



PAST DIVISION COMMANDERS ASSOCIATION

UNITED STATES COAST GUARD AUXILIARY

FIRST DISTRICT NORTHERN REGION

STANDING RULES

JANUARY 3, 2015



U.S. COAST GUARD AUXILIARY – FIRST DISTRICT NORTHERN REGION

STANDING RULES OF THE PAST DIVISION COMMANDERS ASSOCIATION

ARTICLE 1: NAME

- 1.1 The name of the association shall be called “United States Coast Guard Auxiliary, First District Northern Region Past Division Commanders Association”, hereinafter referred to as the “Association”.

ARTICLE 2: LIMITATIONS OF STANDING RULES

- 2.12.1 Any provision of these Standing Rules which is in conflict with the current edition of the United States Coast Guard Auxiliary Manual, COMDTINST M16790(Series), and all amendments and additions thereto, hereinafter 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 Association by the Manual or other appropriate Auxiliary requirements.
- 2.3 Nothing in these rules shall authorize the Association 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 3: PURPOSE

- 3.1 To assist the District Commodore and the District auxiliary Board in advancing the programs of the auxiliary.
- 3.2 To be a resource of experienced officer input to Flotillas, Divisions, and the District Board.
- 3.3 To suggest or originate projects consistent with the advancement of Auxiliary programs.
- 3.4 To keep the Association members in good standing informed concerning matters of current Auxiliary interest.
- 3.5 To encourage members of the Association to actively participate in the Auxiliary within their respective Divisions and Flotillas.
- 3.6 To encourage all Past Division Commanders to become Association members and to actively support the aims and goals of the Auxiliary.

ARTICLE 4: MEMBERSHIP

- 4.1 All present or Past Division Commanders who have completed a minimum of one (1) term of office as a Division Commander in any district and who are also current members of the U. S. Coast Guard Auxiliary in the First District Northern Region shall be eligible to join this Association. Membership begins upon payment of dues.
- 4.2 The Annual dues shall be levied on each member on a calendar year basis and shall be payable on or before 31 January for the current calendar year except if the member has paid lifetime dues. Then no annual dues will be levied.
- 4.3 A member in good standing is a present or Past Division Commander as defined in paragraph 4.1, who has currently paid their dues to a flotilla in the First District Northern Region and to this Association in accordance with paragraph 4.2.
- 4.4 Members disenrolled from the Auxiliary shall also be disenrolled from this Association.

ARTICLE 5: OFFICERS

- 5.1 The elected officers of the Association shall consist of a President and a Vice President.
- 5.2 The President and Vice President shall be a member of any flotilla in First District Northern Region.
- 5.3 The elected officers shall serve a term of office of two years. The person elected to any office shall assume office 1 January following their election.
- 5.4 No incumbent Division Commander, District Commodore, Vice Commodore, District Captain or Immediate Past District Commodore shall be eligible for an elected office.
- 5.5 The elected officers shall not serve more than one two-year term of office and any person having served one two-year term of elected office shall not be eligible for election to the same office for a period of two-calendar years.
- 5.6 For purposes of paragraphs 4.1 and 5.5 a term of office is considered to be more than six months service in office in a calendar year.
- 5.7 The appointed officers of the Association shall consist of a Secretary and a Treasurer. The Secretary and Treasurer positions may be held by the same person.
- 5.8 The appointed officers are appointed by the President and may be removed from office by the President at any time.
- 5.9 If so designated by the incumbent President, the appointed officer(s) may serve any number of consecutive terms without restriction.

