

STANDING RULES OF FLOTILLA 18-06 OF THE UNITED STATES COAST GUARD AUXILIARY

ARTICLE 1 **NAME AND PRINCIPAL OFFICE**

- 1.01** The name of this organization is: *FLOTILLA 18-6, MID-OHIO, EIGHTH DISTRICT, EASTERN REGION, UNITED STATES COAST GUARD AUXILIARY*, hereinafter referred to as the "FLOTILLA".
- 1.02** The principal office of the Flotilla shall be the address of the Flotilla Commander or such other place as the Flotilla Commander may from time to time direct.

ARTICLE 2 **LIMITATIONS OF STANDING RULES**

- 2.01** Any provisions in these Standing Rules which are in conflict with the current edition of the UNITED STATES COAST GUARD AUXILIARY MANUAL, COMDTINST M16790.1D, and all amendments and additions thereto, hereinafter referred to as the "MANUAL"; Commandant Instructions and Notices, the National Board Standing Rules; the Second District Standing Rules, and/or Division 18 Standing Rules, shall be null and void.
- 2.02** These standing rules are supplementary to the policies and procedures established for the formation, membership, election or appointment of officers and disestablishment of the Flotilla by the Manual or other appropriate Auxiliary requirements.
- 2.03** 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.

ARTICLE 3 **ORGANIZATION**

- 3.01** The composition and purpose of the Flotilla shall be as set forth in the Manual.

ARTICLE 4 **MEETINGS**

- 4.01** Regular meetings shall be held at 1930 hours on the second Tuesday of each calendar month, provided however, the Flotilla Commander may, with due notice to all Flotilla members, set another time and day for the regular meeting in any specified month.
- 4.02** Special meetings may be called at the discretion of the Flotilla Commander by notifying all members in advance of the meeting and specifying the date, time, location and purpose.
- 4.03** The location of meetings shall be as directed by the Flotilla Commander.
- 4.04** Unless otherwise provided in the Manual or in these Standing Rules, all business of the Flotilla shall be conducted at meetings in accordance with Robert's Rules of Order, as

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last revised.

4.05 Roll call shall be taken at all regular and special meetings.

ARTICLE 5 **VOTING**

5.01 Each qualified member of the Flotilla, if present, shall have one (1) vote.

5.02 Proxy and absentee voting shall not be permitted.

5.03 One-third (1/3) 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.

5.04 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.

5.05 Voting on routine matters shall normally be by voice or show of hands, unless otherwise provided in these Standing Rules or by the Manual.

ARTICLE 6 **ELECTION OF OFFICERS**

6.01 The Election of Officers for the ensuing year shall be held at the regular meeting in the month of November, provided the election of Division Officers for the ensuing year has taken place prior thereto. Otherwise, a special meeting for the election of officers for the ensuing year shall be called as soon as possible following the Election of the Division Officers, but prior to 15th December.

6.02 The Flotilla Commander shall appoint a Nominating Committee at the regular meeting of the Flotilla in the month of September of each year. This Nominating Committee shall select nominees for each elective Flotilla office to be filled for the ensuing year, and determine that those selected are eligible and willing to serve if elected. The Committee shall report its nominations at the next regular meeting of the Flotilla in October. The nominations of this Committee may also be reported to the Flotilla members in any written notice sent to the members prior to the regular Flotilla meeting in November. The nominations shall not preclude other nominations from the floor at the meeting where the election is held. Such additional nominations shall be encouraged by the Flotilla Commander.

6.03 The Flotilla members may direct the Flotilla Commander to dispense with the appointment of a Nominating Committee in that specific year. This is made possible by a motion duly enacted with a majority vote of those present, with a quorum existing. In this event, the Flotilla Commander shall not appoint a Nominating Committee in that

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specific year, and all nominations to fill elective Flotilla Offices for the ensuing year shall be made from the floor.

