and Retention at the conclusion of their regional convention, but not later than 7 days prior to the convening of the National Convention.

SR-5(d). Americanism-Patriotism – There will be three annual Americanism-Patriotism awards; The Walter D. “Step” Rowell Award, The Leonard D. “Swede” Nelson Award and the Robert E. Doherty Award.

- (1) Walter D. “Step” Rowell Americanism-Patriotism Award. The Convention Americanism-Patriotism Committee shall select the branch with the best overall Americanism-Patriotism Annual Report as the winner of The Walter C. “Step” Rowell Award. This is a perpetual award and will be retained at the National Headquarters with the plate being engraved each year. The branch winning the award will be issued an appropriate engraved plaque.
- (2) Leonard D. “Swede” Nelson Award. The Convention Americanism-Patriotism Committee shall select one of the membership group “Shipmate of the Year” recipients to receive The Leonard D. “Swede” Nelson “Shipmate of the Year” Award for Americanism-Patriotism.
- (3) Robert E. Doherty Award. The Robert E. Doherty Award shall be awarded to a Shipmate also nominated for national recognition deemed deserving of special recognition by the National Committee on Americanism-Patriotism.

SR-5(e). Legislative Service Awards — The National Convention Committee on Budget and Finance shall recommend funding for the below awards/programs upon receipt of a budget request from an authorized national officer or the Legislative Service Chairman:

- (1) FRA Pinnacle Award Program. This award was established in 1996 to annually recognize outstanding contributions, service and commitment to improving the quality of life of the enlisted men and women of the Sea Services. The award is presented to members of Congress whose service and leadership epitomizes the Association's three cardinal principles of Loyalty, Protection, and Service. Based on recommendations from the Standing National Committee on Legislative Service, the Convention Committee on Legislative Service shall recommend to the delegates for approval, a recipient for this award. The award shall be a special made plaque presented at an appropriate award ceremony/reception by the National President or an appropriate representative.
- (2) Special Recognition Award(s). In an effort to recognize civilian or military leaders whose contribution, service and commitment to improving the quality of life for our Sea Service members, a special Legislative Service Recognition Award may be awarded upon retirement or transfer. This award will be an engraved Certificate of Appreciation and presentation will be made by the National President or his/her designated representative.

SR-7(f). Special National Awards, Programs, and Receptions — The National Convention Committee on Budget and Finance should recommend funding for the below listed awards/programs /receptions upon receipt of a budget request from an authorized national officer or committee chairman:

- (3) Awards
 - a. Frederick W. Shields, Sr. Award

- b. USMC Recruiting District NCOIC of the Year, Recruiting Station NCOIC of the Year and Marine Security Guard of the Year Award Program and Dis of the Year (Parris Island and San Diego)
- c. USCG Academy Award
- d. US Naval Academy Award
- e. USMC Gung Ho Award
- f. USCG Enlisted Person of the Year Program (EPOY)
- g. Recruiters of the Year Programs (ROY)
- h. SECNAV Retiree Council Program i. Sailors of the Year Program (SOY)
- j. Honor Graduates of USMC Drill Instructors School
- k. Honor Graduates of USMC Career Counseling Courses

(2) Receptions

- a. US Navy Sailors of the Year (SOY) Reception
- b. US Navy Recruiters of the Year (ROY) Reception
- c. US Navy Enlisted Reserve Recruiter of the Year (ROY) Dinner
- d. USMC Recruiter of the Year (ROY), Drill Instructor of the Year (DIOY), Recruiting Station NCO in Charge (RSNCOIC) Receptions
- e. USCG Enlisted Person of the Year (EPOY) Reception
- f. USCG Recruiter of the Year (ROY) Reception
- g. USCG Caucus Breakfast
- h. Area Command Master Chief (CMC) Luncheons
- i. Pinnacle Award Reception
- j. FRA SECNAV Retiree Council Reception

SR-5(g). Veterans Service - The National Committee on Veterans Service shall select one outstanding member recognized as “Shipmate of the Year” Award for National Service.

Standing Rule 6

SR-6. Authorization for Commercial Use of Official Emblem

SR-6(a). The official emblem of the Fleet Reserve Association is registered at the U.S. Patent Office and all rights to its use are reserved to the Fleet Reserve Association.

SR-8(b). All use of the official emblem of the Fleet Reserve Association by branches for business enterprise purposes must be authorized by a two-thirds vote of the National Board of Directors.

SR-6(c). The National Board of Directors, in the initial issuance and renewals of authority for the business enterprise use of the official emblem of the Fleet Reserve Association, shall be guided by the best interest of the Fleet Reserve Association and be certain that the proposed use will in no way bring discredit to, or damage the image of the Fleet Reserve Association.