ARTICLE 6: Meetings/Electronic Meeting Plan:

- 6.1 Regular meetings of the Association will be held in conjunction with each District Conference and two more meetings by electronic/telephonic means as specified in D1NR's Electronic Meeting Plan; attached hereto and incorporated herein ; one each during the third and fourth quarter of the year. A regular or special election meeting shall not be held by mail, telephone, or Electronic Means by any Auxiliary unit unless such meeting is impractical due to special circumstances and the Director of Auxiliary specifically authorizes such means for the election. The District Commodore shall consult with the cognizant President of the PDCA, at the President's request, to determine whether such special circumstances exist so as to warrant authorization of a meeting of PDCA to be held by Telephonic/Electronic Means, provided the Association has adopted a Telephonic/Electronic Meeting Plan.
- 6.2 The annual meeting of the Association shall be held in conjunction with the USCG Auxiliary District Conference held in the spring. If there is not a Spring District Conference, then the election shall be held at the earliest District Conference held in the New Year or at the discretion of the President in accordance with Paragraph 6.3.
- 6.3 Special meetings may be held at the direction of the President, including meetings by electronic/telephonic means as specified in D1NR's Electronic Meeting Plan.
- 6.4 Notification of all meetings will be provided to members in good standing as specified in paragraph 10.4C.
- 6.5 All meetings will be held at a time and place designated by the President of the Association.
- 6.6 Unless otherwise provided in these Standing Rules or the Auxiliary Manual, all business of the Association shall be conducted at meetings in accordance with Robert's Rules of Order, as last revised.

ARTICLE 7: VOTING

- 7.1 Only members in good standing, as defined in paragraph 4.2, shall be entitled to vote on all matters properly brought before the Association, including the election of officers.
- 7.2 Each member in good standing shall have one vote, if present. Proxy and absentee voting shall not be permitted.
- 7.3 Twenty-five percent (25%) of members in good standing of the Association shall constitute a quorum for the transaction of business at any regular or special meeting of the Association, and the action of the majority of those present at a meeting, at which a quorum is present, shall be the act of the Association, unless a greater number than a majority for a specific action is required by these Standing Rules or by the Auxiliary Manual. Blank votes or abstentions do not count in the total for determining the number of votes cast.
- 7.4 Voting on routing matters shall normally be by voice or raising of hands unless otherwise requested by a member or unless provided in these Standing Rules or by the Auxiliary Manual.

7.5 A written or secret ballot may be requested by a member in good standing and the request will be honored without discussion.

7.6 Matters requiring a vote of the members, other than the election of officers, may be submitted to the members by mail. Members shall have a specified number of days to respond and vote on the matters submitted, but in no event less than fifteen (15) days from the date of the mailing. The affirmative vote of the majority of those voting on such proposition shall be necessary for the approval of same, provided that the quorum requirements are met. Only when special circumstances warrant, meetings and associated business, including votes of the association members may be held by mail, telephone, e-mail or other electronic means. Regular elections shall not be held by mail, telephone, e-mail or electronic means unless a meeting is impractical due to the special circumstances and the Director specifically authorizes such means for the election.

ARTICLE 8: ELECTION OF OFFICERS

8.1 The election of officers for the ensuing term shall be held at the annual meeting or as otherwise provided in accordance with paragraph 6.2. Notification of any election meeting will be provided to the District Commodore at least fifteen (15) days prior to the election, and to the members in accordance with paragraph 10.4C.

8.2 Nominations for elected office will be made from the floor at the election meeting.

8.3 The presiding officer for the elections shall be the President, or in his/her absence, the Vice President, if designated by the President to serve in his/her stead provided the person presiding is not a candidate for office. If all of the present elected officers currently serving are candidates for office or are unable to act, a past elected officer of the Association of any Association member in good standing shall be appointed by the President to preside over the elections. Any officer so appointed shall not be a candidate for Association elected office.

8.4 The presiding officer shall select three (3) non-candidate election tellers to tally the vote.

8.5 The election of officers shall be by written ballot unless only one member is nominated to an elective office, in which event, the Secretary may be directed by voice vote to cast a unanimous ballot in behalf of the members for the single candidate.

8.6 To be elected, a candidate must receive a majority vote of the voting members in attendance, a quorum being present. If there are more than two candidates for an office and no candidate receives a sufficient number of votes for election after two (2) succeeding ballots, 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 last vote in a container, blindly select one ballot from the container, have the ballots minus the withdrawn ballot counted, and announce the winner.

