

BY-LAWS

And

STANDING RULES

For

FLEET RESERVE ASSOCIATION BRANCH 91, INC.

5391 COLLINS ROAD

JACKSONVILLE, FL 32244

2009 Edition

Be it known that these Bylaws and Standing Rules of Fleet Reserve Association Branch 91, Inc, which is Chartered by the National Organization, were approved at a regularly scheduled General Assembly in June, 2009.

Changes to these bylaws and standing rules were approved by Branch 91 and incorporates changes recommended by the representative of the National President.

***ORIGINAL SIGNED COPY ON FILE**

Signed 12 May 2009

**Todd A. Richter
Secretary
Fleet Reserve Association Branch 91, Inc.**

Signed 9 June 2009

**James E. Robbins
President
Fleet Reserve Association Branch 91, Inc.**

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STANDING RULES

ARTICLE I GENERAL

SECTION 101: **Name.** The name of the organization shall be Fleet Reserve Association Branch 91, Inc. (Also known as “First Coast Branch 91”), located in the City of Jacksonville, Florida. It is a branch of the National Organization and is governed by the Constitution and By-Laws, Standing Rules, and Rituals of the National Organization.

SECTION 102: **Location.** The physical location of First Coast Branch 91 is 5391 Collins Road, Jacksonville, FL 32244.

SECTION 103: **Sponsored Organizations.**

1. Branch 91 sponsors a Unit of the Ladies Auxiliary of the Fleet Reserve Association and it is governed by the Constitution and By-Laws, Standing Rules, and Rituals of the National Organization C&BL.
 - a. Branch Jurisdiction. Branch 91 shall have the authority to interpret and apply the law in matters pertaining to the Ladies Auxiliary IAW C&BL.
2. Branch 91 sponsors a Club to operate the Branch Home. The name of the incorporated Club is Fleet Reserve Club of Jacksonville, Inc. (Also known as “Fleet Reserve Club 91”). Per the constitution and Bylaws of the fleet Reserve Association: “Club 91 is incorporated under the laws of the State of Florida. It is a nonprofit organization under the sponsorship of Branch 91, Inc., Fleet Reserve Association, and members thereof. The National Organization of the Fleet Reserve Association assumes no financial responsibility or liability for the operation or management of Club 91”. Club 91 exists at the pleasure of Branch 91 that directed its formation.
 - a. Branch 91 shall exercise supervisory/administrative oversight over all aspects of Club 91 business. The Club 91 Board of Directors shall exercise oversight over operations.
3. Branch 91 shall exercise supervisory/administrative oversight over its other business enterprises. Other Branch 91 business enterprises include, but are not limited to:
 - a. First Coast Fleet, Inc. (FCFI)
 - b. Fleet Store.
 - c. Pull Tab Bingo

ARTICLE II BRANCH MEETINGS AND QUORUM

SECTION 201: Branch Meetings. Branch Meetings shall be held monthly at a time and place designated by Branch Standing rules. The order of business shall be as outlined in the C&BL. Meetings shall be conducted by the Senior Officer present.

SECTION 202: Quorum. For the purpose of conducting Branch business at a General Assembly, a quorum shall be the Branch 91 members in good standing in attendance, which shall include a majority of Branch Officers.

SECTION 203: Annual Meeting. The May General Assembly meeting shall constitute the Annual Meeting of the corporation.

ARTICLE III BRANCH OFFICERS

SECTION 301: Nominations. Nominations for Branch Officers shall be opened at the April Branch meeting, and remain open until the May Branch meeting, at which time they shall be closed, and elections held in accordance with the C&BL. Officers shall be elected for a term of one (1) year each, except the Secretary and Treasurer who shall be elected for a term of two (2) years each, in alternating years. Officers-elect and Directors shall be installed in June.

SECTION 302: Proxy Votes. Proxy or mail votes shall not be accepted at Branch 91 elections.