SR-6(d). Application for authority to use the official emblem of the Fleet Reserve Association in a business enterprise shall be accompanied by a sample or complete description, including drawing, of the end product.

SR-6(e). Application for authority to use the official emblem of the Fleet Reserve Association shall also be accompanied by a certification, signed by the Branch President and Branch Secretary, that the branch or the branch business enterprise is incorporated, giving the country and/or state in which incorporated, the date of such incorporation, and the number (if any) thereof.

Standing Rule 7

SR-7. Fleet Reserve Association Disaster Relief Fund

SR-7(a). A Disaster Relief Fund is hereby established to assist members of the Fleet Reserve Association, widows of deceased members of the Fleet Reserve Association, and/or their immediate families who have been stricken by a disaster and are in financial need.

SR-7(b). The monies required to start and continue this fund will derive from several sources, including but not limited to branch donations, personal donations from members of the Association, and donations from the general public.

SR-7(c). Each Regional President shall appoint a Regional Chairman, Disaster Relief and Rehabilitation. It shall be the duty of each Regional Chairman, Disaster Relief and Rehabilitation to investigate each request, including a request from a Member-at-Large, for a grant from the Disaster Relief Fund or the Welfare and Rehabilitation Reserve and make an appropriate recommendation to the appropriate Regional President who shall forward such requests to the National President with a copy to the Finance Officer.

SR-7(d). In the event of a disaster affecting shipmates and/or their families, withdrawals may be made from the Disaster Relief Fund upon approval by the National President based upon the recommendations of the Regional President to whom all requests for funds should be directed by the Regional Chairman.

SR-7(e). Initial withdrawal from the fund shall be limited to \$1,000 per family. One additional withdrawal, up to the same amount, may be authorized in the same manner as the first.

SR-7(f). Determination of priorities and degree of need will be referred to the National President for resolution.

SR-7(g). Grants from the Welfare and Rehabilitation Reserve shall be administered as set forth in Section 909(d), C&BL.

SR-7(h). Definition: "Disaster as used throughout this standing rule is defined as a single sudden physical event of catastrophic nature such as floods, fires, typhoons, hurricanes, windstorms or earthquakes which cause severe damage to property."

Standing Rule 8

SR-8. Fidelity Bond Policy of the FRA – The position bond policy of the Fleet Reserve Association shall be as follows:

SR-8(a). All branches are required to be bonded. It is the responsibility of each branch to notify, in writing, the Finance Officer which positions are to be bonded in their respective branch.

SR-8(b). The Finance Officer shall be authorized to debit each branch its pro-rata share of the total premium attributable to branch coverage from funds due in accordance with Section 401(i), C&BL annually as of 1 October of each year.

SR-8(c). A \$50,000.00 position bond will be provided, at cost to branches, but excluding those branches in the Republic of the Philippines, covering three positions in each branch, and all national officers, regional officers and employees in the National Headquarters of the Fleet Reserve Association.

SR-8(d). It is the responsibility of the individual branches and regions to provide additional coverage.

SR-8(e). In addition to the foregoing, an excess position bond will be provided covering the National President, National Vice President, and Finance Officer in the amount of \$1,950,000.00.

Standing Rule 9

SR-9. Americanism Essay Contest

SR-9(a). The National Committee on Americanism-Patriotism shall conduct an Americanism Essay Contest each year, open to all students of grades seven through twelve. All entries shall become the property of the Fleet Reserve Association.

SR-12(b). Seven themes for the essay contest shall be used on a rotating basis. Those themes shall be:

- (1) *What Freedom of Speech Means to Me.*
- (2) *What My Vote Will Mean to Me.*
- (3) *The Bill of Rights And Me.*
- (4) *Why I Am Proud to Be an American.*
- (5) *What The United States Flag Stands For.*
- (6) *What Memorial Day Means to Me.*
- (7) *What Patriotism Means to Me.*

SR-9(c). Duties and responsibilities of the National Committee on Americanism-Patriotism in conducting the Americanism Essay Contest:

- (1) Should the National Committee on Americanism-Patriotism determine a more suitable theme for a given year be more appropriate, they shall include the recommended theme in their annual report, two years in advance, for approval of the delegates to the national convention.
- (2) They shall develop, approve and submit a draft of its poster for the following year's contest to the National Headquarters by 15 January.

- (3) They shall draft, approve and submit a covering letter, including contest rules, to the National Headquarters by 31 March for publication in the July issue of FRA Today.
- (4) The chairman shall submit a proposed budget for the next fiscal year, including appropriate awards for a maximum of nineteen recipients, to the Chairman, National Committee on Budget and Finance annually prior to 1 April for approval of the delegates with a copy to the Finance Officer.
- (5) The chairman shall announce the contest winners and forward the appropriate awards to the sponsoring branches not later than 20 May.
- (6) The chairman shall submit a list of essay contest winners and a copy of the overall winning essay to the National Headquarters no later than 15 June for publication in FRA Today.