8.7 Upon completion of the election, provided no challenge has been made, all ballots shall be destroyed by the Moderator without revealing the count of any secret ballot.

ARTICLE 9: FINANCES

91. The Treasurer shall be the custodian of all Association funds. With the consent of the President, the treasurer shall establish a checking account with a federally insured banking institution in a location convenient to the Treasurer. All Association funds, other than small sums in the process of collection or disbursement, shall be deposited in this account, which shall be known as "U.S. Coast Guard auxiliary, First District Northern Region, Past Division Commanders Association." The checking account so established shall be an interest bearing checking account if possible. The Treasurer shall establish whatever combination of accounts (savings, checking, etc.) that will both meet the needs of the Association and provide a maximum rate of return. All accounts so established shall be insured by an agency of the United States Government. All withdrawals there from shall be by check only. The appropriate Federal taxpayer identification number for setting up this account is 52-1500576.
- 9.2 Dues shall cover an annual period from January first (1) through December thirty-first (31) of each year.
- 9.3 The annual Association dues shall be such sum of money, as defined in Attachment 1, may be fixed by a majority vote at a regular or special meeting of the Association, at which Fifteen (15) days prior written notice of the meeting and intent were given, and shall remain fixed at such sum in ensuing years until otherwise changed by the Association.
- 9.4 No member who is separated from the Auxiliary by reason of resignation, or otherwise shall be entitled to a refund of dues paid.
- 9.5 There shall be no prorating or reduction of dues for those joining in the middle of the year.
- 9.6 Annual dues may be paid in advance for a period not to exceed five (5) years. However, dues paid early does not entitle a member to vote on Association matters unless dues have been paid for the year in which the vote is taken. Members who paid lifetime dues as defined in Attachment 1 are not subject to annual dues and are voting members as long as they are members of the U. S. Coast Guard Auxiliary First District Northern Region.
- 9.7 All cash and checks received by the Treasurer will be deposited at the first available opportunity to an account identified in paragraph 9.1.
- 9.8 All checks will be signed by the Treasurer. The President, or in his/her absence the Vice President, is authorized to sign checks to pay bills in the absence of the Treasurer when payment of the obligation would be unduly delayed by such absence.
- 9.9 The Treasurer will not pay out any monies except under written, e-mail or oral direction of the President or Vice President when acting for the President. Oral authorization will always be confirmed in writing or via e-mail.
- 9.10 The President or Vice President when acting for the President is authorized to approve payment for all routine obligations without recourse to the Association membership. Routine obligations include all those incurred by the Association in connection with carrying out any officially adopted policy of the Association and all payments that fall within the limits of the budget. All amounts so paid shall be reported to the membership at the meeting following the payment.

9.11 All other obligations will be considered as special obligations. Bills for special obligations will be submitted to the Association membership for approval or such bills may be pre-approved by motion duly carried at any Association meeting. On approval by the Association membership, the President will authorize payment in accordance with paragraph 9.10.

9.12 The financial books and records of the Treasurer will be reviewed and audited annually by the Audit Committee, appointed by the President, which will submit a written report concerning same to the President. This audit will be conducted during the first three (3) months of the New Year for the transactions of the previous calendar year.

9.13 The Association shall make proper use of Auxiliary mail privileges.

ARTICLE 10: DUTIES OF OFFICERS

10.1 The President shall have the following duties:

- A. To preside at all meetings of the Association
- B. To appoint all committees of the Association.
- C. To prepare an agenda for all meetings of the Association and submit copies thereof to the District Commodore, District Director of Auxiliary, and Association at least fifteen (15) days prior to any meeting.
- D. To the extent permitted by the Auxiliary Manual, vote at all District Board meetings. When casting a ballot, vote in accordance with the consensus of opinion of the majority of those members in good standing of the Association insofar as it may be reasonably obtained.
- E. To assure that all licenses and agreements for the use of real property as well as contracts for the expenditure of Association funds as may be authorized by a vote of the Association, shall be approved by the District Staff Officer-Legal (DSO-LP) or the Assistant District Staff Officer Legal (ADSO-LP) or an attorney designated by national legal Affairs (DC-L) before signing, and shall be signed by the President or in his/her absence, the District Commodore.
- F. To promote interest in the activities of the Association.

