

**UNITED STATES COAST GUARD  
AUXILIARY**

**PAST DIVISION COMMANDERS  
ASSOCIATION  
EIGHTH EASTERN REGION**



**STANDING RULES**

**2009**

## ARTICLE I

### TITLES and PURPOSES

#### 1.01 TITLES:

- (A) The name of the Association shall be "THE UNITED STATES COAST GUARD AUXILIARY, EIGHTH DISTRICT, EASTERN REGION, PAST DIVISION COMMANDERS ASSOCIATION" hereinafter referred to as the "PAST DIVISION COMMANDERS ASSOCIATION" or the "ASSOCIATION" or the "PDCA".
- (B) The Eighth District, Eastern Region shall hereinafter be referred to as the "DISTRICT" or the "REGION".
- (C) The Commodore of the Eighth District, Eastern Region shall hereinafter be referred to as the "DISTRICT COMMODORE" or the "COMMODORE".
- (D) The Eighth District, Eastern Region Board shall hereinafter be referred to as the "DISTRICT BOARD" or the "BOARD".
- (E) The Regional Director of the Eighth District, Eastern Region shall hereinafter be referred to as the "DIRECTOR OF AUXILIARY" or the "DIRECTOR".

#### 1.02 THE PURPOSES OF THE PAST DIVISION COMMANDERS ASSOCIATION SHALL BE:

- (A) to utilize the knowledge and experience of the Past Division Commanders in motivating a continuing interest in the United States Coast Guard Auxiliary hereinafter referred to as the "AUXILIARY":
- (B) to assist the District Commodore and the District Board of the Eighth District, Eastern Region in advancing the programs of the Auxiliary by engaging in such activities as may be approved by the District Commodore and/or the District Board:
- (C) to keep the members of the Past Division Commanders Association informed concerning matters of current interest on the District level:
- (D) to encourage the members of the Past Division Commanders Association to actively participate in the Auxiliary within their respective Flotillas and Divisions:
- (E) to encourage all Past Division Commanders to become members of the Past Division Commanders Association.

## ARTICLE II

### MEMBERSHIP

#### 2.01 Membership in the Past Division Commanders Association shall be limited to Past Division Commanders:

- (A) who have met the requirements of the Auxiliary Manual to receive credit as a Division Captain in any District or Region:
- (B) who are members in good standing in the United States Coast Guard Auxiliary:
- (C) those who are sitting as a member of the District Board and are life members remain members, but are not eligible to vote in any matters of the Association: if not prior life members can not be members:
- (D) who have paid current dues as prescribed by the PDCA.

#### 2.02 Members of the Association shall be entitled to one (1) vote on all matters properly brought before the Association.

ARTICLE III  
FINANCES

- 3.01 The Association may establish such membership dues or fees as deemed necessary to defray operating costs. These dues or fees, to be paid to the Association by its members, shall be determined from time to time at the Association's regular meeting held in conjunction with the Annual Fall Meeting of the District Board of the Eighth District, Eastern Region. Such dues shall be payable for the ensuing fiscal year and notice of such dues shall be given to all current members of the Association within sixty (60) days after the close of such meeting unless life members (3.04 below).
- 3.02 The fiscal year for the Past Division Commanders Association shall be from 1 January through 31 December.
- 3.03 All expenses incurred in connection with any activities of the Association other than "official mail" and the travel of the President of the Association to District Board meetings as may be authorized by the Director of the Auxiliary shall be borne and paid for by the individual members of the Association. The Association may, by a majority vote, authorize reimbursement of reasonable expenses of its Officers or members incurred in connection with their activities on behalf of the Association.
- 3.04 In lieu of annual dues set forth by the Association, a Past Commander may be awarded a LIFE MEMBERSHIP in the Association upon a one (1) time payment of \$40.00 effective 1 January 1998. The Association will honor dues paid to a Past Division Commanders Association from another District for a member transferring to this District
- 3.05 If for any reason the Past Division Commanders Association is dissolved, the President shall contact all members of the Association informing them of the situation and requesting their vote as to how the funds of the Association are to be handled. The funds of the Association will be distributed based on the vote of the majority of the membership of the Association unless the Auxiliary Manual requires otherwise. Telephone voting, with a process approved by the Director, may be used to ensure all members have been offered the opportunity to vote on this issue. In the event of no majority on the first vote, a tie-breaking process similar to that set forth in paragraph 8.02 shall be used until a majority is attained.

