

## **APPENDIX TO EIGHTH DISTRICT WESTERN RIVERS REGION STANDING RULES**

1. The Eighth District Western Rivers Region shall be comprised of four areas comprised of the following designated divisions:
  - Eastern: Divisions 3, 8 and 30
  - Northern: Divisions 2, 9 and 11
  - Southern: Divisions 5, 15 and 16.
  - Western: Divisions 1, 31 and 33.
  
2. The Eighth District Western Rivers Region has 12 Divisions. Each Division shall take its turn in hosting a District Conference. The schedule will be as follows:
  - Fall Conference 2008-Division 9
  - Spring Conference 2009-Division 8
  - Fall Conference 2009-Division 5
  - Spring Conference 2010-Division 11
  - Fall Conference 2010-Division 15
  - Spring Conference 2011-Division 16
  - Fall Conference 2011-Division 30
  - Spring Conference 2012-Division 31
  - Fall Conference 2012-Division 33
  - Spring Conference 2013-Division 1
  - Fall Conference 2013-Division 2
  - Spring Conference 2014-Division 3
  - Fall Conference 2014-Division 5**
  - Spring Conference 2015-Division 8**
  
3. This Appendix may be amended in whole or in part by the District Board as set out below:
  - A. Proposed amendments to the Appendix shall be submitted to the District Commodore by any member of the Executive Committee or member of the District Board at least thirty (30) days prior to the meeting at which they will be voted upon.
  - B. The District Commodore shall give notice in general terms of the nature of amendments proposed at least fifteen (15) days before such meeting.
  - C. The Appendix may be amended by two-thirds (2/3) majority vote of the Board members present, provided a quorum exists.
  
4. The District Commodore shall submit to the Board the Budget recommended by the Executive Committee for the ensuing year. This Budget will be presented to the Board at the first regular or special meeting of the year.
  
5. The District Commodore shall be responsible for notifying all members of the Board of any Regular or Special meeting of the Board. Such notice shall include the time, place, duration, and nature of business to be transacted.

6. The District Commodore-Elect may call a Special meeting of the District Board Elect.
7. In conjunction with each Board Meeting, there shall be an opportunity for a meeting of the Division **Commanders**. The purpose of such a meeting is to allow for discussion of any proposed recommendations and any other matters they deem necessary. The President of the Past Captains **and Commanders** Association (**PC&CA**) will send an e-mail 15 days in advance of the conference and solicit from the **Commanders** their agenda items and if they wish a meeting prior to the District Eight Western Rivers Board meeting. If 25% of the **Commanders** vote for a meeting, the President of the Past Captains **and Division Commanders** Association shall notify all **Division Commanders** as to the location and agenda items up for discussion as soon as the vote for a meeting succeeds. The meeting may be chaired by either the **PCDCA** President or a member chosen by the **Division Commanders** in attendance. The **Division Commanders** will assign a secretary at the meeting to record the minutes of the meeting.
8. Any Past District Commodore of the Eighth District, Western Rivers Region attending a meeting of the District Board shall be provided with appropriate seating near to the seated Board Members.
9. The District Commodore may, as deemed necessary, appoint committees consisting of one or more members to affect objectives designated by the District Commodore. These committees are temporary in nature and their purpose and members may be verbally designated. When so directed by the District Commodore, such committees shall be dissolved upon completion of the objective or duty. The District Commodore shall be an ex-officio member of all committees including all standing committees.
10. The District Commodore-Elect shall appoint, in writing, Chairpersons and other committee members to serve on standing committees. Unless otherwise specified herein, any member possessing the required expertise may be appointed in writing to a standing committee as Chairperson or member and their names shall be published. All committee members shall serve at the pleasure of the District Commodore.
11. The Standing Committees are as follows:

EXECUTIVE COMMITTEE.

