

**STANDING RULES OF DIVISION SEVEN
U. S. COAST GUARD AUXILIARY
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**STANDING RULES OF DIVISION SEVEN
U. S. COAST GUARD AUXILIARY**

ARTICLE I -- NAME

1.1 The name of this organization shall be DIVISION SEVEN, ELEVENTH DISTRICT (NR), UNITED STATES COAST GUARD AUXILIARY, hereafter referred to as the "DIVISION."

ARTICLE II -- LIMITATIONS OF STANDING RULES

2.1 Any provision in these Standing Rules which is in conflict with the current edition of the United States Coast Guard Auxiliary Manual, COMDTINST M16790.1(series), and all amendments and additions thereto, hereafter referred to as the "MANUAL", Commandant or District Instructions and Notices, the National Board Standing Rules, and/or the District 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 Division by the Manual or other appropriate Auxiliary requirements.

2.3 Nothing in these rules shall authorize the Division to take any action inconsistent with or not authorized by the Manual or other policies of the Commandant of the United States Coast Guard.

ARTICLE III -- ORGANIZATION

3.1 The composition and purpose of the Division 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 Instruction.

ARTICLE IV -- MEETINGS

4.1 The frequency, day, time and location of meetings shall be established by a majority vote of the Division Board, provided a quorum is present and shall remain fixed as such in ensuing years until duly changed by a majority vote of the Division Board. Meetings may be a combined Board and Staff or the Board and Staff may each meet separately at the discretion of the Division Captain.

4.2 Special meetings may be called by the Division Captain by notifying all members at least seven (7) days in advance of such meeting, 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 A majority of the Division Board shall constitute a quorum for the transaction of business at any regular or special meeting of the Division.

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 votes actually cast by members present and voting, 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 Division Captain or Division Vice Captain.

5.3 Each member of the Division Board shall have one 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 of the Division Board or as provided in these Standing Rules or by the Manual.

5.6 A closed ballot may be requested by any member of the Division Board and the request shall be honored without discussion.

5.7 In the absence of a Flotilla Commander from a Division Board meeting, the Vice Flotilla Commander may vote and act for the flotilla. In the absence of the Flotilla Commander and Vice Flotilla Commander, the Immediate Past Flotilla Commander may vote and act for the flotilla. If the Flotilla Commander, Vice Flotilla Commander and Immediate Past Flotilla Commander are unable to attend, any other member of the Flotilla Staff designated by the Flotilla Commander in writing, may represent but not vote on matters coming before the Division Board. This designation must be made known to the Division Board at the beginning of such meeting and shall be recorded in the formal record or minutes of the meeting.

5.8 When no meeting of the Division Board is scheduled, emergency matters requiring the vote of the Board may be submitted by mail, telephone or electronic mail (e-mail) and voting thereon may be by mail, telephone or electronic mail (e-mail) at the

discretion of the Division Captain and the District Commodore.

5.9 No mail or telephone votes are permitted at any regular meeting of the Division Board. Elections may not be held by mail or telephone.

ARTICLE VI -- ELECTION OF OFFICERS

6.1 The Division shall hold an annual election of officers for the ensuing year, usually at the September meeting, but prior to 20 November and after the District elections.

6.2 The Division Captain shall appoint a Nominating Committee at the regular meeting of the Division two months prior to elections, but no later than the month of August of each year. This Nominating Committee shall select nominees for each Division office to be filled for the ensuing year and determine that their selectees are willing to serve if elected. The Committee shall meet prior to the August Division meeting and report its nominations at that meeting. The nominations of this Committee may also be reported to the Division Board members in any written notice sent to the Board prior to the regular meeting in August. The Committee nominations shall not preclude other nominations from the floor. Such additional nominations shall be encouraged by the Division Captain.

6.3 Nominations may be made from the floor at the August meeting with the consent of the nominee, in writing if such nominee is not present. Such nomination from the floor must be made by a member of the Division Board and receive one second from a Division Board member. All such nominations shall include verification of eligibility to run for the office and a signed consent from the candidate if the candidate is not present. Members eligible for office that were not named by the Nominating Committee or nominated from the floor at the August meeting may be nominated by petition signed by not less than one (1) voting member of the Division Board. Such petition shall be in the hands of the Division Captain not less than five (5) calendar days prior to the date of the September meeting at which the election is held.

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

6.5 The election of officers shall be by written ballot unless only one 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.

6.6 To be elected, a candidate must receive a majority vote of the voting members in attendance. If after two (2) successive ballots there are more than two candidates for an office and no candidate receives a sufficient number of votes for election, the candidate receiving the least number of votes shall be dropped from the next succeeding ballots until only two candidates remain. In the event of three (3) succeeding tie votes, the moderator shall place all ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots minus the withdrawn ballot counted and announce the winner.

6.7 All notices of any election meeting shall be given to the District Commodore at least fifteen (15) days prior to the election meeting.

