

**STANDING RULES OF FLOTILLA 07-08
UNITED STATES COAST GUARD AUXILIARY
ELEVENTH DISTRICT NORTHERN REGION**

Adopted 9 December 2008

ARTICLE I – NAME

1.1 The name of this organization shall be *Garden City Flotilla*, Flotilla 8, Division 7, Eleventh District, Northern 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, hereafter 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 U.S. Coast Guard.

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 Instructions.

ARTICLE IV – MEETINGS

4.1 The frequency, day, time and location of the regular meetings shall be established by a majority vote, provided a quorum is present, and shall remain fixed as such in ensuing years until duly changed in the same manner. Unless otherwise voted upon by a majority, these meetings shall occur on the first Tuesday of the month.

4.2 Special meetings may be called by the Flotilla Commander by notifying all members at least seven (7) days in advance of such meetings, 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 percent (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.

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. Blank votes or abstentions do not count in the total for determining the number of votes cast. One of the voting members must be the Flotilla Commander or Flotilla Vice Commander. If neither the Flotilla Commander nor the Flotilla Vice Commander is present, Flotilla business cannot be conducted.

5.3 Each eligible member of the Flotilla shall have one (1) 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 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 and after the Division elections.

6.1a In any case the flotilla shall hold its annual election of officers for the ensuing year at the first regularly scheduled meeting after the Division elections.

6.2 The Flotilla Commander shall appoint a Nominating Committee at the regular meeting in the month of August of each year. This Nominating Committee shall select at least one nominee for each elective Flotilla office to be filled for the next year, and determine if their selectees are willing to serve. This committee shall report those selectees during the September meeting.

6.3 The Flotilla members may direct the Flotilla Commander to dispense with the appointment of a Nominating Committee in any year. This is possible by a motion duly enacted with an affirmative vote of two-thirds (2/3) of those present, with a quorum present. In this event, the Flotilla Commander shall not appoint a Nominating Committee in that year, and all nominations to fill elective Flotilla offices for the next year shall be made from the floor.

6.4 The election of officers shall be by written ballot unless only one (1) 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 members in attendance. If there are more than two (2) candidates for an office and, after two votes, no candidate receives enough votes for election, the candidate receiving the least number of votes shall be dropped from the next ballot until only two (2) candidates remain. In the event of three (3) successive tie votes, the moderator shall place all the ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots minus the withdrawn vote re-counted, and announce the winner. Ballots shall be distributed, collected, and counted by three (3) election tellers. These tellers shall be appointed by the moderator and shall not be members seeking office.

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 officers shall be so organized that if the Flotilla Commander is a candidate for office or is unavailable to act as moderator, a 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 directed to be destroyed by the moderator without revealing the count of any closed ballot.

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 of said meeting and the charges are 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 must be 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 such sum of money as may be fixed by a majority vote at a regular or special meeting of the Flotilla, at which seven (7) 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.

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 by September 1st for the following calendar year. First year dues for new member shall be prorated as determined by District policy and shall be submitted with the enrollment application.

8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to a refund of dues paid.

8.4 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.

8.5 All Flotilla funds, other than small cash sums in the process of collection, shall be deposited in this account which shall be known as "U.S. Coast Guard Auxiliary, Flotilla 78". All withdrawals shall be by check only.

8.6 The Flotilla Commander, or the Flotilla Vice Commander when acting in the absence of the Flotilla Commander, is authorized to approve payment of all routine obligations as set forth in the approved Flotilla budget. 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. These include, but are not limited to, the following:

- Purchase 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 Flotilla functions;
- Division, District and National Dues; and
- Other expenditures authorized by the Flotilla budget.

8.7 The Flotilla Commander may authorize emergency expenditures not exceeding a total of One Hundred dollars (\$100) in any one (1) calendar month and direct the Finance Officer to pay them. A full report of such emergency expenditure shall be made to the Flotilla at its next meeting

8.8 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 bills may be authorized for payment without prior approval from the Flotilla.

8.9 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 by this Article.

8.10 All disbursements of funds shall be by check, signed by the Finance Officer and/or the Flotilla Commander.

8.11 The Flotilla Finance Officer will make a financial report at each regular meeting of the Flotilla. The report will include all receipts and expenditures since the last financial report and the balance of funds remaining as of the day preceding the day of the meeting. Any emergency expenditures authorized by the Flotilla Commander included in the reported expenditures shall be so designated in the report.

8.12. The chairperson of any duly appointed committee which spends Flotilla funds will furnish the Finance Officer with a monthly statement of the financial transactions of the committee. The chairperson will provide the Finance Officer, within thirty (30) days after completion of the committee's activity, with the remaining funds and a complete financial report.

8.13 The Flotilla may vote to have the Finance Officer bonded in favor of the Flotilla. The amount is to be determined by the Flotilla and the cost of the bond paid for by the Flotilla.

8.14 When a new Finance Officer is appointed, 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 yearly by an Audit Committee appointed by the Flotilla Commander and on the change of Finance Officers.

ARTICLE IX – CONTRACTS

9.1 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 be approved by the District Staff Officer Legal (DSO-LP) or an attorney designated from the National Legal Affairs staff, before signing, and shall be signed only 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 and outline the objectives to be accomplished. If desired, individuals may be appointed as a committee of one.

10.2 The Flotilla Commander shall appoint an Audit Committee before the regular meeting of the Flotilla in the month of November in each year. The Committee shall examine and audit the books and records of the Finance Officer and Materials Officer for the preceding year and shall report their findings no later than the February meeting of the Flotilla.

10.3 The Flotilla Commander shall appoint a Budget Committee at or before the regular meeting of the Flotilla in the month of January of each year. This Committee shall prepare a budget with the assistance of the Finance Officer and the Materials Officer and submit the budget to the Flotilla within two months.

10.4 The Flotilla Commander may appoint an Awards Committee to review and make recommendations to the Flotilla for the recognition of individuals and groups for special recognition by the Flotilla, Division, District, or the U.S. Coast Guard.

10.5 The Flotilla Commander may appoint a Past Commanders Committee composed of active Past Flotilla Commanders and Past Flotilla Vice Commanders. The chairperson shall be the Immediate Past Flotilla Commander. If the IPFC is unable to serve, the Flotilla Commander will appoint another Past Flotilla Commander as chairperson. The primary purpose of the Committee is to consider all matters referred to it by the Flotilla Commander and other matters that are of interest to the Flotilla. The committee's recommendations will be made in writing directly to the Flotilla Commander.

10.6 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 Flotilla meeting, at which fourteen (14) day's prior written notice of the meeting and proposed amendment are 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

13.1 These Standing Rules were adopted on March 3, 2009, by a majority vote of the Flotilla members and become effective upon approval by the District Commodore.

Linda Sterling 3-3-09
Flotilla Commander Date

Carol Morelli-Darmer 3/3/09
Secretary of Records Date

Richard A. Faell 3/13/09
Division Commander Date

Ronald E. Walker, ADSO-LP 29 April 2009
District Staff Officer - Legal Date

Modik 5/14/2009
District Commodore Date