This committee shall consist of:

- (1) The District Commodore as Chairperson,
- (2) The District **Chief of Staff** as Vice Chairperson,
- (3) The District **Captains**,
- (4) The Immediate Past District Commodore, and

(5) The Director **of Auxiliary.**

The duties of this committee shall include:

- (1) Assisting the District Commodore in making policy decisions.
- (2) Make suggestions to the Director for improvement of Auxiliary programs/missions.
- (3) Conduct an annual study of the division boundaries, and make recommendations to the Director for change, if indicated.
- (4) Plan, supervise, and coordinate conferences.
- (5) Recommend agenda items for the conferences to the District Commodore.
- (6) Review the financial status of the District, prepare a proposed budget for presentation at the first Board Meeting of the year, and adjust the budget from time to time as necessary.
- (7) Set limits as to assets, prices, stock levels, and amount of operating funds for the District Materials Center.
- (8) Direct the District Finance Officer as to investment levels and instruments.

#### DISTRICT AWARDS COMMITTEE

This committee shall consist of a District **Captain** as Chairperson, and at least two other Auxiliary members, one of which should be a Past District Commodore **if available, if not, a former Division Commander. The Awards Committee must have as a member an Auxiliary member who has demonstrated writing prowess necessary to quickly and accurately submit signature ready awards correspondence to DIRAUX.**

The duties of the District Awards Committee shall include:

- (1) Procure all Board awards and certificates, and present them at the Spring Meeting.
- (2) Work with the Director in compiling necessary information and data to determine the award winners in accordance with the provisions of the District Awards Program.
- (3) Keep an account of the awards and the names of the Auxiliarists receiving awards. Report this information, in writing, to the District Commodore after the meeting. Information will cover all awards earned, presented or not, including Coast Guard awards and awards whose recipients were previously unannounced. Copies of this report shall be sent to other members of the Board.
- (4) Recommend additional awards for second or third place winners or awards for other activities, if the Budget set forth by the Board allows. Such recommendations to the District Commodore must

be made at least three (3) months in advance of the Spring Meeting.

- (5) See that all awards are in excellent condition, on hand, and properly inscribed prior to the presentation, if possible.
- (6) Furnish the Publications Officer with all results of awards, that they may be printed in the next issue of the appropriate Auxiliary publication(s).

### FINANCIAL AUDIT COMMITTEE

This committee shall consist of a District **Captain** as Chairperson and at least two other Auxiliary members. **The Financial Audit Committee shall be made up of at least one person who has a formal accounting background.** The Committee may be omitted when the Executive Committee requests the District Commodore to appoint an Auxiliary member as the 8WR Auditor to carry out the duties ordinarily required of the Financial Audit Committee. An outside auditor may be engaged by the District Commodore if approved by a majority of the 8WR Board. The expenses for services of such outside auditor, if any, shall be paid from Auxiliary District funds.

The duties of the Financial Audit Committee and/or Auditor shall be:

- (1) To report to the 8WR Executive Committee.
- (2) To assist the District Finance and Materials Officer, when requested, in matters concerning financial procedures, reports, and records.
- (3) To perform an audit of the District Finance Account and/or Material Center as of the time of transfer of responsibility from each retiring officers to their successor and report the results, in writing, to the Executive Committee and the Board.
- (4) To perform an annual audit of the District Finances and Material Center and report the results, in writing, to the Executive Committee and the Board.
- (5) The results of the audit will include an evaluation of the quality of the records with a brief explanation of what was done during the audit plus recommendations on changes to be made in 8WR financial practices to conform to generally accepted accounting principles.

The person tasked with conducting the audit will possess the following expertise:

- (1) Have accounting background with experience in auditing and should be a CPA.
- (2) Be familiar with generally accepted accounting principles.

#### STANDING RULES COMMITTEE

This committee shall consist of a District **Captain** as Chairperson and at least two other Auxiliary members. When possible at least one member shall be an attorney.

The duties of the Standing Rules Committee shall include:

- (1) To annually review the existing District Standing Rules and the Appendix to determine if changes are needed.
- (2) To report to each Board Meeting, via the District **Chief of Staff**, the Committee's recommended changes, if any, for appropriate action of the Board.
- (3) If a change is believed in order and is so proposed, the Chairperson shall notify, in writing, the Director and the District Commodore of the proposed change at least thirty (30) days prior to the Board Meeting to allow time for study of the proposal by the Board.
- (4) Undertake such other duties as assigned by the District Commodore.

#### MEMBERSHIP DEVELOPMENT COMMITTEE

This committee shall consist of a District **Captain** as the Chairperson and at least two other Auxiliary members named by the chairperson.