6.8 Election of officers shall be so organized that if the Division Captain is a candidate for office or is unavailable to so act, then the member of the District Board or the Immediate Past Division Captain shall act as moderator.

6.9 Upon completion of the election, all ballots shall be destroyed by the moderator without revealing the count of any closed ballot.

ARTICLE VII -- REMOVAL FROM OFFICE

7.1 Any elected Division officer may be recommended for removal from the office to which elected by an affirmative vote of three-quarters (3/4) of the Division Board present at a meeting in which a quorum is present. A full and fair hearing shall be first conducted by the Division Board with the accused and the accuser present, provided written notice of the meeting and the charges is sent ten (10) days in advance to all those entitled to vote including the District Commodore. Recommendation for removal may only be for cause which brings discredit upon the Coast Guard or the Coast Guard Auxiliary and is addressed to the District Commander through the District Commodore and Director of Auxiliary.

ARTICLE VIII -- FINANCES

8.1 The annual Division dues shall be such sum of money as may be fixed by a majority vote at a regular or special meeting of the Division Board, 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 Division Board.

8.2 The annual dues, including Division, District and National, shall be levied on each member on a calendar year basis and shall be payable during the month of February for the following calendar year. First year dues for new members may be prorated as determined by District policy.

- 8.3 No member who is separated from the Auxiliary by reason of resignation, or otherwise, shall be entitled to refund of dues paid.
- 8.4 The Division Finance Officer shall be the custodian of all Division funds. With the consent of the Division Captain, the Finance Officer shall establish an account with a federally insured banking institution in a location convenient to the Finance Officer.
- 8.5 All Division 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, Division 7," or "USCGAUX, Division 7." All withdrawals therefrom shall be by check only.
- 8.6 The Division Captain or Division Vice Captain when acting in the absence of the Division Captain, may authorize emergency expenditures not exceeding a total of one-hundred dollars (\$100.00) in any one calendar month and direct the Finance Officer to pay for such provided a full report of such emergency expenditures is made to the Division Board at its next regular or special meeting.
- 8.7 No other expenditures shall be made by the Finance Officer except in accord with a duly enacted motion of the Division Board, except as otherwise provided in this Article.
- 8.8 All disbursements of Division funds shall be by check, signed by the Finance Officer or the Division Captain.
- 8.9 The Finance Officer shall render a financial report at each regular meeting of the Division Board, which report shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds remaining as of the day preceding the day of the meeting. Any emergency expenditures authorized by the Division Captain, included in the reported expenditures, shall be so designated in the report.
- 8.10 The Division may provide by a duly enacted motion that the Finance Officer post a bond in favor of the Division in such amount as the Division Board may determine. All costs for such bond shall be paid by the Division.
- 8.11 Upon the appointment of a succeeding Finance Officer, the retiring Finance Officer shall promptly deliver all Division funds, books, and records to the new Finance Officer.
- 8.12 The funds, books, and records of the Division shall be examined by the Audit Committee yearly and upon the appointment of a new Finance Officer.
- 8.13 Past District Commodores shall be exempt from the payment of Division dues. Such exemption shall not preclude such member from being considered in good standing,

nor shall it limit such member from all privileges and rights afforded any other member in good standing, as set forth in the Manual.

ARTICLE IX -- CONTRACTS

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

ARTICLE X -- COMMITTEES

10.1 Standing committees and special committees consisting of any number of members may be appointed by the Division Captain. The Division Captain shall designate the chairperson of each such committee appointed and outline the objectives to be accomplished unless such are otherwise prescribed. Individuals may be appointed as one-person committees if desired.

10.2 The Division Captain shall appoint an Audit Committee at or before the regular meeting of the Division in the month of October of each year. This audit committee shall examine and audit the funds, books, records, and the property of the Division and shall report their findings at the next regular meeting of the Division.

10.3 The Division Captain 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 terms of office, to deliver to the successor, all current materials, supplies and records pertaining to the office. The officer being relieved shall assist in effectuating 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 regular or special meeting of the Division Board, at which fourteen (14) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the voting members, provided a quorum is present.

ARTICLE XII – AMENDMENTS

12.1 These Standing Rules may be amended at any regular or special meeting of the Division Board, at which fourteen (14) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds (2/3) of the voting members, provided a quorum is present.

12.2 Amendments shall become effective upon approval of the Director of Auxiliary unless the amendment provides for a later effective date, in which event the amendment shall become effective upon the date provided or upon the approval of the Director of Auxiliary, whichever shall later occur.

ARTICLE XIII – APPROVAL

These Standing Rules were adopted on the 20th day of May 2003 by a majority vote of the Division Board and become effective upon approval by the Director of Auxiliary.

James H. Bell
Division Captain

Attest:

Glenna Gardner
Division Secretary

Approved: 20 JUL 2003
Date

Larry G. Olson
District Staff Officer-Legal AOSO-LP

Approved: 30 AUGUST 2003
Date

William J. Humphreys
District Commodore

Approved: 30 Aug 2003
Date

R. M. S. Sien
Director of Auxiliary