STANDING RULES
of the
FIFTH COAST GUARD DISTRICT (NORTHERN REGION)
U. S. COAST GUARD AUXILIARY

SECTION 1
This section consists of those elements of the District Standing Rules, Article I through Article XVIII, which may not be changed without two weeks written notice to the members of the District Board and a three/fourths (3/4) vote of the District Board, or by revision of the pertinent provisions of the Auxiliary Manual (COMDTINST M16790 series).

ARTICLE I
BASIC REGULATIONS

1.1 PRINCIPAL OFFICE
The principal office of the Fifth Coast Guard District Auxiliary (NR) shall be in the office of the Director of Auxiliary 5(NR).

1.2 BASIC REGULATIONS
The basic regulations for all matters pertaining to the administration of the Fifth Coast Guard District Auxiliary (NR) shall be those contained in the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1 series) or other Coast Guard directives. Any rule set forth herein which is in conflict with the provisions of the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1 series) or other Coast Guard directives is and shall be null and void.

ARTICLE II
THE DISTRICT BOARD

2.1 GOVERNING BODY
The main governing body of the Fifth Coast Guard District Auxiliary (NR) is known as the District Board.

2.2 DISTRICT BOARD
The composition of the District Board of the Fifth Coast Guard District Auxiliary (NR) shall be as specified in the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1series).

2.2.1 A Past District Captain's Association is authorized for the Fifth District (NR) Auxiliary. The President of this Association shall be a voting member of the District Board.

2.3 MEETINGS
The Fifth Coast Guard District Auxiliary (NR) shall meet at least three times each year, at times and places agreed on by vote of the District Board and approved by the District Commander or his representative.
2.3.1 The Fall Meeting shall be the Annual Meeting of the District Board

2.3.2. There shall be a Conference Coordination Committee, appointed by the District Commodore. The Conference Committee shall present to the District Board, at each meeting of the Board, and in the interval between Board meetings to the Executive Committee, recommendations for sites and supporting functions for Board meetings or conferences. Board meeting dates will be confirmed at least one year in advance. The Conference Coordinator, may, with the approval of the Executive Committee select Conference sites.

2.3.3 In the intervals between District Board meetings, Area meetings shall be held in the various areas of the District, chaired by the appropriate Area Rear Commodores for the purpose of coordinating the activities of the Divisions of the Fifth Coast Guard District Auxiliary (NR) within those areas.

2.4 SPECIAL MEETINGS

Special meetings of the District Board, for any purpose or purposes, may be called by the District Commodore, the District Commander or his representative, and shall be called by the District Commodore or the District Staff Officer-Secretary at the request in writing of a majority of the Board. Such request shall state the purpose of the meeting. Notice of such a meeting shall be given in person, by mail, telephone or telegram to each District Board member at least seven (7) days prior to the meeting, and shall include the date, time, place and purpose of the meeting. Unless otherwise decided by a majority vote of the District Board, business transacted at all special meetings shall be confined to the purpose or purposes stated in the call for the meeting.

2.5 QUORUM

Two thirds (2/3) of the members of the Board shall constitute a quorum at all meetings. Each member of the Board shall be entitled to one (1) vote.

ARTICLE III
VOTING PROCEDURE

3.1 VOTING

Voting on routine matters will normally be recorded by a voice vote or by a show of hands. Any request by a member of the Board for a secret ballot on any vote shall be honored without debate. Proxy voting shall not be permitted.

3.2 MAJORITY

The act of a majority of the members of the District Board shall be the act of the District Board unless a greater number is otherwise required by these Standing Rules.

3.3 MAJORITY FOR ELECTION

The vote of a majority of the members of the District Board shall be necessary to elect any member of the Coast Guard Auxiliary to District Office.