The purpose and duties of the Membership Development Committee shall include:

- (1) Identification of geographical areas within the Region for boating activity that could benefit from and support an Auxiliary Unit,
- (2) Develop appropriate steps to establish flotillas or detachments and monitor their progress.

The Committee will become a separate line item of the annual District Budget to ensure that necessary administrative expenses are met.

### **COAST GUARD AWARDS COMMITTEE**

**This committee shall consist of a District Captain as Chairperson, and at least two other Auxiliary members, one of which could be a Past District Commodore, if not available, a District Captain or a Division Commander.**

**The duties of the District Coast Guard Awards Committee shall include:**

- (1) Having a Coast Guard Form 1650 complete and camera ready for the Director's signature.**
- (2) All Coast Guard Awards go to the Director of Auxiliary for signature or distribution to other active duty.**
- (3) Confirm all awards and certificates, and be sure the active duty is prepared to present them at the Spring Meeting.**
- (4) Work with the Director in compiling necessary information and data to determine the award winners in accordance with the provisions of the Coast Guard Awards Program.**
- (5) Keep an account of the awards and the names of the Auxiliarists receiving awards. Report this information, in writing, to the District Commodore. Information will cover all awards earned, presented or not, and awards whose recipients were previously unannounced.**
- (6) See that all awards are in excellent condition, on hand, and properly inscribed prior to the presentation, if possible.**
- (7) Furnish the Publications Officer and the Web Site Coordinator with all results of awards, that they may be printed in the next issue of the appropriate Auxiliary publication(s) and entered on the web site.**
- (8) Keep the original writer of the award informed as to its status as it goes along the process.**
- (9) Work with the Auxiliary Sector Coordinator in compiling necessary information and data on those awards the Sector Commander wishes to provide to the members.**
- (10) Promote the Coast Guard Award Program by sending reminder e-mails through the chain of leadership to the flotilla commander level.**

12. Banking accounts of the District shall be entitled “United States Coast Guard Auxiliary, Eighth District, Western Rivers Region” plus the word “Finance” or “Materials”.

Finance Account:

- a. The District Commodore, the District **Chief of Staff**, and the Finance Officer shall be the authorized signatories on the account.
- b. Checks shall be signed by the Finance Officer, or the District Commodore, or the District **Chief of Staff**. No second signature will be required.
- c. At such time that any of these officers are no longer serving in their office, their successor shall become authorized on said account.

Materials Account:

- a. The District Commodore, the District **Chief of Staff**, and the District Materials Officer shall be the authorized signatories on the account.
- b. Checks shall be signed by the District Materials Officer, or the District Commodore, or the District **Chief of Staff**. No second signature will be needed.
- c. The signatures of said officers shall be forthwith replaced by their successors upon the assumption of their respective offices.

13. The Annual Budget shall be approved by the Board at the first meeting of the calendar year. The Annual Budget shall be proposed by the Executive Committee. The Budget shall be as specific as possible, and contain as many line items as necessary and practical. Approval of said Budget by the Board shall constitute approval for the expenditure of the sums set out in said Budget, for the purposes therein set forth.

14. The following costs will be borne by the District:

- a. Fees for audit services.
- b. Bonds.
- c. Safe deposit box.
- d. Insurance for inventory of District Materials as needed.

15. Receipts are required for the payment of any and all reimbursements of expenses, except as otherwise noted.

16. The District Commodore:

- a. May draw on the contingency fund without other authority.
- b. If additional funds are required for any line item or expense not budgeted, the District Commodore's request for same must be approved by a majority vote of the Executive Committee, provided the approved transfer of funds shall not cause the overall Budget to be exceeded.
- c. Any request for funds that exceed the overall Budget must be approved by the Board.
- d. May not spend or authorize funds for service outside of the District if (1) like services are volunteered by members of the District, provided, however such services by members must be available, of acceptable quality, and performed within an acceptable time and (2) auxiliary expenses do not exceed the charge for the service by outside source.
- e. May not spend or authorize funds for expendable supplies where such supplies are authorized for District use by, and are available in adequate time from, the Coast Guard.
- f. May not use any portion of the Budget or any other District money or assets to subsidize any meeting expense associated with sleeping rooms or food, except for those persons on Auxiliary District Travel Orders.
- g. Shall supervise and approve all activities related to a District meeting, including those sponsored by the host Division and Past Captains Association.