SECTION 303: Election. Branch 91 shall elect the following officers: (a) President; (b) Vice President; (c) Secretary; (d) Treasurer and (e) five (5) Directors. One (1) additional Director may be elected for each one-hundred (100) Branch members. The number of Directors elected shall be established by a majority vote just prior to the election of Directors.

SECTION 304: Board of Directors. The above elected officers, with the Junior Past President, shall constitute the Branch Board of Directors (BOD).

SECTION 305: Automatic Removal. Any officer absent for three (3) stated meetings without a valid reason, or six (6) stated meetings for any reason, shall automatically be removed from office. A replacement to fill the unexpired term shall be appointed in accordance with the C&BL. To accommodate our active duty shipmates on deployment, they shall be exempted from automatic removal and shall not count toward a quorum when deployed.

ARTICLE IV DUTIES OF BRANCH OFFICERS

SECTION 401: General: In compliance with the C&BL, the duties of Branch Officers are hereby broadly defined, but not confined to, the following:

SECTION 402: President:

A. Shall preside over all Branch meetings, Branch BOD meetings and represent the Branch in official functions within the community. May make the following appointments: Chaplain, Master-At-Arms, Service Officer, Funeral Service Officer and Parliamentarian, and the following committees: Finance and Audit, Membership and Retention, Americanism-Patriotism, Public Relations, Hospital, Welfare and Rehabilitation; Youth Activities; Fleet Store and Buildings and Grounds.

1. The President may appoint additional offices and committees deemed necessary for the proper conduct of Branch 91 business.
2. Ensure annual inventory of all Branch 91 business enterprises and Fleet Reserve Club 91 of Jacksonville, Inc physical assets.
3. Shall be an ex officio member of all Committees, Boards, Business Enterprises and the Fleet Reserve Club of Jacksonville, Inc Board of Directors and Committees. IAW Roberts Rules of Order.
4. All appointees shall serve at the discretion of the President, and may be terminated, or replaced by him/her at any time.
5. Shall keep the Vice President informed on all matters of importance, so they may be better prepared to assume the Chair, should it become necessary.

SECTION 403: Vice President:

A. Shall be an assistant to the President, and shall perform such duties as prescribed by him/her.

1. Shall perform the duties of the Chair in the absence of the President.
2. Shall complete the unexpired term of the Presidency in the event of a vacancy.

SECTION 404: Secretary:

A. Shall be the chief assistant to the President and BOD in the performance of their offices.

1. Be in charge of all official correspondence and maintain such files as may be necessary.
2. Shall serve as Legislative Service Officer.
3. Take the minutes of all meetings and maintain a perpetual file of same.
4. Process all applications for membership and transfers.

5. Notify each member of the Branch, in writing, the date of all meetings, social and patriotic events in his/her capacity as Editor of the Branch newsletter.
6. Be custodian of all policies, deeds, titles, and other valuable Documents and maintain same.
7. Maintain a record of Branch 91 members.
8. Record and turn over all monies collected to the Treasurer.
9. Books shall be audited at as directed by Branch 91.

SECTION 405: Treasurer:

- A. Shall maintain records for all deposits and withdrawals of Branch 91 accounts.
1. Receive from, and sign for, all monies collected by the Secretary.
 2. Withdrawals of Branch 91 accounts shall be only by check signed by an authorized Person.
 3. Shall be responsible for the proper charges against the various budget items approved by Branch 91.
 4. Shall make available to the Finance and Audit Committee all financial records as directed by Branch 91.

**ARTICLE V
DUTIES OF COMMITTEE CHAIRMEN**

SECTION 501: General:

- A. Shall perform their duties under the supervision of the President. The duties of each committee are broadly outlined, but not confined to, the following:
1. Maintain current records of the activities of the committee, and make reports at monthly stated meetings and an Annual Report to the Regional Chairman of each required title, in accordance with the C&BL.
 2. All chairmen shall pass a definitive report of the actions of the committee, during their tenure, to their successors.
 3. All chairmen shall have the prerogative to enlist the aid of other shipmates in the execution of their duties.

