

STANDING RULES
FIFTH COAST GUARD DISTRICT [NORTHERN REGION]
UNITED STATES COAST GUARD AUXILIARY

ARTICLE I -- NAME AND PRINCIPAL OFFICE

- 1.1 The name of this organizational unit is the FIFTH COAST GUARD DISTRICT, [NORTHERN REGION], UNITED STATES COAST GUARD AUXILIARY (hereinafter, the "District"). The principal office of the District shall be in the office of the Director of Auxiliary, 5NR.

ARTICLE II -- STANDING RULES; LIMITATIONS AND AMENDMENTS

- 2.1 These Standing Rules (sometimes referred to herein as the "Rules") shall govern the conduct of the business of the District Board of the District.
- 2.2 Any provision contained in the Standing Rules in conflict with the Auxiliary Manual COMDTINST M16790.1 (Series), hereinafter referred to as the "Manual", and all additions or amendments thereto, shall be null and void; or, when applicable, deemed to be amended so as to conform to the Manual. Any provision in the Standing Rules in conflict with any directive issued by the Commandant, United States Coast Guard, or the United States Coast Guard District Commander with jurisdiction of this District shall be null and void.
- 2.3 Any provision contained in the Standing Rules in conflict with the Standing Rules of the United States Coast Guard Auxiliary National Board shall be null and void, or, when applicable, deemed to be so amended as to conform thereto.
- 2.4 Approval of the Standing Rules shall be made as set forth in the Manual, as supplemented by these Rules.
- 2.5 In the event of any conflict between provisions in these Rules and a provision in an Appendix to these Rules, the provisions of these Rules shall govern.

ARTICLE III -- ORGANIZATION

- 3.1 The District Board shall be comprised of the District Commodore ("DCO"), Vice Commodore ("VCO"), each District Rear Commodore ("RCO"), each District Division Captain ("DCP"), the District Director of Auxiliary ("DIRAUX"), the Immediate Past District Commodore ("IPDCO") and the President of the District's Past Captains' Association. The National Commodore or his/her designate, is an ex officio member of the District Board.
- 3.2 The Executive Committee of the District Board ("EXCOM") shall be comprised of the

DCO as Chairperson, the VCO, each RCO, DIRAUX, the IPDCO and the President of the District's Past Captains' Association. EXCOM will: (a) Manage the day-to-day operations and business of this District; (b) Meet as determined by the DCO and DIRAUX; and (c) Review the progress of the District Auxiliary as a whole and constituent District Divisions and Flotillas as necessary. EXCOM will study suggestions received from the District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is requested or needed.

- 3.3 Unless otherwise limited by the Manual or these Rules, EXCOM shall have the power and authority to exercise functions of the District Board: (a) To the extent expressly authorized by the District Board; and (b) On any matter which necessarily must be determined between District Board meetings. The DCO shall promptly give written notice to all District Board members of any substantive action(s) taken by EXCOM in intervals between District Board meetings. Unless modified or rescinded by the District Board at the next regular or special meeting, EXCOM actions shall be final.

ARTICLE IV -- DISTRICT OFFICERS

- 4.1 The eligibility, terms of office, duties, and manner of election or appointment of District Board Officers shall be as set forth in the Manual, as supplemented in these Rules.

- 4.2 The DCO, in addition to the duties set forth in the Manual, shall have the following duties:

4.2.1 On or before 30 November of each year, the DCO, with the concurrence of DIRAUX shall appoint all District Staff Officers for the succeeding year, in writing, and advise all members of the District Board and Staff (for the succeeding year) of such appointments, in writing. When a new DCO has been elected, this duty shall become the responsibility of such DCO-elect and shall be made for the succeeding year by the DCO-elect no later than 15 December.

4.2.2 Be an ex-officio voting member of each District Standing Committee.

- 4.3 The VCO, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO.

- 4.4 The RCO(s), in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the DCO. This District shall have three (3) RCOs, each of whom shall represent and be responsible for one of the District geographic areas ("Area" or "Areas") described in an Appendix to these Rules or assigned specific program areas of responsibility as described in an Appendix to these Rules. An Area RCO shall be primarily responsible for coordination between this District (including each Division and Flotilla in a RCO's Area) and each U.S. Coast Guard Unit Commander in the RCO's Area. A Program RCO shall be primarily responsible for coordination between the DCO and the appropriate staff officers and units.