3.4 VOTING, MAIL

Where it is impractical to call a meeting on any matter, such a vote may be conducted by registered mail, return receipt requested. The District Staff Officer-Secretary shall retain all registered mail return receipts and written evidence of the votes for and against the question.
submitted, and shall affix the same to the minutes of the meeting thus held by mail. These minutes shall be available at the next scheduled Board meeting. If a member of the District Board fails to exercise their privilege of voting on any question or questions submitted by registered mail, return receipt requested, within the time limit fixed by the District Commodore, the member’s vote shall be included for the purpose of determining a quorum, but shall be counted as present and not voting. Such time limit shall be contained in the notice submitting the question or questions and shall not be less than seven (7) days. In an emergency situation voting by telephone may be authorized by the District Commodore. A record of the votes cast for or against the question submitted shall be retained and be available at the next scheduled Board meeting. Only in the most unusual circumstances and only when approved by the District Commander may elections be held by mail.

3.5 DELEGATION

In the absence of a Division Captain from a District Board meeting, The Division Vice Captain may act in stead of the Division Captain and vote on any matters presented. In the absence of the Division Captain and the Division Vice Captain, the Immediate Past Division Captain shall act for the Division Captain and vote on any matter presented to the Board. In the absence of all three Division Officers, the Division Captain may delegate any member of the Division Board to represent the Division, but such representative shall not have a vote on matters coming before the District Board. These designations must be made known to the District Commodore and the Director of Auxiliary in writing prior to the meeting, and shall be made known to all the District Board members at the start of the meeting.

3.6 PARLIAMENTARY AUTHORITY

All meetings, voting and activities of the District Board shall be conducted in accordance with the Auxiliary Manual (COMDTINST M16790.1 series), the National Standing Rules, The District Standing Rules and Robert’s Rules of Order, Newly Revised. In the event of conflict among the various publications, they shall prevail in the order named.

ARTICLE IV
NOMINATION PROCEDURE

4.1 NOMINATIONS

Nominations for the offices of the District Commodore, District Vice Commodore or District Rear Commodores shall be made in the following manner:

4.1.1 At the Spring Meeting of the District Board, the District Commodore shall appoint a chairman and two members to serve as a nominating committee. The members of the nominating committee shall be active past or present members of the District Board. No member of the nominating committee may be a candidate for any of the District Offices for the term of office for which such committee presents nominees.

4.1.2 The nominating committee shall present the name of at least one (1) qualified candidate for each office for which an election is to be conducted. Such report in writing shall be presented to the District Commodore in sufficient time for distribution to the voting members of the District Board no less than thirty (30) days prior to the annual meeting of the Board.
4.1.3 Additional nominations may be made by any current member of the District Board eligible to vote in the pending election.

4.1.4 Such nominations shall be made from the floor at the Annual Meeting of the District Board at which the election is to be held.

4.1.5 Any motion to close nominations or to conduct an election shall be out of order until such a call for nominations from the floor has been made.

4.1.6 The nominator is responsible for ascertaining the eligibility and willingness to accept the office and fulfill its duties of the individual nominated.

4.1.7 The Director of Auxiliary is responsible for certifying the eligibility of anyone elected and approving the election results.

ARTICLE V
ELECTION OF DISTRICT OFFICERS

5.1 ELECTIONS
The election of the District Commodore, District Vice Commodore and District Rear Commodores shall be held at the Annual Meeting of the District Board of the Fifth Coast Guard District Auxiliary (NR).

5.1.1 Each member of the District Board eligible to vote shall cast their vote by secret written ballot.

5.1.2 If there is but one candidate nominated for any office, election of the candidate may be completed on a motion made, duly seconded and approved by a majority vote of the Board that the District Staff Officer-Secretary cast one ballot in favor of the candidate.

5.1.3 If more than one candidate is nominated for any office, then the District Commodore shall appoint a chairman and two members to act as tellers. The tellers should be selected from past members of the District Board or present District Staff Officers who are not themselves candidates for District Office.