- 6.04** Voting shall be by separate written ballot for each Flotilla office for which an election is to be conducted. If there is only one nominee for an office, the requirement of a written ballot may be waived by the Flotilla Commander and the vote can be by voice or show of hands, provided, however, it shall remain the duty of the Flotilla Commander to ascertain and declare that the sole candidate is elected by at least a majority of the members present and voting.
- 6.05** If more than one candidate is nominated for an office, then the Flotilla Commander (if not a candidate for office) or the Immediate Past Flotilla Commander (if not a candidate for office) shall appoint three (3) election tellers selected from qualified members who are not candidates for office. The tellers shall collect and tally the ballots. To be declared a winner of an election, a candidate must receive a simple majority vote (more than 50%) of the votes cast. Should none of the candidates receive a majority vote, a run-off vote will be conducted between the two candidates receiving the most votes. If there is a tie for second place between two or more candidates and no majority vote for the contender receiving the greatest number of votes on the first ballot, then a run-off election between the candidates in second place shall be held and the winner of that election shall compete with the candidate receiving the greatest number of votes on the first ballot.
- If an election results in a tie, a second ballot will be taken to try to break the tie. If, after a second ballot, the tie still exists, all ballots will be placed in a hat, the FC or IPFC, if not running for office, will withdraw one ballot from the hat, and a re-count will be taken to determine the winner.
- 6.06** All notices of any election meeting must be given to the Division Captain at least fifteen (15) days prior to the election meeting.
- 6.07** Election of officers shall be so organized that if the Flotilla Commander is a candidate for office or is unavailable to so act, then the member of the Division Bridge or the Immediate Past Flotilla Commander shall act as moderator.
- 6.08** Upon completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.

ARTICLE 7 **REMOVAL FROM OFFICE**

- 7.01** Any elected flotilla officer may be recommended for removal from the office to which elected by an affirmative vote of three quarters ($\frac{3}{4}$) of the members present and voting at a meeting in which a quorum is present. A full and fair hearing shall first be conducted with the accused and accuser present, provided written notice of said

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meeting and the charges is sent ten (10) days in advance to all those entitled to vote and the Division Captain. Recommendation for removal may only be for cause which brings discredit on the Coast Guard or the Coast Guard Auxiliary and is addressed to the District Commander through the Division Captain, District Commodore and Director of Auxiliary.

ARTICLE 8 **FINANCES**

- 8.01** The annual Flotilla dues shall be such a sum of money as may be fixed by a majority vote at any regular or special meeting of the Flotilla, at which seven (7) days prior written notice and intent were given and a quorum is present, and shall remain fixed at such sum in ensuing years until otherwise duly changed by the Flotilla members. However, any such change in the amount of dues shall be made by the month of August of the year preceding the effective date of such change.
- 8.02** The annual Flotilla dues shall be levied on each member on a calendar year basis and shall be payable prior to September 1st for the following year. First year dues for a new member shall be prorated as determined by the District proration and shall be submitted with the enrollment application.
- 8.03** No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to refund of dues paid.
- 8.04** The Flotilla Finance Officer shall be the custodian of all Flotilla funds. With the consent of the Flotilla Commander, the Finance Officer shall establish a checking account with a federally insured banking institution in a location convenient to the Finance Officer. All Flotilla funds shall be deposited in an account to be known as: "*Flotilla 18-6, U. S. Coast Guard Auxiliary.*" All withdrawals therefrom shall be by check only.
- 8.05** The Finance Officer, at the direction of the Flotilla Commander, shall pay from the Flotilla funds all dues payable by the Flotilla to the Division, District, and National Board. No other expenditures shall be made by the Finance Officer except in accord with a duly enacted motion of the Flotilla, or as otherwise provided in this article.
- 8.06** The Flotilla Commander may authorize emergency expenditures not exceeding a total of one hundred dollars (\$100.00) in any one calendar month, and direct the Finance Officer to pay for such emergency expenditures, provided a full report of such emergency expenditures is made to the Flotilla at its next regular or special meeting.
- 8.07** No funds will be reimbursed to any member unless such funds were previously budgeted or a motion has been made by the Flotilla members to authorize such funds prior to expenditure.

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- 8.08** Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver to his or her successor all Flotilla funds, books and records.
- 8.09** The funds, books and records of the Flotilla shall be examined by the Audit Committee, appointed by the Flotilla Commander, yearly and upon the appointment of a new Finance Officer.
- 8.10** Annual inventory reports from Staff Officers of Materials, Operations and Public Education shall be due by October 1st. These reports shall be given to the chairman of the Audit Committee. A copy of each report shall be given to the Flotilla Commander.
- 8.11** The Flotilla may provide, by duly enacted motion, that the Finance Officer post a bond in favor of the Flotilla in such amount as the Flotilla may determine. All costs for such a bond shall be paid for by the Flotilla.
- 8.12** The Finance Officer shall render a financial report at each regular or special meeting of the Flotilla. This report shall include all receipts and expenditures since the 1st day of the previous month, to the end of the previous month, to include the balance of accounts as of the last day of the previous month. Any expenditures authorized by the Flotilla Commander shall be included in the reported expenditures and designated as such in the report.