- 4.5 Any elected District Officer may be removed from office, in the manner provided in the Manual.

ARTICLE V -- MEETINGS

- 5.1 Regular meetings of the District Board shall be held at such place as, from time to time, is selected by action of the District Board. There shall be a minimum of two (2) District Board regular meetings in each calendar year.
- 5.2 Special Meetings of the District Board, for any purpose or purposes, may be called by the District Commander, DIRAUX or the DCO, or at the written request of a simple majority of District Board members, upon not less than fifteen (15) days prior written notice to all Board members. Such notice shall state the purpose(s) and the place, date, and time of the Special Meeting. The notice may be delivered personally or by regular mail and if by regular mail, shall be by certified mail, return receipt requested. The District Secretary shall include in the minutes of the District Board proceedings a copy of the notice and the original of each mail receipt. If, and only if, each District Board member has ready access to electronic mail ("email"), the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.
- 5.3 All regularly scheduled District Board and District Staff meetings shall be open to any member of the Auxiliary. Any Special Board meeting at which policies are made, voting is conducted, or funds voted to be disbursed, shall be an open meeting to all Auxiliary members. Meetings determining District award recipients, EXCOM meetings, and Special Meetings called by DIRAUX or the DCO to discuss unusually sensitive issues at which no formal vote is taken, or meetings of special purpose committees such as the District Conference committee, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

ARTICLE VI -- VOTING

- 6.1 Provided either the DCO or the VCO is present, a majority of the members of the District Board shall constitute a quorum for the transaction of District Board business at any meeting. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the District Board unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting, provided a quorum is present. In all instances, all District Board members present shall be included for the purpose of determining a quorum.
- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. At the request of any District Board member on any pending motion or issue, a secret written vote shall be held on such motion or issue.
- 6.3 No proxy, absentee, or telephone vote shall be permitted or counted on any District

Board question. Each District Board member shall have one vote on any motion or issue. There shall be no cumulative voting.

6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules, and the current edition of Robert's Rules of Order Newly Revised. In the event of conflict among the Manual, these Rules, and Robert's Rules, they shall prevail in the order named.

6.5 No mail votes shall be submitted or counted at any regular or duly called special meeting of the District Board. Matters requiring the vote of the District Board, however, may be solicited and submitted in writing by mail if, from time to time, the DCO deems it is impractical either to present a matter at a regular meeting or to call a special meeting of the District Board.

6.5.1 Any such solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each District Board member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter; (b) Be so worded that a "yes" vote will be to sustain or adopt the matter; (c) provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and address of the District Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days from the date of mailing of the solicitation for submission of the mailed vote(s) on the matter(s).

6.5.2 So long as the member's responding vote is postmarked not later than the 20th day after the solicitation of votes has been mailed, such vote shall be counted on the matter(s).

6.5.2(a) If a member of the District Board fails to exercise their privilege on any question or questions submitted by certified mail, return receipt requested, within the time limit fixed by the DCO, the member's vote shall be included for purposes of determining a quorum, but shall be counted as present and not voting.

6.5.3 So long as a majority of the District Board members respond with a vote, a simple majority of votes responding with a "yes" vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the District Board and shall be as conclusive and binding as a vote taken at a District Board regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Board meeting, the DCO shall announce the result of such mail vote. The Secretary shall include in the minutes of the District Board proceedings a copy of the solicitation, the original of each mail receipt, and the original of each written vote received in response to the solicitation. Any District Board member may review all such written evidence of a mail vote. Any such mail vote shall be effective as of the date of the 20th day after the solicitation mailing.

6.5.4 If, and only if, each District Board member has ready access to email, such voting by mail may be conducted by email. After transmission of the e-mail to District Board members, the District Secretary shall within 24 hours notify each member of the Board by telephone that a time sensitive email concerning a District Board vote

has been sent to the board member's e-mail address. The procedure shall be the same as for solicitation of and voting by regular mail, except that the solicitation and each response shall be printed out and the Secretary shall include in the minutes of the District Board proceedings the printed solicitation and each printed email vote. All such printed evidence shall be made available for review by any District Board member. Any such email vote shall be effective as of the date of the 20th day after the solicitation mailing.