5.1.4 The tellers shall collect the ballots in a ballot box(es) and tally the votes. In the case of a majority vote for one of the candidates the chairman will advise the presiding officer of the fact, but not announce the vote. If no candidate obtains a majority, the presiding officer will be advised only that no candidate has received the required majority.

5.1.5 If no candidate has received a majority on the first ballot, a second ballot shall be held immediately.

5.1.6 If no candidate has received a majority on the second ballot, the chairman will advise the presiding officer of the fact, and the names of the two candidates with the most votes. The remaining candidates shall be withdrawn from the balloting and a new vote cast.
5.1.7 If after the third ballot, there shall be a tie vote, or if originally there were only two candidates (rendering the procedure outlined in 5.1.6 unnecessary) a new vote shall be cast immediately and upon obtaining the ballots, the chairman or chief teller shall present the ballot box to the presiding officer, who shall remove a random ballot and destroy it without reading it. The remaining ballots shall be tallied and only the name of the winner is announced.

5.1.8 At the conclusion of the election, all ballots are to be destroyed under the direction of the presiding officer.

ARTICLE VI
REMOVAL OF AN ELECTED OFFICER FROM OFFICE

6.1 VOTE REQUIRED
Any elected District Officer may be removed for cause from the office to which the individual has been elected by the affirmative vote of three-fourths (3/4) of all the members entitled to vote for the election of such officer.

6.2 SUBSTANTIATION
Removal from office is a serious charge and any such charges must be thoroughly substantiated prior to any action being taken by the District Board. A Board of Inquiry of at least three (3) District Board members shall be appointed to determine the case. A full and fair hearing shall be first be conducted with the accused and the accuser present, provided written notice is sent ten (10) days in advance to the participants. The notice sent to the accused shall include a statement of charges. The Board of Inquiry shall submit their findings to the District Board in writing. If any member of the Board of Inquiry does not agree with the majority report, this member may file, in writing, a minority report. The majority and minority reports shall be submitted concurrently to the District Board for action. If removal from office is recommended by the District Board, such recommendation shall be forwarded to the District Commodore and the District Commander or his designated representative for the necessary final approval.

6.3 PROMPT ACTION
In order that prompt action be taken on any charge, the Board of Inquiry shall have three (3) weeks from the time of their appointment to the time of submission of their report.

ARTICLE VII
THE DISTRICT COMMODORE

7.1 DUTIES
The District Commodore shall perform all the functions required for this office by the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1 series)

7.1.1 Functions of the District Commodore shall be as outlined in Section 2, Article ONE of these Standing Rules.

7.2 DISTRICT COMMODORE ELECT
The District Commodore (Elect) shall, prior to 1 January, prepare and submit to the District Commander, or his designated representative for approval, a program for the ensuing year. Before submission to the District Commander or his designated representative, The District Commodore (elect) shall obtain from the District Staff Officers
other than the District Secretary and the District Finance Officer, implementing programs to be included in the District Program. The general format of the District Program shall be:

7.2.1 Basic goals.

7.2.2 General areas of responsibility of the District Staff Officers.

7.2.3 Assigned areas of responsibility for the Vice Commodore, Rear Commodores and Immediate Past District Commodore.

7.2.4 Calendar of activities.

7.2.5 Implementing programs of the District Staff Officers.

7.3 DISTRICT PROGRAM
The District Program shall be distributed to all elected officers as part of the current District Directory.

7.3.1 The District Program shall not be in conflict with the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1 series), the Standing Rules of the National Board or the Standing Rules of the Fifth District (Northern Region) Auxiliary.

7.4 DISTRICT STAFF
The District Commodore (elect) shall annually and in writing appoint all District Staff Officers (DSO's) prior to 1 December, the appointments to be effective 1 January of the ensuing year. He may appoint District Staff Officers as authorized by the Auxiliary Manual (currently eighteen (18)) for the purpose of implementing National Auxiliary Programs.

7.4.1 The District Commodore (elect) may appoint Assistant District Staff Officers (ADSO's) to assist certain DSO's and according to need, in certain functional areas. These ADSO appointments are optional, must be based on actual need, and shall be subject to approval by the District Commander.