SECTION 502: Finance and Audit:

- A. The duties of the Finance and Audit Committee is broadly outlined, but not confined to, the following:
1. Shall be responsible for the formulation and presentation of a Branch 91 Annual Budget for action at the June Branch meeting.

2. Shall schedule and chair all audits of Branch 91 books and records.
3. Shall ensure audits are conducted as directed by Branch 91.
4. Shall conduct, at a minimum, an annual audit of the Branch, business enterprises and Fleet Reserve Club of Jacksonville, Inc.

SECTION 503: Legislative Service:

- A. The duties of the Legislative Services Committee is broadly outlined, but not confined to, the following:
1. Shall keep abreast of all current and proposed legislation at the local, state, and national levels, and plan, organize, and supervise concentrated actions in the best interests of the branch membership.

SECTION 504: Membership and Retention:

- A. The duties of the Membership and Retention Committee is broadly outlined, but not confined to, the following:
1. Shall plan, organize, and supervise Branch 91 membership, retention, and recruitment programs.

SECTION 505: Americanism-Patriotism:

- A. The duties of the Americanism and Patriotism Committee is broadly outlined, but not confined to, the following:
1. Shall plan, organize, and supervise all Branch 91 Americanism-Patriotism programs.
 2. Shall coordinate with other military/veteran organizations the participation of Branch 91 in local area Americanism-Patriotism activities.

SECTION 506: Public Relations:

- A. The duties of the Public Relations Committee is broadly outlined, but not confined to, the following:
1. Shall keep abreast of all Branch 91, and FRA events, and items of interest to the Branch 91 membership and general public, and submit same to the local news media, Naval Affairs and/or Branch Newsletter for publication.

SECTION 507: Hospital, Welfare and Rehabilitation:

- A. The duties of Hospital, Welfare and Rehabilitation Committee is broadly outlined, but not confined to, the following:
1. Shall maintain close liaison with local military medical and dental care facilities, and report all services available to the FRA members and their dependents.
 2. Shall visit, investigate, and attend to the needs of all ill, injured, hardship, and catastrophic cases of Branch 91 members and report same to Branch 91 Officers for proper action.

SECTION 508: Youth Activities:

- A. The duties of the youth Activities Committee is broadly outlined, but not confined to, the following:
 - 1. Shall investigate and make recommendations on all youth activities of Branch 91.

SECTION 509: Buildings and Grounds:

- A. The duties of the Building and Grounds Committee is broadly outlined, but not confined to, the following:
 - 1. Shall prioritize, plan, and organize all major projects involving the Branch Home and Grounds.
 - 2. Shall conduct an annual inventory, assisted by Unit 91 and Fleet Reserve Club of Jacksonville, Inc, of all physical assets.

SECTION 510: Fleet Store:

- A. The duties of the Fleet Store Committee is broadly outlined, but not confined to, the following:
 - 1. Shall provide oversight for Fleet Store operations, prepare such financial statements as necessary, approve purchases for the store and maintain a regular inventory of Fleet Store items. Proceeds in excess of that deemed necessary to operate the store efficiently shall be returned to Branch 91

**ARTICLE VI
DISCIPLINE AND JURISDICTION**

SECTION 601: Jurisdiction: For disciplinary action, Branch 91 has jurisdiction over its members IAW C&BL.

- A. For the Ladies Auxiliary of the Fleet Reserve Association, jurisdiction shall be IAW C&BL.

SECTION 602: Disciplinary Procedure: The Board of Directors of Branch 91 shall have controlling authority for discipline over all its members. Members charged with conduct in violation of these Bylaws and/or the Standing Rules shall be afforded a hearing before the Branch 91 Board of Directors. The following procedure shall be followed:

- A. The Member making the charge(s) must submit a formal, written complaint. The written complaint must be given to the President of Branch 91.
- B. Upon receipt of a written and signed complaint, the President shall provide the accused a copy of the complaint and cause an investigation by at least one Board member and two Non-Branch 91 Board members to determine the validity of such charges. Upon completion of such investigation, the President shall convene a meeting of the Board of Directors to evaluate the findings of the investigation. If charges are pursued the member will be suspended from **All** elected/appointed positions until the matter is resolved.
- C. The Member that is accused of violations shall be given the opportunity to appear before the Branch 91 Board of Directors to rebut or acknowledge the validity of the charges. The accused Member shall have the right to present witnesses to testify or written testimony relevant to the facts concerning the charges. Failure to appear before the Board at the scheduled hearing may result in the loss of any rights of appeal or the right to rebut the charges before the Board.
- D. The Member making the complaint shall be given the opportunity to appear at the Board of Directors meeting which hears the complaint.