- 6.6 In the absence or inability of any Division Captain to attend any meeting of the District Board, the Vice Captain may attend such meeting and vote in such Division Captain's place and stead. In the absence or inability of both the DCP and VCP to attend any District Board meeting, the Immediate Past Division Captain may attend such meeting and act and vote in such Division Captain's place and stead, unless the Division Captain has specified otherwise in writing. If the Division Captain, Division Vice Captain and Immediate Past Division Captain cannot attend a District meeting, the Division Captain may designate in writing to the DCO another Division member to represent the Division, but such representative shall have no vote on the District Board.
- 6.7 The President of the Past Captains Association ("PCA") is a voting member of the District Board. If the PCA's President is unable to attend a District Board meeting, the PCA's Vice President, or another PCA member designated by the PCA's President, may attend the meeting and represent the PCA, but neither the PCA's Vice President nor any other designated PCA representative shall have any voting rights on any matter.

ARTICLE VII -- DISTRICT ELECTIONS

- 7.1 The DCO shall appoint a nominating/screening committee comprised of at least three members of the District not less than ninety (90) days before the date of any District regular election. Each member selected to serve on this committee, shall agree that the member relinquishes any right to be nominated and shall not run for election to any District office at such regular election. Not less than ninety (90) days before the date of any District regular election, each individual seeking election to a District elected office shall submit a letter of their intent to be a candidate to the DCO. The DCO shall refer the names of all such members submitting a letter of intent to the nominating/screening committee, which shall confirm that each member who has submitted a letter of intent is eligible for the intended office. The nominating/screening committee shall report the names of all such eligible members who have submitted letters of intent to the District Board not later than thirty (30) days before the election date, and shall further verify on the day of the election that all such members submitted to them for screening are eligible for the intended office. At the election meeting, the DCO shall nominate all candidates determined to be eligible by the nominating/screening committee.
- 7.2 The presiding officer of all District elections shall be a moderator appointed by the DCO before the election. The moderator must be a District member in good standing who: (a) Holds or previously has held the office of Flotilla Commander or any higher elective office; and (b) Is not eligible for the office(s) for which the election

is being held. The DCO may act as moderator so long as condition (b) above is satisfied.

- 7.3 Prior to opening the balloting for election of each District officer (DCO and VCO, and/or RCO(s)), the presiding officer shall invite nominations from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. The presiding officer shall accept any nominations from the floor, including self-nominations, and the name of each such nominee from the floor shall be added to the balloting for such elected office. For purposes of all election provisions in these Rules, the term "floor" shall include only incumbent District Board members.
- 7.4 Election of District Officers (DCO, VCO, and Rear Commodores) shall be by secret written ballot; provided, however, if there is only one nominee for a particular District office the election may be by voice vote, or show of hands.
- 7.5 If there is more than one nominee for any District office(s), the presiding officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members of the incumbent District Board or be running as a candidate for the particular District office(s) for which the election is being held. Written ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the presiding officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the presiding officer, who shall announce the result of that ballot.
- 7.6 A simple majority of votes cast is sufficient to elect a candidate to an office. If more than two candidates are nominated for any one district office, and no candidate receives a majority of votes on the first ballot:

7.6.1 The candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

7.6.2 If there is a tie for low votes received on any ballot, the next ballot for that office will be a "run off" between the candidates "tied for low" on the preceding ballot. The candidate receiving the highest number of votes on such next ballot run off between the "lows" will again be balloted on in the next succeeding ballot, along with all other candidates who received a higher number of votes on the ballot preceding the tied for low ballot.

7.6.3 In the event of three successive tie votes for any District office, the presiding officer shall place all of the ballots cast on such third tied vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots, present the ballots to the presiding officer in a sealed envelope, and certify the result of the balloting to the presiding officer, who shall announce the result of that ballot and, if it be the last ballot between two candidates for any office, the final election result.