SR-9(d). Essay Contest Rules:

- (1) All entrants shall be students in grades seven through twelve (or equivalent).
- (2) Entrants must be sponsored by a branch of the Fleet Reserve Association or a unit of the FRA Auxiliary.
- (3) The essay shall be on the theme designated and shall not exceed 350 words.
- (4) The essay shall be legibly written or typed on one side of the paper.
- (5) A student may submit only one entry each year.
- (6) Each entry must be accompanied by a separate sheet stating the entrant's name; address; zip code; telephone number; school grade (or equivalent); name of school or words "home schooled;" number of words in essay; and the sponsoring branch/unit or sponsor's name.

SR-9(e). Receipt and Judging:

- (1) Entries submitted to branches shall be submitted to the branch Americanism-Patriotism Committee and postmarked not later than 1 December for judging at the branch level.
- (2) The branch Americanism-Patriotism chairman will forward the branch first place grade winning essays to the regional Americanism-Patriotism chairman, postmarked not later than 1 February.
- (3) Entries sponsored by Membership At Large (MAL) members shall be submitted to the National Headquarters addressed to Americanism Essay Contest. The essay will be forwarded to the branch secretary of the participating branch closest to the residence of the essayist. All entries shall be postmarked not later than 1 December.
- (4) Regional Americanism-Patriotism chairmen shall have the essays judged and submit the first place winning essay in each grade group to the National Americanism-Patriotism Chairman, c/o Fleet Reserve Association, 125 N. West Street, Alexandria, Virginia 22314-2754, not later than 1 March.

SR-9(f). National Administration and Judging:

- (1) Upon receipt in the National Headquarters of the Fleet Reserve Association, the regional winning essays shall be reproduced and the originals shall be retained at the National Headquarters. Copies of each essay and the identification sheets will be forwarded to the Chairman, National Committee on Americanism-Patriotism. Each grade winning essay shall be assigned a number by the national chairman and a copy of each winning essay and a copy of the national judging form shall be forwarded to each member of the national Americanism-Patriotism committee.
- (2) Each national committee member shall judge the essays, giving consideration to neatness, originality, and sincerity and choose a first, second, and third place winner in each grade group and an overall best essay from the first place winners.
- (3) The national Americanism-Patriotism chairman shall be informed in writing of each committee members choice (by assigned number) of the winners in each grade group and the overall winner not later than 15 April.

Standing Rule 10

SR-10. Coordinating Councils – The Fleet Reserve Association authorizes the establishment of Coordinating Councils:

SR-10(a). A Coordinating Council or a group by any other name for the purpose of providing a closer relationship and coordination of effort among area branches and units in the best interest of the Fleet Reserve Association may be established in areas where there are three or more branches and units.

SR-10(b). A group of this nature shall not act without prior approval for or on behalf of a branch of the Fleet Reserve Association or a unit of the FRA Auxiliary.

SR-10(c). The group may discuss matters of interest to the FRA or FRA Auxiliary. They may propose activities of benefit to the Fleet Reserve Association, the FRA Auxiliary or of civic or community benefit but shall not undertake any activity without approval of the participating branches and units within the area.

SR-10(d). The council may elect a Chairman, Vice Chairman, Secretary and Treasurer. (The duties of Secretary and Treasurer may be combined.)

SR-10(e). Dues or assessments to any member or to any branch or unit is prohibited; however, donations for operating essentials may be solicited.

Standing Rule 11

SR-11. FRA Education Foundation

SR-11(a). The Fleet Reserve Association established the FRA Education Foundation to oversee the FRA Scholarship Program and expand awareness of, and contributions to support scholarship awards to deserving students.

SR-11(b). The FRA Education Foundation is recognized as a separate 501(c)3 tax exempt organization per the IRS determination letter of March 3, 2008, and the Commonwealth of Virginia Certificate of Incorporation and Articles of Incorporation of August 28, 2008, and functions under specific governing documents.

SR-11(c). The FRA National Board of Directors (NBOD) has oversight authority regarding the FRA Education Foundation although the Foundation is a separate and distinct entity under the Foundation Board of Directors comprised of at least one current or former member of the FRA National Board of Directors or a National Officer, and/or FRA members in good standing.

SR-11(d). The Foundation leadership will report at least once annually to the FRA NBOD to include financial reports associated with donation receipts, scholarship awards, required IRS reports and administrative expenses.

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