

**STANDING RULES OF WILLIAMSBURG FLOTILLA 67,
U. S. COAST GUARD AUXILIARY**

ARTICLE I --NAME

- 1.1 The name of this organization shall be WILLIAMSBURG FLOTILLA 67, FIFTH DISTRICT, SOUTHERN REGION, U.S. COAST GUARD AUXILIARY, hereinafter referred to as the "FLOTILLA."

ARTICLE II -- LIMITATIONS OF STANDING RULES

- 2.1 (*) Any provision in these Standing Rules which is in conflict with the current edition of the U.S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), and all amendments and additions thereto, hereinafter referred to as the "MANUAL", Commandant Instructions and Notices, the National Board Standing Rules, the District Standing Rules, and/or the Division Standing Rules shall be null and void.
- 2.2 (*) These standing rules are supplementary to the policies and procedures established for the formation, operation, membership, election or appointment of officers and disestablishment of the Flotilla by the Manual or other appropriate Auxiliary requirements
- 2.3 (*) Nothing in these rules shall authorize the Flotilla to take any action inconsistent with or not authorized by the Manual or other policies of the Commandant of the United States Coast Guard.
- 2.4 Supplemental information on local Flotilla operating policies and procedures, such as the amount of dues, meeting times and locations, etc., is included as appendices which do not require approval beyond the Flotilla. Changes to the appendices may be considered at a regular or special meeting of the Flotilla for which fifteen (15) days prior written notice of the meeting and intent were given by regular mail or email. Proposed changes must be approved by a 2/3 majority vote of the Flotilla voting members in attendance at the regular or special meeting, provided a quorum is present. However, the approved changes will not become effective until they are included in an updated version of the Standing Rules Appendices which has been signed and dated by the Flotilla Commander and distributed to the members.

ARTICLE III --ORGANIZATION

- 3.1 (*) The composition and purpose of the Flotilla shall be as set forth in the Manual.
- 3.2 (*) The duties of the elected and appointed staff officers shall be as designated in the Manual and in any District Instruction.

ARTICLE IV --MEETINGS

- 4.1 The frequency, day, time and location of the regular meetings shall be established by a 2/3 vote, provided a quorum is present, and shall remain fixed as such in ensuing years until duly

changed in the same manner.

- 4.2 Special meetings at which a vote will be taken may be called by the Flotilla Commander (FC) by notifying all members at least fifteen (15) days in advance of such meeting; specifying the date, time, location and purpose.
- 4.3 (*) Unless otherwise provided in the Manual or these Standing Rules, all business shall be conducted at meetings in accordance with Robert's Rules of Order, as last revised.

ARTICLE V--VOTING

- 5.1 (*) Twenty five PER CENT (25 %) of the eligible voting members of the Flotilla shall constitute a quorum for the transaction of business at any regular or special meeting of the Flotilla. During such times as any member indicates to the Flotilla Commander that they will be out of the area for an extended period of time, they will not be counted toward the number required to establish a quorum. This will include the William and Mary Detachment members during times when undergraduate classes are not in session, such as the December, spring, and summer breaks published in the college calendar. The Detachment leader is responsible to provide the appropriate college dates to the Flotilla Commander every year.
- 5.2 (*) Unless a greater number than a majority for specific action is required by these Standing Rules or by the Manual, a majority of the voting members in attendance can carry a motion, provided a quorum is present. One of the voting members must be the Flotilla Commander or Flotilla Vice Commander. **If neither Flotilla Commander nor the Flotilla Vice Commander is present, Flotilla business cannot be conducted.**
- 5.3 (*) Each eligible member of the Flotilla, if present, shall have one vote.
- 5.4 (*) Proxy and absentee voting shall not be permitted.
- 5.5 (*) Voting on routine matters shall normally be by voice unless otherwise requested by a member or as provided in these Standing Rules or by the Manual.
- 5.6 (*) A closed or written ballot may be requested by any member of the Flotilla and the request shall be honored without discussion.

ARTICLE VI --ELECTION OF OFFICERS

- 6.1 (*) The Flotilla shall hold an **annual election of officers** for the ensuing year, usually at the November meeting, but **prior to 15 December**. Said election shall be held after the Division elections.
- 6.2 The **Flotilla Commander shall appoint a Nominating Committee at the regular meeting in the month of September of each year.** The Nominating Committee shall interview all interested candidates for each elected position and determine their willingness to serve. The Committee shall nominate at least one qualified candidate for each position, if possible, and **provide a**

written report, to be included in the minutes, at the next regular Flotilla meeting. The nominations of this Committee shall also be reported to the Flotilla members in any email notice sent to the members prior to the election meeting. The Committee nominations shall not preclude other nominations at the meeting where the election is held as indicated in 6.3. Such additional nominations shall be encouraged by the Flotilla Commander.