- 7.7 Each member of the District Board shall be an eligible voter for the election of the DCO and the VCO, except for any Division Captain whose Division is not in good standing with the District at the time of the District elections. For election of each District Area Rear Commodore, the Division Captains of Divisions within the RCO Area (except for any Division Captain whose Division is not in good standing with the District at the time of the District elections), the incumbent Area Rear Commodore, the DCO, the VCO, the National Commodore or his/her designate, the Immediate Past DCO, DIRAUX and the President of the Past Captains Association are eligible to vote in the area election.
- 7.8 In those years in which a DCO and Vice Commodore are to be elected to District office for a two year term, the election sequence shall be: (a) First, election of the DCO; (b) Second, election of the VCO; and (c) Lastly, election of the Rear Commodores. Any unsuccessful candidate for election to a District office who is eligible for election to a lower position District office may be nominated from the floor, by self-nomination or otherwise, for election to such next, lower position District office.
- 7.9 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all of the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots shall so notify the presiding officer within such 24 hours and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots in a meeting with the head teller, the presiding officer of the election, and a District legal officer. If no request for examination is made within such 24 hour period, the head teller then immediately shall destroy the ballots.
- 7.10 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a District Board member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual or these Rules, the presiding officer, after consultation with the DCO, DIRAUX, and the District's legal and parliamentarian officer(s), shall decide and announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with the Manual or these Rules, shall be final and binding and the election(s) then shall continue to a conclusion.
- 7.11 Before assuming office, the election of any member to the office of DCO, VCO, or District Rear Commodore must be approved and confirmed by the District Commander.
- 7.12 If a vacancy occurs in any District elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

ARTICLE VIII -- DISTRICT STAFF OFFICERS AND STAFF COMMITTEES

- 8.1 District Staff Officers (DSOs) and District Chiefs may be appointed by the DCO, with the concurrence of the DIRAUX, as authorized by the Manual.
- 8.2 At the discretion of the DCO, the DCO may appoint Assistant District Staff Officers (ADSOs) and staff committees to assist the DSOs in carrying out their duties.
- 8.3 The selection and appointment of each DSO, ADSO, and each member of any staff committee, and the chairpersons thereof, shall be made by the DCO, in writing. In addition to such duties and responsibilities as are stated in the Manual, each such appointees' duties and responsibilities shall be as the DCO may specify in writing. Each DSO, ADSO, and committee person shall serve at the pleasure of the DCO.
- 8.4 If, subsequent to the adoption of these Standing Rules, the Manual or the National Auxiliary Board from time to time authorizes any District Staff Officer(s) in addition to the District Staff Officers specified in this Article, the DCO is authorized to appoint such additional District Staff Officer(s), with such other Assistant District Staff Officers and staff committees as the DCO may deem necessary, all in the manner and subject to the provisions of this Article.
- 8.5 The DCO shall have the discretion to appoint such additional aides and staff members as, from time to time, may be authorized by the Manual. In addition, after consultation with and concurrence of DIRAUX, the DCO may appoint such other staff members and District representatives as the DCO may deem necessary or advisable for the efficient conduct of the District's business. Each such appointment shall be in writing and shall specify the responsibilities and duties of the appointee.

ARTICLE IX -- DISTRICT PUBLICATION

- 9.1. The official publication of this District shall be known as **TOPSIDE** (hereinafter referred to as the "Newsletter").
- 9.2 The purpose of the Newsletter will be to inform the membership of District accomplishments and activities and to serve as an exchange of members' ideas within the District.
- 9.3 The District Staff Officer, Publications (DSO-PB), shall be the Newsletter's editor. Such officer's duties shall be as set forth in the Manual, and as the DCO may specify in writing. All material to appear in the Newsletter shall be submitted to DIRAUX for clearance prior to publication.
- 9.4 The Newsletter shall be posted on the District's internet website, and one copy of the Newsletter shall be mailed to each household in the District for members on the roll at the time of mailing who notify the District that they do not have internet access. One copy shall be sent to the Chief Director, NEXCOM members, national department chiefs, DCOs and Directors of other districts.
- 9.5 There will be no paid advertising or commercial material in the Newsletter.