ARTICLE 9 **CONTRACTS**

- 9.01** All contracts, licenses or other agreements entered into in the name of the Flotilla shall be approved by the District staff Officer Legal (DSO-LP) or by an attorney designated by DC-L before signing, and shall be signed by the Flotilla Commander, DCP or DCO. All contracts must be read to the Flotilla members, at the regular or special meeting, for a motion to approve before signing.

ARTICLE 10 **COMMITTEES**

- 10.01** 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 a one-person Committee if desired.
- 10.02** The Flotilla Commander shall appoint an Audit Committee at or before the regular meeting of the Flotilla in the month of November in each year. This Audit Committee shall examine and audit the funds, books, records, and property of the Flotilla, and shall report their findings at the next regular or special meeting of the Flotilla in the month of February.
- 10.03** The Flotilla Commander shall be an ex-officio member of all Committees.

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ARTICLE 11 **BUDGET**

- 11.01** The Flotilla Commander in conjunction with a Budget Committee shall prepare a budget for the ensuing year.
- 11.02** A budget for the following calendar year will be prepared by the Flotilla Commander. He may choose to appoint a committee to assist him.
- 11.03** The Flotilla Commander will present the prepared budget for approval at the regular January meeting. If not approved for acceptance, it will be presented again, with modification, for final acceptance at the February meeting.

ARTICLE 12 **AMENDMENTS**

- 12.01** These Standing Rules may be amended at any regular or special meeting of the Flotilla, at which fourteen (14) days prior written notice of the meeting, and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the members present provided a quorum is present.
- 12.02** Amendments shall become effective upon approval of the Director of Auxiliary, 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 Director of the Auxiliary, whichever shall later occur.

ARTICLE 13 **APPENDICES**

- 13.01** Local matters and information which apply to this Flotilla will be contained in the appendices attached to these to these Standing Rules.
- 13.02** Items which have been voted on by the members in previous years and thereby adopted as Flotilla policy are listed in the appendices.
- 13.03** All items in the appendices may be modified as necessary from time to time by means of a motion duly enacted with a majority vote of those present, with a quorum existing, without affecting the body of the Standing Rules.

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Appendix A

Policy statements in Operations

1. Any member who has qualified in Operations, will, after the first ten (10) hours of patrol (under orders), be issued a "*Coast Guard Auxiliary PFD*". This PFD is the property of the Flotilla, and shall be returned to the Flotilla if the member loses his/her qualification, or leaves the Flotilla for any reason.
2. Any member who owns a Facility, and uses said Facility as a patrol vessel, will be issued a "*Safety Light*" (if this item is available) To maintain the eligibility for the safety light, the facility must be utilized for at least ten (10) hours of patrol each year. The light must be surrendered to the FSO-OP if the member loses his/her qualification, if the vessel no longer qualifies as an operational facility or, the member leaves the Flotilla for any reason.

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Appendix B

Policy statements in Finances

1. A 10% percent surcharge will be added to the price of all materials sold to members.
2. A custodial payment, if required, will be made to the owner(s) of the classroom used for BS&S classes.
3. Fellowship funds will be spent on the membership in fellowship activities.
4. The finance officer will issue a receipt (proof of transaction) for monies (cash, check or money orders) received.

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Appendix C

Policy statements concerning items presented or awarded at Flotilla expense

1. The outgoing Flotilla Commander is awarded a "*Past Officers Burgee*" at the end of his/her term.
2. Any new member will be presented with a name tag paid for by the Flotilla.

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Appendix D

Policy statement establishing the cut-off date for non-payment of dues

1. The first dues notice will be sent out by September 1. Members whose dues are unpaid by September 15th will be sent a second dues notice.
2. Members who have not paid their annual dues by October 1st will be sent a Change of Membership Status Form; CGAux #3.
3. This form is sent by the Flotilla Commander. If there is no response from the member (dues still not paid) the form will be mailed once more by certified mail on October 15th.

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ARTICLE 14

APPROVAL

14.01 These Standing Rules were adopted on the *13* day of *AUGUST*, 1996 by a majority vote of the Flotilla members, and will become effective upon approval by the Director of the Auxiliary.

Michael Polunin 10-15-96
Flotilla Commander Date

Attest:

Allen K. Schmitt 10/15/96
Secretary Date

Approved:

10-17-96
Date

John D. ... 10-17-96
Director of Auxiliary