10.2 The Vice President shall have the following duties:

- A. As designated by the President, they shall act in the absence of the President upon all matters to come before the Association.
- B. They shall perform such other duties as may be assigned to them by the President of the Association.

10.3 The Treasurer shall have the following duties:

- A. To keep the records of the members in good standing and the dues paid to the Association.
- B. To collect such dues, keep accurate records of same, and deposit or disburse them as may be ordered by the President with the approval of the membership.
- C. To prepare an annual report and an annual budget to be presented at the annual meeting in the Spring of each year and furnish a copy to the members in good standing Fifteen (15) days prior to the annual meeting.
- D. Prepare and submit to the President annually, The Financial Report of An Auxiliary Unit (CG-AUX-23/ANSC 7025). This report must be completed in sufficient time to enable the President to submit the report to the District Commodore on or before 20 February.

10.4 The Secretary shall have the following duties:

- A. To maintain a roster of all members in good standing, including current mailing addresses and telephone numbers.
- B. To keep and prepare the minutes of any meeting and provide the elected officers with copies of these minutes no later than 25 days after the meeting.
- C. To notify all members in good standing of the meeting at least ten (10) days prior to any meeting.

ARTICLE 11: DISESTABLISHMENT AND PROCEDURE FOR THE RELIEF OF OFFICERS

- 11.1 If for any reason the USCG Auxiliary First District Northern Region Past Division Commanders Association is dissolved, all monies and assets remaining after all indebtedness have been paid will be delivered without restriction to the U. S. Coast Guard Auxiliary First District Northern Region treasury if in existence at that time, as designated by the United States Coast Guard Auxiliary First District Northern Region Auxiliary Board.
- 11.2 It shall be the duty of each elected and appointed officer, at the end of his/her 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 effectuating an orderly transfer of the administrative function of the office, including but not limited to the briefing of the successor on the procedure to be followed and the forms to be completed and submitted.

ARTICLE 12: AMENDMENTS

- 12.1 These Standing Rules may be amended at any meeting of the Association at which fifteen (15) days prior written notice of the meeting and proposed amendment were given, by an affirmative vote of two-thirds of the Association members present and voting, provided a quorum exists.
- 12.2 Any proposed amendment shall be submitted by letter to the President at least thirty (30) days prior to the meeting at which such amendment is to be considered. Such proposed amendment shall be mailed to all members in good standing of the Association at least Fifteen (15) days prior to the meeting at which such amendment is to be considered.

ARTICLE 13: EFFECTIVE DATE

13.1 Amendments shall become effective on approval of the District Commodore unless the amendment provides for a later effective date, in which event the amendment shall become effective upon the date provided or upon the approval of the District Commodore whichever shall later occur.

ARTICLE 14: APPROVAL

14.1 This amendment to the Association standing rules which were previously approved on 23 AUGUST 2014, was adopted on 03 JANUARY 2015 by a unanimous vote of the Association members present and voting. A quorum was present and all members had been duly notified as proposed amendment at least Fifteen (15) days prior to the meeting. The Standing Rules as amended shall become effective upon approval by the DCO.

President, Past Division Commanders Association

Attest: _____
Date

Association Secretary

Reviewed: _____
Date

DSO-LP 1NR

Approved: _____
Date

District Commodore

APPENDIX 1

Until further voted on by the Association and unless changed by a majority vote of the members at a spring meeting, the dues will be five dollars (\$5) each year for members who have paid dues the previous year and six dollars (\$6) for those who did not pay dues the previous year. A member may become a lifetime member by paying the sum of fifty dollars (\$50) to the treasurer. Such payment shall relieve the member from future annual dues payments and entitles him or her to all member rights as long as he or she remains a member of the United States Coast Guard Auxiliary.