17. The District Board shall have the financial responsibility for conferences/meetings and shall make the determinations for event ticket pricing and registration fees. Conferences shall not be designated to make more than modest revenue.

18. No Flotilla or Division in the District shall purchase Coast Guard Auxiliary public education material from a source other than the District Materials Center without the approval of the District Commodore, with the exception of those materials authorized for purchase by the Coast Guard Auxiliary Association, Inc.

19. All monies and other assets of the District shall be used, and employed for the use and benefit of the District and its members.

20. When Coast Guard Travel Orders permit the reimbursement of a Conference Registration Fee: all members attending a conference under orders must

purchase the conference package with the exception of the Host Division Activity.

21. For the purpose of accounting, the fiscal year shall be from 1 January through 31 December.
22. The Board is authorized to make expenditures in the next calendar year, not to exceed on a pro-rata basis those authorized by the past calendar year budget, until the District Board meeting when the next calendar year budget shall be adopted by the Board.
23. Annual dues shall be paid to the District by its members, as may be determined from time to time by the Board. These dues shall be in addition to Flotilla and Division dues, or dues assessed by these units. Annual dues shall include dues fixed and determined by the Coast Guard Auxiliary Association, Inc.
24. The dues for the District shall be \$10.00 per annum. Members joining during the year will pay a prorated amount by quarter. Enrollment during the first quarter of the year \$7.50 plus national dues, during the second quarter, \$5.00 plus national dues, during for the third quarter \$2.50 plus national dues and during the fourth quarter \$0 plus the national dues.
25. Each Division shall be billed by the District Staff Officer-Finance for district and national dues and shall indicate the number of members in each Division as of 31 December of the prior year. Dues are payable immediately upon receipt of the billing.
26. Errors in the billing must be reported to the District Staff Officer-Finance and the District Commodore within 60 days of the date of billing. Documentation must be provided to substantiate all requests for changes in billing.
27. Divisions will not be considered in good standing when any dues, or bill, either by the Division or one of its Flotillas owed to the District, or any report is delinquent for thirty (30) days or longer.
28. Any Division which is delinquent at the time of any Meeting of the Board because of a dispute over billing, and who has paid the undisputed portion of its dues, or bill, shall be seated as voting members of these Boards. If a Division is delinquent because of the failure to file a report, the Division shall not be seated as a voting member until the report is filed or the matter resolved to the satisfaction of the District Commodore.
29. At least 20 days prior to the District meetings, each Division **Commander** shall be notified of any outstanding financial or reporting obligations to the District.
30. Recommendations to the Board may be submitted by a member of the Board. All recommendations submitted to the Board shall first be submitted to the District Commodore at least thirty (30) days prior to the meeting at which the recommendation shall be voted upon. The District Commodore shall give notice of the recommendations proposed fifteen (15) days before such meeting.

31. In the event that the District Board wishes to make a recommendation to the National Board, the recommendation approved by the District Board shall be submitted by the District Commodore to the **Auxiliary Regional Commodore Central** for presentation at the appropriate meeting, taking into consideration, however, the acceptance of such recommendations are subject to provisions of the National Standing Rules concerning the deadlines for such submissions.
  
32. There shall be an association of members of the District who have served in the capacity of Division Captain **or Division Commander** known as the Past Captain **and Division Commanders'** Association. The purpose of the Past Captain **and Division Commanders'** Association shall be to assist the District Commodore and the District Board, upon request, in advancing the programs of the United States Coast Guard Auxiliary by engaging in such activities as may be approved by the District Commodore and/or the Board from time to time.
  
33. Any reference to "writing" shall include all forms of written and electronic communication.

This Appendix to the Eighth District Western Rivers Region Standing Rules was duly approved at a District Board meeting on 26 September 2008 by a vote of more than two-thirds of the District Board members present and voting, a quorum being present.

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Jackson J. Gumb, Commodore 8WR

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CDR Todd J. Campbell, DIRAUX