

Division One
8th District
Western Rivers Region

APPENDIX TO STANDING RULES

1. Division 1, Eighth District Western Rivers Region has six Flotillas. Each Flotilla shall take its turn in numerical order, in hosting a Division Meeting. By mutual agreement, flotillas may exchange dates in special situations, with approval of the Division Commander and the Division Board.
2. This Appendix may be amended in whole or in part by the Division Board as set out below:
 - A. Proposed amendments to the Appendix shall be submitted to the Division Commander by any member of the Division Board at least forty-five (45) days prior to the meeting at which they will be voted upon.
 - B. The Division Commander shall give notice in general terms of the nature of amendments proposed at least thirty (30) days before such meeting.
 - C. The Appendix may be amended by two-thirds (2/3) majority vote of the Board members present, provided a quorum exists.
3. The Division Commander shall be responsible for notifying all members of the Board of any Regular or Special meeting of the Board. Such notice shall include the time, place, duration, and nature of business to be transacted.
4. The Division Commander-Elect may call a Special meeting of the Division Board Elect.
5. In conjunction with each Board Meeting, there may be an opportunity for a meeting of the Flotilla Commanders and/or Division Staff. The purpose of such a meeting is to allow for discussion of any proposed recommendations and any other matters they deem necessary. If called, the meeting shall be chaired by the Vice Commander and/or the Division Commander.
6. The Division Commander may, as deemed necessary, appoint committees consisting of one or more members to affect objectives designated by the Division Commander. These committees are temporary in nature and their purpose and members may be verbally designated. When so directed by the Division



Division One
8th District
Western Rivers Region

Commander, such committees shall be dissolved upon completion of the objective or duty. The Division Commander shall be an ex-officio member of all committees including all standing committees.

7. The Division Commander-Elect may appoint Chairpersons and other committee members to serve on standing committees. Unless otherwise specified herein, any member possessing the required expertise may be appointed to a standing committee as Chairperson or member and their names shall be announced. All committee members shall serve at the pleasure of the Division Commander.
8. The Standing Committees are as follows:

DIVISION AWARDS COMMITTEE

This committee shall consist of the Division Information Services Staff Officer as Chairperson, and at least one other Auxiliary member.

The duties of the Division Awards Committee shall include:

- (1) Procure all Board awards and certificates, and present them at the Spring Meeting.
- (2) Work with the Director in compiling necessary information and data to determine the award winners in accordance with the provisions of the Division Awards Program.
- (3) Keep an account of the awards and the names of the Auxiliarists receiving awards. Report this information, in writing, to the Division Commander after the meeting. Information will cover all awards earned, presented or not, including Coast Guard awards and awards whose recipients were previously unannounced. Copies of this report shall be sent to other members of the Board.
- (4) Recommend additional awards for second or third place winners or awards for other activities, if the budget set forth by the Board allows. Such recommendations to the Division Commander must be made at least three (3) months in advance of the Spring Meeting.



Division One
8th District
Western Rivers Region

- (5) See that all awards are in excellent condition, on hand, and properly inscribed prior to the presentation, if possible.
 - (6) Furnish the Publications Officer with all results of awards, that they may be printed in the next issue of the appropriate Auxiliary publication(s).
9. Banking accounts of the Division shall be entitled “USCG Auxiliary Division 1, 8WR.
- a. The Division Commander and the Division Finance Staff Officer shall be the authorized signatories on the account.
 - b. Checks shall be signed by the Division Finance Staff Officer, or the Division Commander. No second signature will be required.
 - c. At such time that any of these officers are no longer serving in their office, their successor shall become authorized on said account.

Materials Account:

- a. The Division Commander and the Division Materials Staff Officer shall be the authorized signatories on the account.
 - b. Checks shall be signed by the Division Materials Staff Officer or the Division Commander. No second signature will be needed.
 - c. The signatures of said officers shall be forthwith replaced by their successors upon the assumption of their respective offices.
10. The Annual Budget shall be approved by the Board at the first meeting of the calendar year. The Annual Budget shall be proposed by the Division Commander and Division Staff Finance Officer. The Budget shall be as specific as possible, and contain as many line items as necessary and practical. Approval of said Budget by the Board shall constitute approval for the expenditure of the sums set out in said Budget, for the purposes therein set forth.