- E. Members of the Board of Directors shall, at their discretion, ask questions of the Accused, the Member proffering charges, and any witnesses in order to make a determination as to the validity of the charges. Upon completion of the presentation of evidence, the President will call for votes by the Board of Directors as follows:
1. A vote shall be taken as to the validity of the charges. An affirmative vote by two-thirds (2/3) of the Quorum present is required to sustain the charges.
 2. If the Board of Directors sustains the charges, the President shall ask for recommendations as to the severity of the disciplinary action to be taken. Disciplinary action may range from an official warning to recommendation for expulsion from the Fleet Reserve Association. Expulsion would require a Trial IAW C&BL. Each recommendation will be recorded and the least severe voted on first. A vote in the affirmative on any recommendation by two-thirds (2/3) of the Quorum present shall require a motion for that punishment, a second and a two-thirds (2/3) vote to prevail. When a least severe action is approved, that action shall be enforced and no further vote shall be taken.
- F. Associate Members subjected to disciplinary action of the Club 91 Board of Directors shall not have the right to appeal or any refund of dues, and may not be reinstated without approval by two-thirds (2/3) vote of a Quorum of the Club 91 Board of Directors. In the event an associate member is permanently expelled, they may not petition the Club 91 Board for a period of one year for reinstatement.

ARTICLE VII APPEALS

SECTION 701: Appeal of a Trial by Branch 91 shall be IAW C&BL.

SECTION 702: Appeal of Discipline by Club 91.

- A.** Any regular member of Branch 91, Fleet Reserve Association/ Ladies Auxiliary that is subject to disciplinary action by Club 91 has the right of appeal to the Branch 91 Board of Directors. The appeal process is placed into motion by delivering a letter stating the desire to appeal charges and punishment rendered by the Club 91 Board of Directors to the Branch President.
- B.** Once an appeal has been made, any punishment is set aside until a determination is made by the Branch 91 Board of Directors. The Branch 91 President shall appoint an investigating committee to determine the facts of the case.
- C.** The Branch 91 Board of Directors shall have the right to dismiss, affirm or impose a harsher punishment on the individual, at their discretion, after an investigation and determination of the facts of the case.
- D.** At a regular or special meeting of the Branch 91 Board, the Branch 91 President will present the facts of the case and recommendations of the investigating committee. The Branch 91 President will encourage discussion of the case and will then call for votes by the Board of Directors as follows:
1. A vote shall be taken as to the validity of the charge. An affirmative vote by two-thirds (2/3) of the Quorum present is required to sustain the charge.
 2. If the Board of Directors sustains the charge, the President shall ask for recommendations as to the severity of the disciplinary action to be taken. Each recommendation will be recorded and the least severe voted on first. A vote in the affirmative on any recommendation by two-thirds (2/3) of the Quorum present shall require a motion for that punishment, a second and a two-thirds (2/3) vote to prevail. When an action is

approved, that action shall be referred back to the Club 91 Board of Directors for enforcement and no further vote shall be taken.

- E. Any regular member in good standing with First Coast Branch 91, Fleet Reserve Association who has been suspended or disciplined by the Club 91 Board of Directors may still attend meetings and special events sponsored by Branch 91 or Unit 91.

SECTION 703: Investigation Committee.