ARTICLE XI -- DISTRICT FINANCIAL MATTERS

- 10.1 The specific details of District financial matters and policies (including, without restriction, membership dues amounts, budget committee appointment and duties, District expenditures for District business and functions, and banking details) shall be as established in an Appendix to these Rules. The following sections of this Article state only some of the District's general, substantive financial policies.
- 10.2 All District Accounts shall be kept on a calendar year basis. The District Finance Officer shall keep such officer's accounts so that financial statements can be obtained on a monthly basis. Such officer shall prepare and submit a complete monthly report at each District Board regular meeting and an annual report at the District Board's Annual Meeting. The accounts of the District Finance Officer shall be audited on a yearly basis for the previous calendar year, and copies of the audit report shall be made available to all members of the District Board and the Director of Auxiliary at the annual Fall Conference and Board meeting of the ensuing year. The audit report shall be prepared by an audit committee appointed by the DCO.
- 10.3 Annual District membership dues, as established from time to time by the District Board, shall include dues payable to the National Auxiliary Board and shall be paid to the District by each of the Divisions of the District. The District Board may establish a procedure and rules to equitably prorate dues payable by members newly admitted during the course of a calendar year.
- 10.4 Flotillas shall be billed for District membership annual dues by the District Finance Officer at such time as are determined by the policy of the District Board.
- 10.5 Any Division whose Flotillas fail to pay member dues more than 60 days after the date of a District billing to the Flotillas shall lose its District Board voting rights until such Flotilla delinquency is corrected.
- 10.6 In accordance with the Manual, any member who is delinquent in payment of dues and who does not request voluntary disenrollment shall be disenrolled by DIRAUX on 31 December of the year in which member dues were payable.
- 10.7 The net proceeds from any District sponsored event will become the property of the District.
- 10.8 Except as otherwise expressly provided in these Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the District Board present and voting at a meeting at which a quorum is present.
- 10.9 An affirmative vote of seventy-five percent (75%) of the District Board, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in the dues payable to the National Auxiliary Board, shall become effective in the year that the District is required to pay the increased dues to the National Auxiliary Board.

ARTICLE XI -- STANDARD OPERATING PROCEDURES

- 11.1. Standard Operating Procedures may be developed and adopted by the vote of a majority of the District Board to supplement, facilitate, or implement administrative procedures set forth in these Standing Rules. Any such procedures shall be subordinate to these Rules.
- 11.2. If any such procedures are established, they shall be maintained by the District Secretary from year to year in an Appendix to these Rules.
- 11.3. Changes, additions and deletions to such procedures, from time to time, may be reviewed and approved, if at all, by the vote of a majority of the District Board.

ARTICLE XII -- CONTRACTS

- 12.1. Only the DCO is authorized to sign District licenses, contracts or other agreements. All such documents must first be reviewed and approved by the DSO-LP for legal purposes, or in the case where the DSO-LP is not a Licensed Attorney, by an Attorney designated by the Department Chief Legal Affairs (DC-L).

ARTICLE XIII -- AMENDMENTS

- 13.1. These Standing Rules may not be amended.
- 13.2. Any Appendix to these Standing Rules may be amended at any regular or special meeting of the District Board, by an affirmative vote of a majority of the members present and voting, provided a quorum is present.

These Standing Rules of the Fifth Coast Guard District, Northern Region, U.S. Coast Guard Auxiliary, were duly approved at a District Board meeting on March 17, 2007 by a vote of more than two-thirds of the District Board members present and voting, a quorum being present.

DISTRICT REVIEW AND APPROVAL:

District Legal Officer Date

District Commodore Date

Director of Auxiliary Date

NATIONAL REVIEW AND APPROVAL:

National Legal Officer Date

National Commodore Date

**APPENDIX A
TO
STANDING RULES**

FIFTH COAST GUARD DISTRICT (NORTHERN REGION)