Division One
8th District
Western Rivers Region

11. The following costs will be borne by the Division when needed:
 - a. Fees for audit services.
 - b. Bonds.
 - c. Safe deposit box.
 - d. Insurance for Division Materials as needed.

12. Receipts are required for the payment of any and all reimbursements of expenses.

13. The Division Commander:
 - a. May draw on the discretionary fund without other authority.
 - b. If additional funds are required for any line item or expense not budgeted, the Division Commander's request for same must be approved by a majority vote of the Board.
 - c. Any request for funds that exceed the overall Budget must be approved by the Board.
 - d. May not spend or authorize funds for service outside of the Division if (1) like services are volunteered by members of the Division, provided, however such services by members must be available, of acceptable quality, and performed within an acceptable time and (2) Auxiliary expenses do not exceed the charge for the service by outside source.
 - e. May not spend or authorize funds for expendable supplies where such supplies are authorized for Division use by, and are available in adequate time from, the Coast Guard.
 - f. Shall supervise and approve all activities related to a Division meeting, including those sponsored by the host Flotilla.

14. The Division shall have the financial responsibility for successful Division conferences/meetings and shall make the determinations for event ticket pricing



Division One
8th District
Western Rivers Region

and registration fees. Conferences shall not be designated to make more than modest revenue.


15. No Flotilla in the Division shall purchase Coast Guard Auxiliary public education material from a source other than the Division Materials Center without the approval of the Division Commander, with the exception of those materials authorized for purchase by the Coast Guard Auxiliary Association, Inc.
16. For the purpose of accounting, the fiscal year shall be from 1 January through 31 December.
17. Annual dues shall be paid to the Division by its members, as may be determined from time to time by the Board. These dues shall be in addition to Flotilla and District dues, or dues assessed by these units. Annual dues shall include dues fixed and determined by the Coast Guard Auxiliary Association, Inc.
18. The dues for the Division shall be \$11.00 per annum. Members joining during the year will pay a prorated amount by quarter. Enrollment during the first quarter of the year \$8.25, during the second quarter \$5.50, during for the third quarter \$2.75 and during the fourth quarter \$0.
19. Each Flotilla shall be billed by the Division Staff Officer-Finance for Division, District and national dues and shall indicate the members in each Flotilla as of 01 January of the current year. Dues are payable immediately upon receipt of the billing.
20. Errors in the billing must be reported to the Division Staff Officer-Finance and the Division Commander within 30 days of the date of billing. Documentation must be provided to substantiate all requests for changes in billing.
21. Flotillas will not be considered in good standing when any Flotilla dues, bill, or any required report owed to the Division, is delinquent for thirty (30) days or longer. For any dues or bill(s) owed to the Division by a member, that member's Flotilla will not be considered in good standing until the Flotilla Commander after consultation and agreement with the Division Commander has exhausted all authorized remedies for payment.



Division One
8th District
Western Rivers Region

22. Any Flotilla which is delinquent at the time of any Meeting of the Board because of a dispute over billing, and who has paid the undisputed portion of its dues, or bill, shall be seated as voting members of the Board. If a Flotilla is delinquent because of the failure to file a report, the Flotilla shall not be seated as a voting member until the report is filed or the matter resolved to the satisfaction of the Division Commander.
23. At least 30 days prior to the Division meetings, each Flotilla Commander shall be notified of any outstanding financial or reporting obligations to the Division.
24. Recommendations to the Board may be submitted by a member of the Board. All recommendations submitted to the Board shall first be submitted to the Division Commander at least thirty (30) days prior to the meeting at which the recommendation shall be voted upon. The Division Commander shall give notice of the recommendations proposed thirty (30) days before such meeting.
25. In the event that the Division Board wishes to make a recommendation to the District Board, the recommendation approved by the Division Board shall be submitted by the Division Commander to the District Captain - West for presentation at the appropriate meeting, taking into consideration, however, the acceptance of such recommendations are subject to provisions of the District Standing Rules concerning the deadlines for such submissions.
26. Any reference to "writing" shall include all forms of written, e-mail and facsimile communication.

This Appendix to the Division 1, Eighth District Western Rivers Region Standing Rules was duly approved at a Division Board meeting on 04 April 2009 by a vote of more than two-thirds of the Division Board members present and voting, a quorum being present.



Steven Riddell, DCDR,
Division 1, 8WR

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