ARTICLE IV  
OFFICERS AND ELECTIONS

- 4.01 The Officers of the Past Division Commanders Association shall consist of a President and Vice President who shall be elected from among the members of the Association who are in good standing. A Secretary and Treasurer shall be appointed by the President.
- 4.02 The Officers shall be elected at a meeting of the Association held during the Annual Fall Meeting of the District Board of the Eighth District, Eastern Region and on such a date and time as may be designated by the incumbent President of the Association and with the consent of the incumbent District Commodore.
- 4.03. No proxy voting shall be permitted. Elections shall be conducted by written ballot and to be elected it takes a simple majority of those present and voting.
- 4.04 The Officers shall be elected for a term of two-years. The term of office shall be consistent with the term of office of the incumbent District Commodore. The President can serve two non consecutive terms with at least a one term break after the first term. There shall be no restrictions on the number of terms that can be served by the Vice President and the Secretary and Treasurer.
- 4.05 Officers shall assume office on 1 January following their election at the Annual Fall Meeting of the District Board, Eighth District, Eastern Region.

## ARTICLE V

### DUTIES OF OFFICERS

#### 5.01 The President shall have the following duties:

- (A) preside at all meetings of the Association;
- (B) to the extent permitted by the latest edition of the Auxiliary Manual and the District's. Standing Rules, vote at all meetings of the District Board;
- (C) vote as a member of the District Board in accordance with the consensus of the majority of those members of the Association present at the meeting insofar as same may be reasonably obtained;
- (D) mail a newsletter to each member of the Association to keep them informed of current matters of special interest on a District level and in conjunction with special areas of activity undertaken by the Association. Such newsletters shall be submitted to the Director of Auxiliary, Eastern Region for approval prior to mailing. In addition, the applicable provisions of the Auxiliary Manual, pertaining to the use of Official Mail shall be followed;
- (E) appoint committees consisting of one (1) or more members to effect objectives. These committees are temporary in nature. The President shall designate the committee members and Chairperson in writing. Upon completion of the objective or duty, or when so directed by the President, such committees shall be dissolved.
- (F) prepare an agenda for all meetings of the Association and submit copies thereof to the District Commodore and Director of Auxiliary, at least fifteen (15) days prior to the meeting;
- (G) and to promote interest in the activities of the Association.

#### 5.02 The Vice President shall have the following duties:

- (A) assume the duties of the President, during the absence of the President, at all functions involving the Association except that he/she shall not be entitled to vote at any meeting of the District Board without the prior approval of the District Commodore and the Director of Auxiliary;
- (B) perform such other duties as may be assigned by the President;
- (C) and be assigned as a member on all the committees of the Association in order to provide advisory guidance.

#### 5.03 The Secretary shall have the following duties:

- (A) record all votes and minutes of all proceeding of the Association, in a book kept for that purpose, and shall furnish copies of such minutes to the District Commodore, Director of Auxiliary, President, Vice President and all current members of the Association within two (2) weeks following the close of such meeting,