7.4.2 The District Commodore (elect) shall annually and in writing appoint all necessary committees prior to 15 December. These appointments are to be effective 1 January of the ensuing year.

7.5 RELIEF
The District Commodore (elect) shall notify the retiring District Commodore, in writing, on or before 1 January, the date on which the retiring Commodore will be relieved. Members of the District Board should be furnished copies of this communication.

ARTICLE VIII
THE VICE COMMODORE, REAR COMMODORES AND IMMEDIATE PAST DISTRICT COMMODORE

8.1 DUTIES
The primary duty of these officers is to assist the District Commodore in the execution of the duties of the office as outlined in the U. S. Coast Guard Manual (COMDTINST M16790.1 series).

8.1.1 Functional responsibilities of these Officers shall be as detailed in Section 2, Article TWO of these standing Rules

page 6
8.1.2 The District Vice Commodore shall have the direct supervisory responsibility of the District Staff.

8.1.3 The District Rear Commodores shall preside over Area Meetings held in their respective areas in the interval between District Board Meetings or District Conferences, and have supervisory responsibility for the Division Captain's report program detailed in Section 2, Article 6 of these standing rules.

ARTICLE IX
DISTRICT STAFF OFFICERS

9.1 APPOINTMENT AND DUTIES
The District Commodore shall appoint, in accordance with Article VII of these Standing Rules, District Staff Officers to assist in the execution of the duties of the office. The appointment of these officers will be effective when the District Commodore assumes office.

9.1.1 The duties of each District Staff Officer, and the eligibility requirements for such officers shall be as set forth in the U. S. Coast Guard Auxiliary Manual (COMDTINST M16790.1 series) and in the Administrative Procedures Guide (COMDTPUB P16791.2 series).

9.1.2 The District Staff Officers hold office at the pleasure of the District Commodore. Their appointments expire when the term of office of the District Commodore expires, or when they are notified by the District Commodore that they are being relieved of their assignments.

ARTICLE X
COMMITTEES OF THE DISTRICT BOARD

10.1 EXECUTIVE COMMITTEE
The District Commodore, District Vice Commodore, District Rear Commodores, Immediate Past District Commodore and the Director of Auxiliary shall comprise the District Executive Committee. Such administrative staff members as deemed necessary shall be a part of the Executive Committee as non-voting members.

10.1.1 The function of the District Executive Committee shall be to:
(a) Consider matters presented for administrative decision to advise the District Commodore:
(b) To prepare in proper form resolutions to be considered by the District Board:
(c) To approve as to form and procedure matters to be recommended for consideration of the National Board or other National Bodies:
(d) To discuss and resolve such other matters not exclusively within the domain of any other committee or office to which they may be directed by the District Commodore.

10.1.2 The Executive Committee shall meet monthly at a date and time to be established by the District Commodore. Meetings of the Committee may be canceled in those months in which District Board Meetings or Conferences, or the National Conference are held, so as not to conflict with the said affairs.

10.2 COMMITTEES-DISTRICT
The District Commodore is authorized to appoint chairpersons and committees to provide assistance and advice in the performance of those duties or activities not delegated to specific District Staff Officers.

10.2.1 The District Commodore shall appoint chairpersons to such committees as are specified by the Auxiliary Manual (COMDTINST M16790.1 series), the National Program and the District Program.

10.2.2 The Commodore may appoint any number of qualified Auxiliarists to these committees, except where the membership of such committees is fixed by the Program or Instructions referred to in section 10.2.1 of these Standing Rules. The Commodore shall be an ex-officio member of all committees, except where a legal restriction exists.

10.2.3 Chairpersons and committee members hold office at the pleasure of the District Commodore. Their appointments expire when the District Commodore's term of office expires, or when they are notified by the District Commodore that they are being relieved of their assignment.

