

- 8.11 All disbursements of Flotilla funds shall be by check, signed by the Finance Officer, Flotilla Commander or Vice Flotilla Commander. Only one signature is required unless an additional signature is required as set forth in the Appendix to these Rules.
- 8.12 The Finance Officer shall render a financial report at each regular meeting of the Flotilla, which shall include all receipts and expenditures since the last rendering of a financial report and the balance in funds remaining as of the day preceding the day of the meeting. Any emergency expenditure authorized by the Flotilla Commander included in the reported expenditures shall be so designated in the report.
- 8.13 The chairperson of any duly appointed committee where Flotilla funds are involved will furnish the Flotilla Finance Officer with a monthly statement of the financial transactions of the committee. The chairperson will transfer to the Flotilla Finance Officer within thirty (30) days after completion of the committee activities, the balance of all monies received with a completed financial statement.
- 8.14 The Flotilla may require by a duly enacted motion that the Finance Officer post a bond in an amount as the Flotilla may determine. All costs for such bond shall be paid by the Flotilla.
- 8.15 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Flotilla funds, books and records to the succeeding Finance Officer. Whenever a new Flotilla Commander or Vice Flotilla Commander is elected, or a new Finance Officer is appointed, a new signature card reflecting the change will immediately be delivered to the banking institution or federal credit union.
- 8.16 The funds, books and records of the Flotilla shall be examined by the Audit Committee yearly and upon the appointment of a new Finance Officer. For each expenditure, the Audit Committee will ensure that it was authorized and that there is a receipt signed by a person other than the Finance Officer or the person who authorized the expenditure.
- 8.17 Flotilla general funds may be used only for the duly authorized purposes of the Coast Guard Auxiliary. They are permanently dedicated to the purpose of the Auxiliary and they may not inure to the benefit of, or be distributed to, individual members of the Auxiliary.
- 8.18 Upon disestablishment of a Flotilla, all general funds, financial records and property of the Flotilla must be turned over promptly to the division having jurisdiction over the disestablished Flotilla.

- 8.19 An annual financial report for the preceding year must be prepared no later than 31 January, and one must also be prepared upon the election of a new Flotilla Commander or appointment of a new Finance Officer. The Finance Officer must submit the financial report on Form ANSC #7025, "Financial Report of an Auxiliary Unit", to the Director of Auxiliary with copy to the District Commodore and Division Commander.

## ARTICLE IX CONTRACTS

- 9.1 All licenses and agreements for the use of real property as well as contracts for the expenditure of Flotilla funds as may be authorized by a vote of the Flotilla, shall be first approved by the District Staff Office-Legal and then shall be signed by the Flotilla Commander. Copies of all signed contracts shall be retained by the District Staff Officer-Legal.

## ARTICLE X COMMITTEES

- 10.1 Standing committees and special committees consisting of any number of members may be appointed by the Flotilla Commander. The Flotilla Commander shall designate the chairperson of each such committee appointed and outline the objectives to be accomplished unless otherwise prescribed. Individuals may be appointed as a one-person committee if desired.
- 10.2 The Flotilla Commander shall appoint an Audit Committee at or before the regular meeting of the Flotilla in the month of DECEMBER each year. The committee shall examine and audit the financial books and records of the Flotilla Finance Officer and the Materials Officer for the preceding year and shall report their findings at the next regular meeting of the Flotilla.
- 10.3 The Flotilla Commander shall appoint a Budget Committee at or before the regular meeting of the Flotilla in the month of January of each year. This committee shall prepare a budget with the assistance of the Flotilla Finance Officer and the Flotilla Materials Officer and submit said budget to the Flotilla for approval within 3 months.
- 10.4 The Flotilla Commander is empowered to appoint an Awards Committee to review and make recommendations to the Flotilla for the recognition of individuals and groups for special recognition by the Flotilla, Division, District or the United States Coast Guard.
- 10.5 The Flotilla Commander is empowered to appoint a Past Commanders Committee composed of all past Flotilla Commanders and past Vice Flotilla Commanders who are active. The chairperson shall be the Immediate Past Flotilla Commander if active and available. If unavailable or unwilling to serve, the Flotilla Commander shall appoint any other past

Flotilla Commander as chairperson. The primary duty of this committee shall be to consider all auxiliary matters that are referred to it by the Flotilla Commander and all matters that are of interest to the Flotilla. The committee shall make written recommendations concerning such matters directly to the Flotilla Commander.