#### 5.04 The Treasurer shall have the following duties:

- (A) collect, hold for safekeeping, and deposit in such bank or banks or other institutions as may be designated from time to time by the Association, all dues and monies belonging to the Association and shall disburse same as may be ordered by the President with the approval of the members of the Association;
- (B) maintain the official membership roster of the Association;
- (C) keep full and accurate accounts of receipts and disbursements, in books belonging to the Association, on a fiscal year basis;
- (D) take proper vouchers for all disbursements and all disbursements shall be made by check signed by the Secretary, Treasurer, or the President;
- (E) render, to the members of the Association, at the meeting held in conjunction with the Annual Fall Meeting of the District Board or upon relief, an accounting of all transactions as Treasurer and on the financial condition of the Association:

- (F) cause the Books of Account and Financial Records of the Association to be audited by the Audit Committee appointed by the President. In addition, report annually, on a fiscal year basis, the financial condition of the Association to the Director of Auxiliary on Form ANSC-7025 (Financial Report of an Auxiliary Unit) in accordance with the Auxiliary Manual making pen and ink changes to the form for reporting unit and titles of signing officers. The dates for submission shall follow the District Policy.
- (G) Upon completion of the term of office, for any reason, forthwith deliver all books, records, papers, vouchers, monies, and other property to their successor. Financial records shall be audited and reported as specified in paragraph 5.3.G.; and to;
- (H) furnish a bond, in such form as shall be approved by the Association at its Annual Fall Meeting, for the restoration to the Association, in case of death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and other property under their control belonging to the Association. Such bond shall be in an amount fixed by the members of the Association present at the meeting held in conjunction with the Annual Fall Meeting of the Eighth District, Eastern Region. The cost of such bond shall be borne by the Association.
- (I) send dues notices to non-life members for collection of annual dues (Article III, paragraph 3.01).

## ARTICLE VI MEETINGS

- 6.01 Meetings of the Association shall be held in conjunction with the Spring and Fall Meetings of the District Board of the Eighth District, Eastern Region or as called by the President.
- 6.02 A quorum, to conduct business, shall consist of a simple majority of the Association's eligible voting membership registered at the Spring or the Fall Meeting of the District Board, Eighth District, Eastern Region. The President of the PDCA shall appoint a member in attendance to verify the names of the members who have registered (or pre-registered) and are present at the conference at the time of the meeting. Such list shall be used to determine the number required for a quorum, and shall be a part of the minutes of the meeting.
- 6.03 A simple majority vote of those present and voting, providing a quorum exists, shall be sufficient to approve or reject any action coming before the Association except where otherwise required by these Standing Rules or by provisions in the Auxiliary Manual.
- 6.04 Except as otherwise set forth in the latest revision of the Auxiliary Manual, meetings shall be conducted in accordance with Roberts Rules of Order, latest revision.
- 6.05 Matters requiring a vote of the members, other than the election of officers of the Association or of the District Board may be submitted to the members by mail (email) as authorized in the current Auxiliary Manual following the specific procedure selected by the Director. The affirmative vote of a majority of those voting on such propositions shall be necessary for approval.

## ARTICLE VII COMMITTEES

- 7.01 Activities Committee - This committee shall plan and initiate all actions required to further the purpose of the Association as set forth in Article I, paragraph 1.02 of these Standing Rules. All plans shall be approved at a meeting of the Association prior to implementation and the plans shall not be in conflict with the duties of any District Staff Officer or District committee. The activities of the Association must be approved by the incumbent District Commodore and/or Director if applicable before they can become effective. Upon approval, they shall be enclosed with these standing Rules as Appendix "A".