10.3 COMMITTEES-OTHER
The District Commodore may appoint Special Committees, or Boards of Inquiry, or may designate individuals to carry out, or to assist in carrying out, actions approved by the District Board or necessary to support the functions of the District Board.

10.3.1 The Commodore shall designate in writing the Chairperson of such Special Committee or Board of Inquiry, and he shall prescribe the duties and objectives to be accomplished by such Committees, Boards or designated individuals.

10.3.2 The Commodore may appoint any number of qualified Auxiliarists to such Committees or Boards. The Commodore shall be an ex-officio member of these Committees or Boards.

10.3.3 Such Special Committees or Boards are discharged when they have completed their assigned duties and are discharged by the Commodore.

ARTICLE XI
FINANCIAL POLICY

11.1. BUDGET
The District Commodore shall appoint a Budget Committee each year. The Budget Committee shall meet and prepare a proposed Budget to be submitted in writing to the District Commodore and to the members of the District Board no less than thirty days prior to the Annual Meeting of the District Board. The proposed Budget shall be acted on at the Annual Meeting of the Board and shall become effective on the following first day of January.

11.1.1 Advancement of Funds From the Budget: Separate funds may be allocated from the general funds to enable Committee Chairmen of the District Board to carry out their Committee's responsibility. Amounts set aside for such processes will be decided by a vote of the District Board. The District Commodore may authorize payment of bills from these funds not to exceed the amount set aside for that purpose by the District Board. Committee Chairmen will endeavor to finance all functions in such a manner as to stay within any budgetary limitations
established for that function by the District Board. The District Board will
determine to what amount the District Board funds will underwrite the expense of
any District Board function.

11.2 FINANCIAL RECORDS
The District Staff Officer-Finance will keep the District accounts so that financial statements
may be obtained on a regular basis, and a complete record will be available for each District
Board meeting, as well as an annual audit required each year. In the interval between
Board Meetings a monthly report will be submitted to EXCOM. The reports furnished by
the District Staff Officer - Finance will include the data furnished by the District Staff
Officer - Materials. The Chairman of any duly appointed committee wherein District Board
funds are involved shall furnish the District Staff Officer - Finance with a statement of the
financial transactions of the Committee and shall turn over the balance of all monies
collected in connection with said function within thirty days of holding the function.

11.3 ANNUAL AUDIT
The accounts of the District Staff Officer-Finance and the accounts and inventory of the
Distinct Staff Officer-Materials shall be audited annually. This audit will include the period
of District Board business for the calendar year. The audit will be conducted by an Audit
Committee appointed by the District Commodore. The Commodore may utilize the service
of an accountant to assist the Committee, if necessary. A copy of the audit shall be made
available for inspection by the members of the Board on completion.

11.3.1 Should there be a vacancy in the office of either the District Staff Officer - Finance
or the District Staff Officer - Materials anytime during the year, the Audit
Committee shall conduct an audit of the appropriate accounts within thirty days of
the vacancy and provide a copy of the audit for the inspection of the members of the
District Board at the first Board Meeting following the audit.

11.4 CHOICE OF BANKING INSTITUTION:
The banking institution (s) in which District funds are deposited shall be selected by District
Staff Officer-Finance with the consent of the District Commodore for District Board Funds,
and by the District Staff Officer- Materials with the consent of the District Commodore for
the materials account. These shall be legally constituted and recognized banking institutions
insured under Federal Deposit Insurance Corporation/Federal Savings & Loan Corporation
in locations convenient to the respective Staff Officers. All funds in the District Board
Treasury shall be kept in an account known as "U.S. COAST GUARD AUXILIARY, FIFTH
CG DISTRICT (NR)"
Signatures of the Finance Officer the District Commodore and the District Vice
Commodore, and of the Materials Officer the District Commodore and the District Vice
Commodore, will be filed with the respective banks. Whenever any of these officers are
relieved of their duties as such, signatures will be replaced by those of the officers relieving.