APPENDIX 2

PDCDRA Telephonic/Electronic Meetings Plan

Pursuant to COMDTINST M16790.1 (series), (the Auxiliary Manual), the Association adopts the following District Telephonic/Electronic Meeting Plan as an Appendix to its Standing Rules.

Article I. Definitions

A. **Telephonic Means:** Participation by meeting attendees by telephone of any type (e.g., cell, landline) as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements (with the exception of provision of all documents and materials referenced during the course of the meeting). If an attendee calls into a physical meeting, then an appropriate number of speaker phones shall be set in the meeting to allow all attendees at the meeting to hear anything the attendee calling in may say.

B. **Electronic Means:** Participation by telecommuting via electronic audio or video, or both, using a system of a sophisticated nature as to allow live full-time, full communication in a manner that does not interfere with the conduct of the meeting. It shall allow full participation in the meeting by all members, physically and electronically present, and shall meet all applicable requirements including secret votes on matters that may come before the Auxiliary unit if such secret ballot is requested in accordance with the Auxiliary Manual or Auxiliary unit Standing Rules.

C. **Participation:** The ability of an attendee appearing by telephonic/electronic means to communicate clearly on a live full-time basis with all of the other meeting members and to have provided before the meeting, or electronically during the meeting, all documents and materials referenced during the course of the meeting and to participate in real time in any secret votes on matters that may come before the Auxiliary unit if such secret ballot is requested in accordance with the Auxiliary Manual or Auxiliary unit Standing Rules.

Article II. Telephonic/Electronic Meetings for Units

A. The District Board authorizes, when special circumstances warrant, the District, the Past Division Commanders Association (PDCA) and any committees appointed by them, to conduct their meetings and associated business using Telephonic/Electronic Means. The PDCA may conduct its meetings or the meetings of its committees using Telephonic/Electronic Means provided it shall first adopt an Electronic Meetings Plan in accordance with the provision of the Auxiliary Manual Chapter 4.E.9. No other Auxiliary units are authorized to conduct telephonic/electronic meetings.

B. A regular or special election meeting shall not be held by mail, telephone, or Electronic Means by any Auxiliary unit unless such meeting is impractical due to special circumstances and the Director of Auxiliary specifically authorizes such means for the election.

C. The District Commodore shall consult with the cognizant President of the PDCA, at the President's request, to determine whether such special circumstances exist so as to warrant authorization of a meeting of PDCA to be held by Telephonic/Electronic Means, provided the PDCA has adopted a Telephonic/Electronic Meeting Plan.

D. The District has determined that the best means available in the region for holding Telephonic/Electronic Meetings that will ensure meeting all provisions of the Auxiliary Manual and the Standing Rules for meetings, including the holding of a secret ballot if called for by a voting member of the Auxiliary unit, is WEBEX. These means shall be utilized by all Auxiliary units within the District authorized to conduct Telephonic/Electronic Meetings.

Article III. Attendance of Individual Auxiliarists at Telephonic/Electronic Meetings

A. The President of the PDCA, if it has adopted a Telephonic/Electronic Meetings Plan, may authorize individual Members to attend and participate in meetings using Telephonic/Electronic Means. Such authorization shall be given to members who live too far away to reasonably travel to the meeting or in cases in which the cost of travel is prohibitive. Such authorization shall also be given if the President of the PDCA is reasonably satisfied that there are other compelling reasons to authorize such attendance and Participation by Telephonic/Electronic Means. A Member who is denied such authorization may appeal the determination in writing, (email is acceptable), in accordance with Article V paragraph H of this Appendix.