ARTICLE VIII  
MISCELLANEOUS

- 8.01 When the President of the PAST DIVISION COMMANDERS ASSOCIATION is authorized to cast a vote or ballot when attending a meeting of the District Board, the Association shall direct the President to cast its recommendation on the first vote or ballot of that meeting. Subsequent votes shall be at the discretion of the president. When any issue is known prior to the board meeting, the President should present the matter to the Association at the meeting or via mail/email in accordance with Article VI, Paragraph 6.05. The President shall notify all announced and known to be nominated candidates for District Board offices that they may make a five minute presentation at the PDCA meeting by providing them the time and location of the meeting.
- 8.02 When only one candidate has announced intent to run and no known nominations from the floor have been announced, then a vote is not required to provide direction to the President as defined in paragraph 8.01 above. Otherwise, (not withstanding paragraph 2.02) members voting for Rear Commodore elections can only vote for the candidates from their area. All "voting" members may vote for the DCO or DCOS candidates of their choice. All PDCA members running for any office shall be allowed to vote and hear the results in accordance with 8.04 below. Tie votes shall be resolved in the same manner as the District Standing Rules. Candidates who are not members of the Association could be asked to leave after their presentation.
- 8.03 When there are two or more candidates for a DCAPT position, and there are no PDCA members present or inadequate numbers to conduct a vote, then the president may cast a vote of choice or cast a blank ballot at the Board elections.
- 8.04 Results of the voting for candidates by members of the Past Division Commanders Association in accordance with paragraphs 8.01-8.03 shall be announced to the members present. Members shall not reveal the outcome to others not present when the vote was taken.

ARTICLE IX  
AMENDMENTS

- 9.01 These Standing Rules may be amended at any regularly scheduled meeting of the Association by a two-thirds (2/3) vote of the voting membership present providing a quorum exists as set forth in paragraph 6.02 and the provisions of paragraph 9.02 have been accomplished.
- 9.02 Any proposed amendment shall be submitted to the District Commodore and the Director of Auxiliary, for approval, at least thirty (30) days prior to the meeting at which the amendment is to be considered. If approved by the District Commodore and the Director of Auxiliary, the proposed amendment shall be mailed to all members of the Association at least fourteen (14) days prior to the meeting at which the amendment is to be considered.

## APPROVALS

10.01 These Standing Rules shall become effective immediately upon the approval of the District Commodore and the Director of Auxiliary.

SUBMITTED, this the 4<sup>th</sup> day of the month of April in the year of 2006.

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**DOLORES Z KEARTON**  
President, Past Division Commanders Association  
Eighth District, Eastern Region

REVIEWED, this the 30<sup>th</sup> day of the month of May in the year of 2006.

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**JOSH O KELLY III**  
District Staff Officer for Legal Affairs  
Eighth District, Eastern Region

APPROVED, this the 5<sup>th</sup> day of the month of June in the year of 2006.

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**DAVID L. MAUL**  
District Commodore  
Eighth District, Eastern Region

APPROVED, this the 7<sup>th</sup> day of the month of June in the year of 2006.

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**JAMES MICHALOWSKI**  
CDR, USCG  
Director of Auxiliary  
Eighth District, Eastern Region

## **APPENDIX “A”**

### **To the By-Laws of the Eighth District, Eastern Region, United States Coast Guard Auxiliary, Past Division Commanders Association**

#### **Recommendations for ACTIVITIES for the PDCA**

This appendix herein is to describe the activities in which the Past Division Commanders Association shall involve itself in order to further the purposes of the united states Coast Guard Auxiliary and the Past Division Commanders Association.

- I. Conduct the Memorial Service, at both the Spring and Fall meetings of the Eighth Coast Guard District Auxiliary Board, Eastern Region, when so directed by the District Commodore.
- II. Provide unbiased judging of awards, based on guidelines set forth in the Eighth Eastern's standing Rules, when so directed by the District Commodore.
- III. Provide assistance to the city Host Committee by greeting the first meeting attendees and by providing transportation to and from the airport, when so directed by the District Commodore.
- IV. Provide a Color Guard to post the Colors, when so directed by the District Commodore.
- V. Provide assistance on Committees, when so directed by the District Commodore.
- VI. Provide training for incoming Division Commanders and Division Vice Division Commanders at the Eighth Eastern's spring Meeting each year, when so directed by the District Commodore.
- VII. Provide training for incoming Flotilla Commander' and Flotilla Vice Commanders during the fall of each year in each of the three areas overseen by a District Captain when so directed by the District Commodore.