11.5 DEPOSITS
All cash, checks and money orders received by the District Staff Officer-Finance shall be
deposited on a weekly basis, unless the amount involved exceeds five hundred dollars
($500.00) in which case it will be deposited immediately. These deposits will be made to the
account mentioned in Section 11.7 of these Standing Rules and no other account.
11.9 SAFE DEPOSIT BOX:
The District Staff Officer-Finance may rent a safe deposit box in the name of the U.S. Coast
Guard Auxiliary, Fifth CG District (NR) in a legally recognized banking institution, in a
location convenient to the District Staff Officer-Finance. The location should preferably in
the same banking institution that accommodated the District Board funds. Signatures of the
District Staff Officer-Finance, the District Commodore and the District Vice Commodore
will be filed with the banking institution. All valuable instruments, bonds, etc., belonging to
the District Board should be deposited therein. Should a safe deposit box be secured, one
approved signature (District Staff Officer-Finance, District Commodore or District Vice
Commodore), will be required for entry.

11.10 BONDING REQUIREMENTS:
The District Commodore, District Vice Commodore, District Staff Officer-Finance and
District Staff Officer-Materials shall each be bonded for an amount sufficient to cover their
exposure as determined periodically by EXCOM. Such bond shall also be required for any
person authorized to sign checks on a temporary basis during the absence of the District
Staff Officer-Finance. The premium for the required bonds shall be paid from the District
Board funds.

ARTICLE XII
DISESTABLISHMENT

12.1 PROCEDURE:
In the event of the disestablishment of the Fifth District (Northern Region), the District
treasury will revert to the treasury of the Auxiliary National Board, Inc. All liabilities will
be liquidated using District funds and the remaining monies and assets, with a full report,
will be forwarded to the National Board, Inc.

ARTICLE XIII
AMENDMENTS TO THE STANDING RULES

13.1 PROCEDURE
These Standing Rules may be amended at any meeting of the District Board by a three
-fourths (3/4) vote of the District Board members, provided the amendment is in writing,
published and in the hands of the District Board members two (2) weeks prior to the vote.
These amended Standing Rules shall be submitted to and receive the approval of the Chief
Director of the U.S. Coast Guard Auxiliary.

ARTICLE XIV
CONTRACTS

14.1 PROCEDURE:
All licenses and agreements for the use of real property as well as contracts for the
expenditure of District funds as may be authorized by a vote of the District Board, shall be
approved by the District Staff Officer-Legal or an attorney designated from the National
Legal Affairs staff, before signing, and shall be signed by the District Commodore.

ARTICLE XV
RELIEF OF OFFICERS
15.1. **PROCEDURE:**
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 reports to be completed and submitted.

**ARTICLE XVI**
**APPROVAL**

16.1. **APPROVAL**
These Standing Rules were approved by the District Board of the Fifth District (NR) Auxiliary on 11 September 1999, at a scheduled meeting at which a quorum of the Board was present.

John A. Locasale  
District Commodore  
5th District (NR) Auxiliary

Steven Minutolo, CDR, USCG  
Director of Auxiliary, 5(NR)

Mark Kern  
CAPT, USCG  
Chief Director
SECTION 2
This section of The District Rules, Article One through Article Seven, consists of those procedures that may be amended without previous notice at any meeting of the District Board by a two/thirds vote of those present and voting, a quorum being present.

ARTICLE ONE
FUNCTIONS OF THE DISTRICT COMMODORE

1.1. The District Commodore shall actively coordinate the overall activities of the staff functions.

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) 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's report.

1.7. The District Commodore or a duly appointed representatives 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 in the District.

1.9. The District Commodore, in execution of these duties, 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 TWO
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. They shall coordinate the planning of the Conferences and Board Meetings and provide planned agendas for such Board Meetings.

2.3. The District Vice Commodore and the District Rear Commodores in the performance of their duties are expected to visit from time to time the various Divisions within the District.