- A. The Member that is accused of violations shall be given the opportunity to present evidence to the investigating committee to rebut the validity of the charge and punishment. The accused Member shall have the right to present written testimony or witnesses to testify to the facts concerning the case. Failure to appear before the investigating committee may result in the loss of any right to rebut the charges.
- B. Upon completion of the presentation of evidence to the investigating committee, the committee chairman will draft a letter to the Branch 91 Board of Directors stating the facts determined during the investigation and make recommendations for consideration by the Branch 91 Board of Directors.

**ARTICLE VIII
AMENDMENTS**

SECTION 801: Bylaws.

- A. Branch 91 Bylaws may be amended by a two-thirds (2/3) vote at a Branch General Assembly meeting, following the meeting they are formally proposed.
- B. The re-designation of a Section solely for the purpose of maintaining numerical or alphabetical order shall not be considered as an amendment.

SECTION 802: Standing Rules.

- A. Branch 91 Standing Rules may be amended at any time by a Majority vote at a General Assembly following the meeting they are formally proposed.

**ARTICLE IX
REVIEW**

SECTION 901: Review. Branch 91 Bylaws and Standing Rules shall be reviewed (The First Half of each odd Numbered Calendar Year) by a committee appointed by the Branch 91 President.

-END OF BY-LAWS-

These Bylaws and Standing Rules were approved at the June 2009 General Assembly.

STANDING RULES FLEET RESERVE ASSOCIATION BRANCH 91, INC. JACKSONVILLE, FLORIDA

STANDING RULE 1 BRANCH FISCAL YEAR

SR 1: The Branch Fiscal Year shall be from June 1 through May 31.

STANDING RULE 2 MEETINGS

SR 2(A): Stated Meetings are defined as follows:

- (1) Board of Directors, shall determine an appropriate time and date, each month, for a regular meeting of the officers, to administer the affairs of Branch 91.
- (2) Branch 91 Meetings shall be a general assembly of the membership at **1930** hours on the appointed day of each month to conduct Branch 91 business.

SR 2(B): Stated Meetings shall be held at the Branch 91 Home.

SR 2(C): Branch Meetings may be rescheduled for another time and/or day of the month to avoid conflict with a holiday or special occasion, upon inclusion in the Newsletter.

SR 2(D): Valid reason for absence at stated meetings for Officers is defined as follows:

- (1) Illness, injury, or hardship of the member, or his/her family.
- (2) Conflict with military duty, employment or other FRA duties.
- (3) Vacation or special family occasions.

SR 2(E): Alcoholic beverages shall not be permitted within the confines of the meeting room of any Stated Branch 91 Meeting.

SR 2(F): No political aspirant, nor their sponsor, shall have privilege of the floor during any stated meeting. No FRA office shall be considered as political.

SR 2(G): Special Meetings may be called as directed by the Officers. Agenda shall be strictly pertaining to Branch 91 business.

STANDING RULE 3 FINANCIAL POLICY

SR 3(A): Branch 91 expenditures shall be approved by a 2/3rds vote of the members and administrated by the officers.

- (1) The BOD is authorized to approve expenditures, not to exceed **Five** hundred dollars, from a budget line item, or **from** unallocated funds.
- (2) The Secretary is authorized to make expenditures for necessary office supplies, not to exceed the amount of the applicable budget line item.

SR 3(B): Charitable Donations shall be limited to **the amount approved by the Board of Directors not to exceed the available amount in the donation fund account.**

SR 3(C): The Secretary may be allowed a monthly salary of fifteen cents per member in good standing, as reported in the per capita tax report. This amount may be increased to twenty cents after he/she has performed satisfactorily for a period of one term. The amount may further be increased to twenty-five cents after he/she has completed two full consecutive terms.

SR 3(D): A Disaster Relief Fund may be maintained within, and as a part of, Unallocated Funds, to assist Shipmates and their families in the event of a serious hardship or disaster.

- (1) The Disaster Relief Fund shall be administered by the Branch 91 BOD.
- (2) In the event of a determined need, any two of three authorized officers, President, Secretary or Treasurer, may expend funds, not to exceed two hundred dollars, immediately.
- (3) Needs of an extreme hardship, or disastrous nature, shall be reported immediately to the FRA and local charitable organizations and welfare agencies.