UNITED STATES COAST GUARD AUXILIARY

ARTICLE I -- FUNCTIONS OF THE DISTRICT COMMODORE

- 1.1 The District Commodore shall actively coordinate the overall activities of the District.
- 1.2 The District Commodore shall coordinate the planning of all Conferences and Board meetings and shall provide the District Board members with written notice thereof.
- 1.3 The District Commodore shall ensure that all orders and resolutions of the District Board are carried into effect and shall execute all business affairs requiring the formal seal of the Auxiliary.
- 1.4 The District Commodore shall, at the Annual Meeting of the District Board submit a budget for the ensuing year to the District Board for its approval. Approval of the budget by the Board shall constitute authorization for the expenditures therein contained.
- 1.5 Any District Commodore may, within sixty (60) days after assuming office submit an amended budget for the current year to the District Board for its consideration and approval. The action of the Board shall be final.
- 1.6 The District Commodore may expend a sum not exceeding a total of five hundred dollars (\$500.00) a year for District Auxiliary business without prior authority of the District Board members, in addition to the expenditures authorized in the budget approved by the District Board. Expenditures from this fund, their purpose and the balance remaining shall be reported to the District Board at each meeting of the Board as part of the District Staff Officer – Finance report.
- 1.7 The District Commodore or a duly appointed representative shall be present at the chartering ceremonies of new Flotillas and Divisions within the District.
- 1.8 The District Commodore shall make frequent visits to the Divisions and Flotillas in execution of these duties in the District.
- 1.9 The District Commodore is expected to keep the Vice Commodore and the Rear Commodores informed of all Auxiliary activities and is required to keep the District Director of Auxiliary informed of all Auxiliary activities. Wide use of letters, copies of letters and electronic media will be utilized for this purpose.

ARTICLE II -- FUNCTIONS OF THE VICE COMMODORE, REAR COMMODORES AND IMMEDIATE PAST DISTRICT COMMODORE

- 2.1 The District Vice Commodore shall actively coordinate the overall activities of the staff functions.
- 2.2 The District Vice Commodore and the District Rear Commodores shall assist the District Commodore in the planning and coordination of the Conferences and Board meetings and provide planned agendas for such conferences and meetings.
- 2.3 The District Vice Commodore and the District Rear Commodores in the execution of these duties are expected to visit various Divisions and Flotillas within the District.
- 2.4 The District Vice Commodore and the District Rear Commodores are expected to be available at the chartering ceremonies of new Divisions and Flotillas.
- 2.5 The District Commodore and the District Rear Commodores shall report to the members of the District Board at each Conference or Board meeting, outlining the accomplishments of the Divisions or the programs for which they have been assigned responsibility. The information is to be published in the minutes of the District Board meeting.
- 2.6 In the execution of their duties, the District Vice Commodore and the District Rear Commodores are expected to keep each other and the District Commodore and the Director of Auxiliary informed of all Auxiliary activities. The wide use of letters, copies of letters and electronic media will be used for this purpose.

ARTICLE III -- FINANCIAL POLICY

- 3.1 Dues:

In accordance with the provisions of the Coast Guard Auxiliary Manual (COMDINST 16790.1 series), hereinafter "the Manual," there are no dues or assessments payable to the United States Coast Guard by members of the Auxiliary. It is recognized that dues fall into four categories: National, District, Division and Flotilla. Dues are fixed, collected and disbursed by the vote of the applicable Board concerned or in the case of a Flotilla, by the Flotilla membership.

 - 3.1.1. National assessments: There shall be a separate charge per member for National dues in the amount set forth by the National Board. National dues shall be paid from the District Board Treasury prior to 31 March of each year. The amount to be paid shall be determined by multiplying the number of members, excluding life members, on the AUXDATA printout as of 31 December of each year by the amount established by the National Board as National dues.
 - 3.1.2 Billing Procedures: The District Staff Officer – Finance shall bill each Flotilla for District and National dues prior to 1 February each year. The amount of each bill will be determined by multiplying the number of individual members, excluding life members, on the Flotilla's roll by the District assessment plus the sum established by the National Board as National dues. Computations will be based

on the official enrollment of each Flotilla as of 31 December each year as based on the AUXDATA roster. The billing shall include a specific statement as to the National dues per member and the District assessment per member.

3.1.3 Payment Procedures: Dues are payable on receipt of the bill or invoice and before 15 March. Flotillas will forward dues immediately upon receipt of the invoice. Payment shall be in lump sum and in the full amount billed regardless of the numbers of members on the roll at the time of payment. Checks or money orders should be made out to U.S. Coast Guard Auxiliary, Fifth District (NR) and forwarded to the District Staff Officer – Finance. A notation should be made on the check indicating the Flotilla number and the fact that it is for the annual dues payment.

3.1.3.1 If the Flotilla believes the number of members listed on the roster at 31 December, upon which the billing was based, is incorrect, the Flotilla should pay the full amount as billed and attach an explanation of the perceived discrepancy. The District Staff Officer – Finance will forward to the Flotilla a copy of the roster used for billing purposes and the Flotilla will resolve any issues with the office of the Director of Auxiliary. If the office of the Director of Auxiliary confirms that the roster at 31 December is in error, they will notify the District Staff Officer – Finance who will then make an adjustment and, if applicable, refund any amounts paid in error.