2.4. The Vice Commodore and the Rear Commodores are expected to be available at the Chartering ceremonies of new Divisions and Flotillas.

2.5. The Vice Commodore and the Rear Commodores shall report to the members of the District Board at each Conference or Board Meeting, outlining the accomplishments of the program for which they have been assigned responsibility. This information to be published in the minutes of the District Board Meeting.

2.6. In the execution of their duties the Vice Commodore and the Rear Commodores are expected to keep each other 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 THREE
FINANCIAL POLICY

3.1. DUES
In accordance with the provisions of the Coast Guard Auxiliary Manual (COMDTINST M-16790.1 series), 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 AUXMIS print out as of 31 December of each year by the figure 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 AUXMIS 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 should be in lump sum and in the full amount billed regardless of
the numbers of members on the rolls 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. The District Staff Officer-Finance will, on 1 March, advise the Division
Captain and the appropriate Rear Commodore, by a copy of the dues
invoice, of the Flotillas in that Division, that may be delinquent in paying
their District and National dues.

3.1.4. Billing Procedures for New Members: The Director will not effect enrollment of
new members unless payment of their District & National dues is remitted with the
application for enrollment. There shall be no prorating 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 & National
dues.

3.1.5. District Board Action on Unpaid Dues for the Current Year: District assessments
remaining unpaid must be acted on by the District Board. This action may take
the form of recommending disestablishment of the Flotilla, or such other action as is
deemed appropriate. The action must be completed at the fall meeting of conference
of the Board. of 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 substuted for that of the
Commodore.

3.2.2. 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 Commodores stead during the Commodores absence) Oral direction shall
always be confirmed in writing. Notation in the minutes of the District Board
meeting shall constitute written authorization.

3.2.3. Authorized Routine Obligations: The District Commodore (or District Vice
Commodore acting for the Commodore during an absence) is authorized to
approve payments of all routine obligations without recourse to the
District Board. Routine includes all those obligations incurred by the District Board
in carrying out officially adopted policy of the Board. This includes all items in the
approved budget.

3.3. MATERIALS OFFICER

The District Staff Officer - Materials will keep on hand a supply of flags, pennants and
Auxiliary Uniform accessories for resale to Flotillas or to individuals. Shipments of substantial
value will be insured, the cost of the insurance to be born by the purchasing activity.

3.3.1. The District Staff Officer-Materials will prepare and distribute a price list
to reflect the prices and materials available.
3.3.2. The District Staff Officer-Materials is authorized to maintain a revolving fund for the purchase of materials for resale to Divisions, Flotillas or individual members.

3.3.3. The District Staff Officer-Materials will remit all surplus funds to the District Staff Officer - Finance for deposit in the District Board funds.

3.3.4. The District Staff Officer-Materials shall be bonded.

3.3.5. The District Staff Officer-Materials records and inventory shall be included in the annual audit.

3.3.6. The District Staff Officer-Materials shall report monthly, in writing, to the District Staff Officer - Finance; expenditures, receipts, value of inventory on hand and cash balance. This information is to be incorporated into the District Financial report provided at each District Board meeting. In the interval between Board meetings, the monthly report shall be submitted to EXCOM.

ARTICLE FOUR
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 three 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 & AXOP) members on the current ALPHA listing as published by AUXMIS.

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: "TOPSIDE"
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 governmet 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 Director of Auxiliary. It shall be his 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 material 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, it's 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 therefrom.

4.9. COPYRIGHT LAWS
All articles submitted for publication from the membership will be considered to be original articles, unless otherwise indicated, and the members 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 FIVE
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 Conference for consideration and action of the Conference by way of a recommendation.

ARTICLE SIX
DIVISION CAPTAIN'S REPORT PROGRAM

6.1. RESPONSIBLE OFFICER
The District Rear Commodores shall consolidate the information from each monthly Division Captains report in their area of responsibility.