- 6.3 Additional nominations for the two elected offices may be by other than the appointed nominating committee in the following manner:
- 6.3.1 The names of the candidates shall be in writing and signed by at least three regular members who are in good standing of the Flotilla. The candidates for the office must not be one of the signers of the nomination.
 - 6.3.2 The candidates shall be eligible and have indicated that they are willing to accept the office to which nominated.
 - 6.3.3 The written nominations are to be delivered, NOT MAILED, to the Flotilla Commander or presiding officer before or at the beginning of the flotilla meeting at which the elections are to be held.
- 6.4 (*) The election of officers shall be by written ballot unless only one member is nominated to each elective office, in which event the Secretary may be directed by a voice vote to cast a single ballot on behalf of the members.
- 6.5 To be elected, a candidate must receive a majority vote of the voting members in attendance providing a quorum is present. If there are more than two candidates for an office and no candidate receives a sufficient number of votes for election after two ballots, the candidate receiving the least number of votes shall be dropped for the next succeeding ballots until only two candidates remain. In the event of three successive tie votes, the moderator shall place all ballots cast on the last vote into a container. One ballot will be blindly select from the container, the remaining ballots counted and the winner announce.
- 6.6 (*) All notices of any election meeting must be given to the Division Commander at least fifteen (15) days prior to the election meeting.
- 6.7 (*) Election of the officers shall be so organized that if the Flotilla Commander is a candidate for office or is unable to act as moderator; then the member of the Division Bridge or the immediate Past Flotilla Commander shall act as moderator.
- 6.8 (*) Upon completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.
- 6.9 Vacancies in any of the elected offices may be filled by an election conducted in the same manner as indicated in paragraphs 6.1 through 6.8. However, the Flotilla members may dispense with the appointment of a Nominating Committee and the procedures indicated in paragraphs 6.1 through 6.8 by a motion duly enacted with an affirmative vote of two-thirds (2/3) of those present, with a quorum existing. In this event all nominations to fill the vacated elective Flotilla office shall be made from the floor and the election conducted

immediately.

ARTICLE VII-- REMOVAL FROM OFFICE

- 7.1 (*) Any elected Flotilla officer may be recommended for removal from the office to which elected by an affirmative vote of three-quarters (3/4) of the members. A full and fair hearing shall first be conducted with the accused and the accuser present, provided written notice is sent ten (10) days in advance to all those entitled to vote and the Division Commander. Recommendation for removal may only be for cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the Coast Guard District Commander through the Division Commander, District Commodore and Director of Auxiliary.

ARTICLE VIII --FINANCES

- 8.1 (*) The annual Flotilla dues shall be the sum of money fixed by a majority vote at a regular or special meeting of the Flotilla, at which fifteen (15) days prior written notice of the meeting and intent were given, and shall remain fixed at such sum in ensuing years until otherwise duly changed by the Flotilla. However, any such vote in the amount of dues shall be made at least four months prior to the effective date of such change.
- 8.2 (*) The annual dues, including Flotilla, Division, District and National shall be levied on each member on a calendar-year basis and shall be payable during the month of August for the following calendar year. First year dues for new members shall be prorated as determined by District policy and shall be submitted with the enrollment application.
- 8.3 Dues shall be considered delinquent if not paid by 1 September.
- 8.4 (*) No member who is separated from the Auxiliary by reason of resignation or otherwise, shall be entitled to refund of dues paid.
- 8.5 (*) The Flotilla Finance Officer shall be the custodian of all Flotilla funds. With the consent of the Flotilla Commander, the Finance Officer shall establish an account with a federally insured banking institution in a location convenient to the Finance Officer.
- 8.6 (*) All Flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account which shall be known as "Williamsburg Flotilla 67, U. S. Coast Guard Auxiliary". All withdrawals shall be by check only.
- 8.7 The Flotilla Commander or the Vice Flotilla Commander when acting in the absence of the Flotilla Commander is authorized to approve payment of all routine obligations as set forth in a budget approved by the Flotilla. The FC may authorize the FSO-FN to pay these routine obligations within the approved budget without FC approval for each expenditure. The routine obligations include those incurred by the Flotilla in connection with carrying out officially adopted policy of the Flotilla and payments within the limits of the budget. This includes, but is not limited to the following:
- Purchases and engraving of authorized awards;