10.6 The Flotilla Commander shall be an ex-officio member of all committees.

## **ARTICLE XI PROCEDURE FOR RELIEF OF OFFICERS**

11.1 It will be the duty of each elected and appointed officer, at the end of the term of office, to deliver to the successor, all current materials, supplies and records pertaining to the office. The officer being relieved shall assist in ensuring an orderly transfer of the administrative function of the office, including but not limited to the briefing of the successor on the procedures to be followed and the forms to be completed and submitted.

## **ARTICLE XII AWARDS**

12.1 It is the policy of the Flotilla to give or pursue recognition of members who through contributions of valuable time and special effort further the purpose and spirit of Auxiliary missions and programs. Recommendations for awards for these special efforts can be made by any member to the Flotilla Commander or such higher level at any time as prescribed by the Manual.

## **ARTICLE XIII AMENDMENTS**

13.1 These Standing Rules may not be amended except to conform verbatim to changes directed by the Commandant of the United States Coast Guard or the National Board, provided however, optional and elective provisions may be amended in conformity with the Manual.

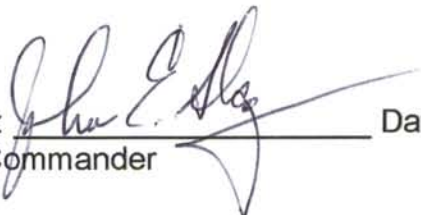
## **ARTICLE XIV APPENDICES**

14.1 Appendices to these Standing Rules may be adopted by a 2/3 of the voting members present and are effective upon signature of the Flotilla Commander. The appendices should include matters local in nature including, but not limited to dates, times and location of meetings, amounts and due dates for collection of membership dues, information regarding local awards, number, title and composition of committees not otherwise designated and similar events.

**ARTICLE XV APPROVAL**

These Standing Rules were adopted on the 20<sup>th</sup> day of February,  
2012 by two-thirds (2/3) of the voting members present and become effective  
upon approval by the Director of Auxiliary.

Signed:  Date 1 MARCH 2012  
Flotilla Commander

Approved:  Date 6 MAR 2012  
Division Commander

Approved:  Date 25 MAY 2012  
District Staff Officer-Legal

Approved:  Date 7 June 2012  
District Commodore

Approved:  Date 8 July 2012  
Director of Auxiliary

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## APPENDIX TO STANDARDIZED FLOTILLA STANDING RULES OF FLOTILLA 32 FIFTH DISTRICT SOUTHERN REGION

1. This document is intended to conform with the Standing Rules of Flotilla 32 adopted on 20 February 2012.
2. **MEETINGS** - Meetings are to be held on the third (3<sup>rd</sup>) Monday of each month at 1900 (7:00pm) at Dante's Restaurant located at 3008 Boulevard, Colonial Height. Should a change in date, time, or location be necessary, the membership will be notified enough in advance to avoid confusion. *7 DAYS MINIMUM*
3. **DUES** - Dues will be due to the FSO-FN in the amount of \$35 (Thirty Five Dollars), payable by 1 July. Checks will be made out to US Coast Guard Auxiliary Flotilla 32.
4. **ANNUAL AWARDS** - Flotilla annual awards will be given out at the discretion of the Flotilla Commander at the Flotilla Change of Watch.

This Appendix was adopted by the Membership of Flotilla 32, Fifth District Southern Region on 21 May, 2012 and became effective as provided in the Flotilla Standing Rules and a copy of same has been filed with the Director of Auxiliary.

Dated: 22 MAY 2012

  
Flotilla Commander