6.2. PROCEDURES
The consolidated reports are submitted by the Rear Commodore to the District Vice Commodore, who will consolidate the information from each monthly report and disseminate any items of interest to the members of the District Board and staff. 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 Vice Commodore. 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 District Board for changes in this program to make it more efficient and effective.

6.3. EXCEPTIONS
Recognizing that weather conditions may result in hazardous travel conditions in parts of the Region, Flotillas and Divisions may have to postpone or cancel the scheduled monthly meetings for the safety of the membership. Cancellations for weather or other conditions shall not exceed two meetings, and the responsible officer will gather the information for this report by telephone.

ARTICLE SEVEN
APPROVAL

7.1. APPROVAL
These Rules of Procedure were approved by the District Board of the Fifth District (NR) Auxiliary on 11 September 1999, at a meeting at which a quorum of the Board was present.

[Signature]
Date

[Signature]

District Commodore,
5th District (NR) Auxiliary

[Signature]

Director of Auxiliary
Date: 27 July 2000

Thru: COMO John A. Locasale

To: District Board
    Fifth Coast Guard District (NR)

Subject: Agenda Item for Fall Conference

We will present an agenda item at the fall conference to amend our Standing Rules to provide the option for, but eliminate the need to, bond the specified officers of the District.

This change in Standing Rules can be accomplished by notification of such change to the members of the Board two (2) weeks prior to the vote. (Article XV)

CHANGE TO STANDING RULES

Paragraph 11.10 BONDING REQUIREMENTS is amended to remove the word "shall" and substitute the word "may" so as to read:

"The District Commodore, District Vice Commodore, District Staff Officer - Finance and District Staff Officer - Materials may each be bonded for an amount sufficient to cover their exposure as determined periodically by EXCOM. Such bond may also be required for any person authorized to sign checks on a temporary basis during the absence of the District Staff Officer - Finance. The premium for the required bonds shall be paid from the District Board funds.

DISCUSSION

The District has been notified by its Bonding Company that they were no longer going to write bonds. Immediately upon receipt of such notification, a search for a substitute bonding company was initiated. The information received from this search indicated that the costs of such a bond would be within a range of $20 - 25 per $1,000 of bond coverage.

As indicated on the June 30, 2000 financial statements of the District, the total equity, that
is, total exposure of the District is some $185,000. A bond to cover this exposure at the above quoted range of rates would cost in a range of $3,700 - 4,625, a very substantial expenditure.

It is the feeling of EXCOM that such a bond is unnecessary in view of the controls, checks and balances presently inherent in our financial operations.

The material inventory which is maintained in our "Store" is not overly susceptible to defalcation and conversion since the bulk of it is represented by insignia and uniform items of little value to anyone other than members.

The District Staff Officer - Materials maintains limited funds for the operation of the store ($6,427.07 at June 30, 2000). Any excess operating funds are forwarded to the District Finance officer for deposit to the District Operating Accounts. Monthly reports are forwarded by the Materials officer to the Finance Officer and these reports are reconciled and included in the District Financial Statements.

There is very little in the way of District Funds which are received in cash (some conference registrations fees) and all District expenditures are made by check requiring signatures consisting of any two of the District Staff Officer - Finance, the District Commodore or District Vice Commodore.

Such expenditures are made only on an approved check request. The check request is approved by the District Staff Officer (if the expenditure is for a DSO program), the District Vice Commodore and the District Commodore before the check is issued.

The funds of the District are audited each year by the Audit Committee consisting of a Past District Commodore and three Division Captains.

Further, an inquiry of the other Districts in the Atlantic (E) region; namely, 1st Northern, 1st Southern, 5th Southern and the 7th indicate that none of these Districts have any bonding.

For the above reasons, it is recommended that the change to the Standing Rules be approved to eliminate the mandatory bonding requirement but to permit the bonding at the discretion of the EXCOM.

Robert J. Perrone, VCO (5NR)

Also change Section II (in italics by 2/3's vote)

Article 3, par. 3.3.4 "shall" to "may"