- Publishing costs of a newsletter and/or notices;
 - Purchase of public education and training materials;
 - Purchase of flags, pennants and Auxiliary uniform accessories;
 - Bills for all Flotilla functions;
 - Division, District and National dues;
 - Any other expenditure authorized by the Flotilla budget.
- 8.8 The Flotilla Commander or if the Flotilla Commander is unavailable, the Flotilla Vice Commander, may authorize unforeseen expenditures not otherwise approved in the current budget that do not exceed a total of \$100 dollars in any one calendar month and direct the Finance Officer to pay for such. A full report of such expenditures shall be made to the Flotilla at its next meeting.
- 8.9 The Flotilla may, upon motion duly made and carried, set aside separate funds from the general funds to enable committee chairpersons of Flotilla functions to carry out the committee's responsibilities. The Flotilla Commander may authorize payment of bills from these funds. When the fund is depleted, no further bill may be authorized for payment without prior approval from the Flotilla.
- 8.10 All other obligations, regardless of amount, will be considered as special obligations. Authorization to incur special obligations and requests for the appropriation of Flotilla funds must be submitted to the Flotilla for approval by duly filed and considered motions, except as otherwise provided in this Article.
- 8.11 All disbursements of Flotilla funds shall be by check, signed by the Finance Officer or Flotilla Commander.
- 8.12 (*) The Finance Officer shall render a financial report at each regular meeting of the Flotilla, which report shall include all receipts and expenditures since the last rendering of a financial report and the balance in funds remaining as of the day proceeding the day of the meeting. Any emergency expenditure authorized by the Flotilla Commander 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 the completion of the committee activities, the balance of all monies received with a completed committee financial statement.
- 8.14 (*) Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Flotilla funds, books, and records to the new Finance Officer.

8.15 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.

ARTICLE IX--CONTRACTS

9.1 (*) Only the FC, DCDR or DCO is authorized to sign licenses, contracts or other agreements. 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 first be approved by the District Legal Office (DSO-LP or ADSO-LP) or, in the case where the DSO-LP is not a licensed attorney, by an attorney designated by DC-L. These documents shall be signed by the Flotilla Commander or the Division Commander in the absence of the Flotilla Commander.

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 such are otherwise prescribed. Individuals may be appointed as one-person committees 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 November of each year. The committee shall examine and audit the financial books and records of the Flotilla Finance Officer and Material Officer for the current year and shall report their findings at the next regular meeting of the Flotilla, and must be submitted to SO-FN no later than 31 January.

10.3 The Flotilla Commander shall appoint a Budget Committee at or before the regular meeting of the Flotilla in the month of September of each year. This committee shall prepare a budget with the assistance of the Flotilla Finance Officer, the Flotilla Materials Officer, and the Flotilla Public Education Officer and submit said budget to the Flotilla for approval at the November meeting.

10.4 The Flotilla Commander is empowered to appoint an Awards Committee to 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. In the case of the recommendation for "Auxiliarist of the Year", or other special awards, the recommendation should be made only to the Flotilla Commander.

10.5 (*) 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 effecting 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 – AMENDMENTS

- 12.1 (*) These Standing Rules may be amended at any regular or special meeting of the Flotilla, at which fifteen (15) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the voting members provided a quorum is present.
- 12.2 (*) Amendments shall become effective upon approval of the District Commodore unless the amendment provides for a later effective date, in which event the amendment shall become effective upon the date provided or upon the approval of the District Commodore, whichever shall later occur.

ARTICLE XIII – APPROVAL

These Standing Rules were adopted on the 19th day of MAR 2009 by a majority vote of Flotilla 67 members and become effective upon approval by the District Commodore.

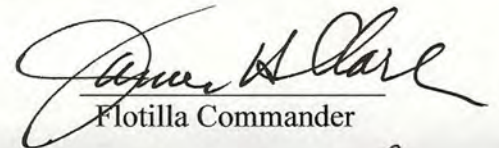
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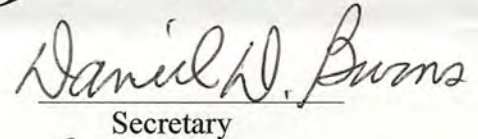
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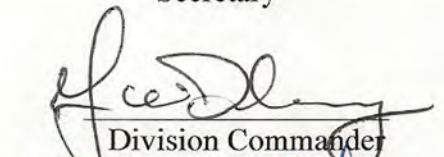
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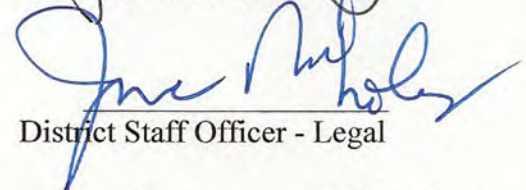
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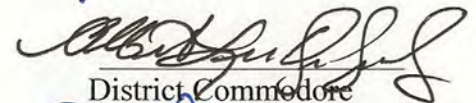
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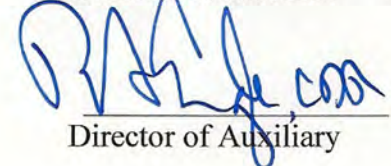

Flotilla Commander


Secretary


Division Commander


District Staff Officer - Legal


District Commodore


Director of Auxiliary

(Note: for purposes of distribution to the Flotilla members the above can indicate “signed by”, but a signed paper copy must be retained in the FSO-SR’s records.)