



STANDING RULES

APPENDIX A – BY-LAWS

5th District Southern Region
Sector Virginia
Division 6, Peninsula

**Voted on and accepted
by the Division 6 Board**

5 August 2020

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APPENDIX A

DIVISION 6 BY-LAWS

The By-Laws of Division 6 shall refer to an exact paragraph in the Standing Rules whenever possible. The format is the By-laws paragraph number followed by the reference to the Standing Rules paragraph in parenthesis.

1. (4.1) The Division Board and Staff Meeting shall be held on the first Wednesday of the even-numbered months as follows:

a. Time: 1900 local

b. Location: Hamilton Hall Room 219, USCG Training Center Yorktown or other location as designated by the Division Commander and communicated to the Board as specified in 1.c.

c. The Division Commander shall direct the secretary to contact via email, written letter, or telephone the division board and staff officers in the event of location change seven (7) days in advance or as soon as possible prior to the meeting if the situation dictates a fast-reaction move of the meeting location.

d. Special meetings may be called by the Division Commander by notifying all Board members at least seven (7) days in advance of such meeting specifying the date, time, location, and purpose.

e. The agenda for each regularly scheduled Division meeting will be presented to each Board member prior to the meeting. Any Board member desiring an item to be placed on the agenda shall present it to the Division Commander, Vice Division Commander, and the Secretary/ Records seven (7) days prior to the meeting date for discussion and action during the appropriate order of business.

f. The order of business shall be defined by the Division Commander or, in his/her absence, the Vice Division Commander. Normally it includes:

- Call to order
- Pledge of Allegiance
- Invocation (optional)
- Introductions of guests, official visitors, and new members
- Division Commander's comments and announcements
- Vice Commander's comments
- Report of elected and staff officers and committees
- Approval of minutes of last meeting
- Completion of unfinished business

New business – including future activities
Senior Officer comments
Adjournment

2. (Reserved)

3. (8.2) The following basis is established for determination of Division Revenue:

- a. Division Dues shall be two (2) dollars per year, per Flotilla member.
- b. Division Dues shall be prorated on a quarterly basis.

4. (Reserved)

5. (Reserved)

6. PUBLICATION

- a. The official publication of Division 6, Peninsula, shall be known as THE CAPSTAN.
- b. The Staff Officer-Publications (SO-PB) shall be primarily responsible for the publication of THE CAPSTAN and shall be editor thereof.
- c. THE CAPSTAN shall be distributed electronically where possible. A sufficient number of copies will be made available for distribution to other member households, to selected District members, or to others who indicate they prefer the printed format.

7. AWARDS: Division Auxiliary Awards are those established by the Division Board as set forth in Appendix B to the Standing Rules.

8. AMENDMENTS

- a. These By-Laws may be amended at any regular or special meeting of the Division Board, at which seven (7) days notice of the meeting and proposed amendments were given, by an affirmative vote of two-thirds (2/3) of the voting members of the Board.
- b. These By-Laws become effective upon the affirmative vote of the Division Board and the signature of the Division Commander.

9. **Approval:** These By-Laws were approved by a majority vote of the Division Board on 5 August 2020, and become effective upon the approval of the Division Commander.

APPROVED: 

Division Commander

ATTEST: *Elizabeth R. Barton*

Secretary/Records