

**APPENDIX A
TO
DIVISION 12**

STANDING RULES

FIFTH COAST GUARD DISTRICT (NORTHERN REGION)

UNITED STATES COAST GUARD AUXILIARY

ARTICLE I -- FUNCTIONS OF THE DIVISION COMMANDER

- 1.1 The DCDR shall actively coordinate the overall activities of the Division.
- 1.2 The DCDR shall coordinate the planning of all Board meetings and shall provide the Division Board members with written notice thereof.
- 1.3 The DCDR shall ensure that all orders and resolutions of the Division Board are carried into effect and shall execute all business affairs.
- 1.4 The DCDR shall, at the first Division Board Meeting of the calendar year, submit a budget for the ensuing year to the Division Board for its approval. Approval of the budget by the Board shall constitute authorization for the expenditures therein contained.
- 1.5 The DCDR may authorize emergency expenditures not exceeding a total of Fifty Dollars (\$50.00) in any one calendar month for Division Auxiliary business without prior authority of the Division Board members, in addition to the expenditures authorized in the budget approved by the District Board and direct the Finance Officer to pay for such. Expenditures from this fund, their purpose and the balance remaining shall be reported to the Division Board at its next regular meeting of the Board as part of the SO-FN Finance report.
- 1.6 All other obligations, regardless of amount, will be considered as special obligations. Authorization to incur special obligations and requests for the appropriation of Division funds must be submitted to the Division Board for approval by duly filed and considered motions, except as otherwise provided in these rules.
- 1.7 The DCDR or a duly appointed representative shall be present at the chartering ceremonies of new Flotillas within the Division.
- 1.8 The DCDR shall make frequent visits to the Flotillas in the Division in execution of these duties.
- 1.9 The DCDR is expected to keep the DVCDR, the DCAPT (C), and DIRAUX 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 DIVISION VICE COMMANDER

- 2.1 The DVCDR shall actively coordinate the overall activities of the staff functions.
- 2.2 The DVCDR shall assist the DCDR in the planning and coordination of the Board meetings and provide planned agendas for such meetings.
- 2.3 The DVCDR in the execution of these duties is expected to visit all the Flotillas within the Division.
- 2.4 The DVCDR is expected to be available at the chartering ceremonies of new Flotillas.
- 2.5 The DVCDR shall report to the members of the Division Board at each Board meeting, outlining the accomplishments of the Flotillas or the programs for which they have been assigned responsibility. The information is to be published in the minutes of the Division Board meeting.
- 2.6 The DVCDR, in the execution of his/her duties, is expected to keep the DCDR 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 There are no dues or assessments payable to the United States Coast Guard by members of the Auxiliary, in accordance with the provisions of the Coast Guard Auxiliary Manual (COMDINST 16790.1 series), hereinafter "the Manual". Dues are fixed and collected from the Auxiliary Members to support United States Coast Guard Auxiliary functions and programs. 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 For 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 For 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 For 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 For Finance who will then make an adjustment and, if applicable, refund any amounts paid in error.

3.1.3.2 The District Staff Officer For Finance will, on 1 March, notify the Division Commanders and the Executive Committee, of the Flotillas that have not paid their District and National dues. The District Staff Officer For Finance will, on 16 March, advise the Division Commanders 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: DIRAUX 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 DIRAUX between 1 October and 31 December need not remit District and National dues.

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

3.2 Payment of Division Board Obligations:

3.2.1 The SO-FN shall be the custodian of all Division funds. The SO-FN, with the consent of the DCDR, shall establish an account with a federally insured banking institution in a location convenient to the SO-FN.

3.2.2 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 12" or as USCGAUX, Division 12". All withdrawals there from shall be by check only.

3.2.3 Signing of Checks: All checks shall be signed by the SO-FN or the DCDR, except that, when the temporary absence of the DCDR may unduly delay the payment of Division obligations, the signature of the DVCDR may be substituted for that of the DCDR.

- 3.2.4 Payments: The SO-AN will not pay out any monies except under the direction of the DCDR (or DVCDR acting in the DCDR's stead during the DCDR's absence). Oral direction shall always be confirmed in writing. Notation in the minutes of the Division Board meeting shall constitute written authorization as well as an appropriately approved Division Check Request form.
- 3.2.4 Authorized Routine Obligations: The DCDR (or DVCDR acting in the DCDR's stead during the DCDR's absence) is authorized to approve payments of all routine obligations without recourse to the Division Board. Routine obligations include all those obligations incurred by the Division Board in carrying out officially adopted policy of the Board and will include all items in the approved budget.
- 3.2.5 The SO-FN shall render a financial report at each regular Division Board meeting, which report shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds remaining. Any emergency expenditure authorized by the DCDR, included in the reported expenditures, shall be so designated in the report.
- 3.2.6 The Division may provide by a duly enacted motion that the SO-FN post a bond in favor of the Division in such amount that the Division Board may determine. The Division shall pay all costs for such a bond.
- 3.2.7 The retiring SO-FN, upon appointment of a succeeding SO-FN, shall promptly deliver all Division funds, books and records to the new SO-FN.
- 3.2.9 The funds, books and records of the Division shall be examined by the Audit Committee yearly and upon the appointment of a new SO-FN.

ARTICLE IV – BAY LINES ADMINISTRATION

- 4.1 Organization and Distribution: The SO-PB is the Editor of the Division publication BAY LINES. The editor is assisted, as necessary, by the FSO-PB's for Publications. BAY LINES shall be published on a schedule to be established by the Division Board.
- 4.2 Publication Budget: The appropriation for the printing of BAY LINES will be included in the annual budget submitted by the DCDR and approved by the Division 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 SO-PB will be responsible for the circulation, by government mailing privilege, of one copy to each active member on the membership list in the DIRAUX'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 SO-PB 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: BAY LINES will not contain advertising or commercial material.

4.7 Contents:

4.7.1 Approval of Material: No material will be contained in BAY LINES until the DIRAUX has approved it. It shall be the responsibility of the SO-PB to obtain this approval prior to the inclusion of material in BAY LINES.

4.7.2 Material Submission Time Limits: Submission of BAY LINES in its preliminary form shall be made to the DIRAUX 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 BAY LINES Material: All pictures and articles appearing in BAY LINES 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 BAY LINES 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 – AMENDMENT

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

5.2 Amendments shall become effective upon approval of DIRAUX 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 DIRAUX, whichever shall later occur.

The Division 12 Board of the Fifth District (NR) Auxiliary on 25 June 2009 approved this Amendment to the Division Standing Rules at a meeting at which a quorum of the Board was present.

Robert F. Esperance 6/30/2009
Division Commander Date

W. J. C. M. / 27 July 2009
District Legal Officer Date

John A. Witenburg 20 July 09
District Commodore Date

Steve + Terrence 24 July 09
District Director of Auxiliary Date