3.1.3.2 The District Staff Officer – Finance will, on 1 March, notify the Division Captains and the Executive Committee, of the Flotillas that have not paid their District and National dues. The District Staff Officer – Finance will, on 16 March, advise the Division Captains and the Executive Committee of those Flotillas that are delinquent in the payment of their District and National Dues.

3.1.4 Billing Procedures for New Members: The Director of Auxiliary will not effect enrollment of new members unless payment of their District and National dues is remitted with the application for enrollment. There shall be no pro-ration of dues payments over the year, except that members whose applications for enrollment are accepted by the Director between 1 October and 31 December need not remit District and National dues.

3.1.5 District Board Action on Unpaid Dues for the Current Year: District assessments remaining unpaid must be acted upon by the District Board. This action may include a recommendation of disestablishment of the Flotilla, or such other action as deemed appropriate. The action must be completed at the fall meeting or conference for the current year.

3.2 Payment of District Board Obligations:

3.2.1 Signing of Checks: All checks shall be signed by both the District Staff Officer – Finance and the District Commodore, except that, when the temporary absence of the District Commodore may unduly delay the payment of District obligations,

the signature of the District Vice Commodore may be substituted for that of the District Commodore.

3.2.2 The District Commodore, District Vice Commodore and the District Staff Officer – Finance may each be bonded for an amount sufficient to cover their exposure as determined periodically by the Executive Committee. The cost of any required bonds shall be paid from the District Board funds.

3.2.3 Payments: The District Staff Officer – Finance will not pay out any monies except under the direction of the District Commodore (or District Vice Commodore acting in the District Commodore’s stead during the District Commodore’s absence). Oral direction shall always be confirmed in writing. Notation in the minutes of the District Board meeting shall constitute written authorization as well as an appropriately approved District Check Request form.

3.2.4 Authorized Routine Obligations: The District Commodore (or District Vice Commodore acting in the District Commodore’s stead during the District Commodore’s absence) is authorized to approve payments of all routine obligations without recourse to the District Board. Routine obligations include all those obligations incurred by the District Board in carrying out officially adopted policy of the Board and will include all items in the approved budget.

3.2.5 The District Staff Officer – Finance may be bonded for an amount sufficient to cover his exposure as determined periodically by the Executive Committee. The premium for any required bonds shall be paid from the District Board funds.

3.3 Materials:

The District is participating in the on-line program offered by the National Materials Center (hereinafter “AUXCEN”) whereby individual members may purchase items offered by the AUXCEN directly. In light of this, the District Staff Officer – Materials will keep on hand a supply of flags, pennants and Auxiliary uniform accessories for resale to Divisions, Flotillas or to individual members as may be deemed necessary. The District Staff Officer – Materials will maintain such other “specialty items” as may be desirable for sale to Divisions, Flotillas or to individual members.

3.3.1 The District Staff Officer – Materials is authorized to maintain a revolving fund, not to exceed \$5,000.00, for the purchase of materials for resale to Divisions, Flotillas or to individual members.

3.3.2 The District Staff Officer – Materials will remit all surplus funds to the District Staff Officer – Finance for deposit in the District Board accounts.

3.3.3 The District Staff Officer – Materials may be bonded for an amount sufficient to cover their exposure as determined periodically by the Executive Committee. The cost of any required bond shall be paid from the District Board funds.

3.3.4 The records and inventory maintained by the District Staff Officer – Materials shall be included in the annual District audit.

3.3.5 The District Staff Officer – Materials shall report monthly, in writing, to the District Staff Officer – Finance all receipts, expenditures and value of inventory on hand together with a reconciliation of the beginning and ending cash balance. This information is to be included into the District monthly financial statements provided to the District Board or the Executive Committee.