B. A District or Division Board Member or a member of the PDCA or of a flotilla who requests to participate in any Auxiliary Unit meetings using Telephonic/Electronic Means must give adequate written notice (email is acceptable), of the request, including the reason(s) for such request, to the Auxiliary Unit leader. The Auxiliary Unit leader shall consider the request in a timely manner and notify the Member of approval or denial (email is acceptable). If denied, the Auxiliary Unit leader shall include the reason for denial. If approved, the Auxiliary Unit leader shall insure that the telephonic/electronic system is functional during the meeting in order to accommodate the Member's Participation. The Member shall initiate contact with the telephonic/electronic system. Failure to initiate such contact in a timely manner shall not be grounds for preventing the meeting from occurring as scheduled. If the request is denied, such Member may challenge the determination in accordance with Article V, Paragraph H of this Appendix.

Article IV. Meeting Equipment and Capability

A. If all District Board members or PDCA members attend an Auxiliary unit meeting by Telephonic/Electronic Means then the Auxiliary unit leader shall provide the telephonic/electronic system to be used.

B. The Auxiliary unit holding a meeting using Telephonic/Electronic Means shall be responsible for acquiring, at Auxiliary unit expense, all software, hardware, and other system requirements to facilitate participation in the meeting, except that the District may, if it so chooses, fund the purchase or licensing of any software or equipment necessary for an Auxiliary unit to hold electronic/telephonic meetings or elections.

C. Auxiliarists who attend an Auxiliary District or Division meeting as members of its Board or a PDCA meeting as members of the PDCA or as flotilla members, using Telephonic/Electronic Means, shall be responsible for acquiring, at their own expense, all telephonic/electronic system components (e.g., computer, speaker, headphones, etc.) to facilitate their participation in the meeting.

D. The Auxiliary unit leader shall ensure that the telephonic/electronic system used will allow participating members to vote on any matter in full conformity with voting requirements including requests for secret written ballots as permitted by the Auxiliary Manual or the unit's Standing Rules.

Article V. Meeting Guidelines

A. All Auxiliary unit meeting notice requirements shall be applicable to all Members who attend a meeting using Telephonic/Electronic Means.

B. The minutes of an Auxiliary unit meeting shall record the time of attendance of any Member who attends using Telephonic/Electronic Means.

C. A meeting using Telephonic/Electronic Means may not be utilized for the purpose of interfering with a member's ability to participate in the meeting or to prevent a vote on any matter.

D. No member may purposely interfere with the telephonic/electronic system established to allow members to participate using Telephonic/Electronic Means.

E. Any Auxiliarist authorized to attend a meeting using Telephonic/Electronic Means shall be considered "present" for the meeting while in attendance. When any unit meeting is held with some members physically present and other members present using Telephonic/Electronic Means then the unit leader, the Chief of Staff, the Vice or the Immediate Past, as appropriate, shall be physically present at the meeting in order for the Auxiliary unit's business to be conducted.

F. If the telephonic/electronic system used by the Auxiliary unit becomes inoperative during the meeting then the Auxiliary unit leader shall be responsible for re-establishing contact with all members participating using Telephonic/Electronic Means. If good-faith attempts do not re-establish contact with such members within 10 minutes then the meeting may continue without their telephonic/electronic Participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

G. If the Telephonic/Electronic Means used by an Auxiliarist participating in the meeting becomes inoperative during the meeting then the Auxiliarist shall be responsible for re-establishing contact. The Auxiliary unit meeting may continue without the Auxiliarist's Participation. Quorum requirements shall be adhered to at all times dependent upon changes brought on by such inoperability.

H. In the event of any challenge or protest regarding any matter pertaining to participating in an Auxiliary unit meeting (including voting) using Telephonic/Electronic Means at the PDCA, division, flotilla or detachment level the Auxiliarist making the challenge or protest shall use the appropriate chain of leadership to refer the challenge or protest to the DCO. The DCO shall consult with the DSO-LP and the Director, and then render a final decision. Any such challenge or protest at the District level shall be referred to the appropriate DNACO. The DNACO shall consult with the ANACO-CC, the NACO, and the Chief Director, and then render a final decision.