SR 3(E): An Honorarium of fifty dollars each may be provided to the Southeast Region and National Presidents on their annual visit to the Branch.

STANDING RULE 4 FUNERAL SERVICE POLICY

SR 4(A): The Branch shall provide a plaque, with medallion, to the widow, for the death of a Branch 91 member.

SR 4(B): Any member learning of a shipmate's death shall immediately notify the Branch 91 Secretary.

- (1) The Secretary shall notify the Branch 91 President and the Funeral Service Officer. On learning the final arrangements, he/she shall order the medallion and plaque.
- (2) The President may contact the next of kin to express the condolences of the membership and offer the Branch's services. He/She shall notify the Service Officer.
- (3) The Funeral Service Officer shall contact the funeral director to determine the final arrangements, and plan the participation of Branch 91 accordingly. He/she shall notify the Secretary of the final arrangements. The Funeral Service Officer shall offer the widow the Widow's Medallion in accordance with the C&BL.
- (4) The Service Officer shall offer the next of kin his/her services shortly after the funeral and make an appointment for same.

STANDING RULE 5 BRANCH HOME

SR 5: The Branch 91 Home shall never be closed to dues paying members in good standing during normal hours of operation.

STANDING RULE 6 SPONSORED BRANCH 91 BUSINESS ENTERPRISES AND CLUB

SR 6(A): Fleet Reserve Club of Jacksonville, Inc. will be operated in accordance with the C&BL, Branch 91 and Club 91 Bylaws and Standing Rules.

SR 6(B): As per C&BL and Branch 91 bylaws, Branch 91 shall maintain supervision/administrative oversight responsibility of Fleet Reserve Club of Jacksonville, Inc.

SR 6(C): Elected officers of Fleet Reserve Club of Jacksonville, Inc. are subject to the C&BL and Branch 91 bylaws and standing rules.

SR 6(D): Replacement of officers to Fleet Reserve Club of Jacksonville, Inc. shall be sought from the membership of the next scheduled General Assembly meeting.

**STANDING RULE 7
CLUB CEILING TILE RULES**

SR 7(A): Ceiling tiles are for members only (A member is defined as an individual who pays dues to either the FRA, Auxiliary or is a Booster/VFM member of the Club.

SR 7(B): A ceiling Tile Owner must be a member in good standing. (The person who pays the fee is considered the owner.)

SR 7(C): Any Tile design of tile must be submitted for approval by the Club Board of Directors prior to delivery to the painter or installation in the overhead.

SR 7(D): The cost of a 2X4 tile space will be \$50.00.

SR 7(E): The cost of a 2X2 tile space will be \$25.00.

SR 7(F): **There will be no group tiles!**

SR 7(G): Absolutely NO advertising or displays of another business, club, or organization on the tile. Exceptions will be made for use of the US Military Services logo's and Branch owned/sponsored/approved "Enterprises/Organizations".

SR 7(H): All tiles must be in good taste containing ZERO profanity in keeping in mind a family atmosphere.

SR 7(I): The owner may select the location of his tile from the open spaces that are available on the ceiling.

SR 7(J): An existing tile may not be moved to another location without the prior approval of the tile owner and/or Club Board of Directors.

SR 7(K): In the event an owner no longer is a member in good standing, their tile may/will be removed by consensus of the Club Board of Directors.

SR 7(L): When there are no more spaces available for additional ceiling tiles, the Club BOD may vote to remove any tile(s) which are not in compliance with revised ceiling tile rules.

SR 7(M): A ceiling tile, existing or new, may be designated as an "**HONOR TILE**" by the vote of the FRA Branch 91 membership at a regularly scheduled meeting.

1. This tile is a way to salute "Shipmates" who have practiced the three cardinal principals of the FRA: Loyalty, Protection and Service.

2. Once designated as an "Honor Tile", the tile will not be removed from the ceiling.

-END of STANDING RULES-

These Bylaws and Standing Rules were approved at the June 2009 General Assembly