ARTICLE IV -- TOPSIDE ADMINISTRATION

- 4.1 Organization and Distribution: The District Staff Officer – Publications is the Editor of the District publication **TOPSIDE**. The editor is assisted as necessary by the Division and Flotilla Staff Officers for Publications. **TOPSIDE** shall be published two times a year on a schedule to be established in the District Program. When necessary, the Editor may, with the concurrence of EXCOM, distribute essential material via issuance of **TOPSIDE JR**. The number of copies to be printed shall be 100 more than the number of active (BQ & AUXOP) members on the current roster as maintained by AUXDATA.
- 4.2 Publication Budget: The appropriation for the printing of **TOPSIDE** will be included in the annual budget submitted by the Commodore and approved by the District Board.
- 4.3 Format: The method of printing, number of pages, pictures for any one issue and type of paper used will be determined by the Editor, provided the yearly publication cost for all issues does not exceed the amount authorized in the budget.
- 4.4 Choice of Printer: The choice of the printer will be determined by the Editor, provided the annual cost for all issues does not exceed the amount authorized in the budget.
- 4.5 Mailing and Distribution: The District Staff Officer – Publications will be responsible for the circulation, by government mailing privilege, of one copy to each active (BQ or AUXOP) member on the membership list in the Director's Office at the time of mailing of each issue with the exception that two or more members, residing at the same address, may opt for a single copy family mailing. The District Staff Officer – Publications is authorized to distribute, free of charge, any copies on hand after distribution to the membership, if a copy is requested. Copies will not be distributed to individuals on the retired list, except as noted above.
- 4.6 Advertising: **TOPSIDE** will not contain advertising or commercial material.
- 4.7 Contents:
- 4.7.1 Approval of Material: No material will be contained in **TOPSIDE** until it has been approved by the District Director of Auxiliary. It shall be the responsibility of the District Staff Officer – Publications to obtain this approval prior to the inclusion of material in **TOPSIDE**.
- 4.7.2 Material Submission Time Limits: Submission of **TOPSIDE** in its preliminary form shall be made to the District Director of Auxiliary in sufficient time prior to the publication deadline to permit the Director to approve or disapprove the material.

4.7.3 Material Standards: It is the policy of the Auxiliary that the material contained in the publication shall be of such nature as to promote the authorized activities of the Auxiliary, its objectives, policies and programs.

4.8 Reprints of **TOPSIDE** Material: All pictures and articles appearing in **TOPSIDE** may be copied by other publications and a statement to that effect shall be contained in each issue with the request that a credit line be given to **TOPSIDE** for material reproduced there from.

4.9 Copyright Laws: All articles submitted for publication from the membership will be considered to be original articles, unless otherwise indicated, and the member's name will appear under the article as having written the article. Any person submitting an article for publication will be responsible for obtaining permission to quote material from other publications and/or will credit such sources requiring same in order that copyright laws will not be violated. When the Editor copies an article or material from any other publication, the Editor will obtain permission to do so, if required by the said publication and will give credit to publications from which material is copied in whole or in part.

ARTICLE V -- RESOLUTIONS FOR NATIONAL BOARD ACTION

5.1 Procedure: Any matter requiring action by the National Board shall be submitted to the District Board by a member thereof for consideration. If approved by the District Board, the District Commodore will submit the matter to the next scheduled National Atlantic (E) Area Meeting for consideration and action of the meeting by way of a recommendation.

ARTICLE VI -- DIVISION CAPTAIN'S REPORT PROGRAM

6.1 Responsible Officer: The District Rear Commodores shall consolidate the information from each monthly Division Captain's report in their area of responsibility.

6.2 Procedures: The consolidated reports are to be submitted by the Rear Commodores to the District Commodore who will consolidate the information from each monthly report and disseminate any items of interest to the members of the EXCOM, District Board and Staff as applicable. The Vice Commodore shall on or before 1 January submit to the Division Captains a reminder for the year outlining the basic plan for submission of the Division Captain's reports to the Rear Commodores. In order to maintain prompt submission, each Flotilla Commander shall submit a report to their Division Captain prior to the 20th of each month. The District Vice Commodore shall from time to time make recommendations to the Executive Committee and/or District Board of changes in this program to make it more efficient and effective.

6.3 Exceptions: Recognizing that weather conditions may result in hazardous travel condition in part of the District, Flotillas and Divisions may have to postpone or cancel the scheduled monthly meeting for the safety of the membership. Cancellations for weather or other conditions shall not exceed two meeting and the responsible officer will nevertheless gather the information for this report by telephone.

