

**LADIES AUXILIARY
FLEET RESERVE ASSOCIATION**

ALSO DBA

**THE AUXILIARY OF THE
FLEET RESERVE ASSOCIATION**



UNIT INSTRUCTIONS AND RITUALS

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UNIT INSTRUCTION AND RITUALS

Chapter 1

FLOOR PLAN OF MEETING HALL

Section 101. The following is a suggested floor plan for Unit meetings:

NATIONAL
COLORS

UNIT
COLORS

SECRETARY

PRESIDENT

TREASURER

x
ALTAR

JR. PAST PRES.

CHAPLAIN

CHAPLAIN
(During Prayer)

VICE PRESIDENT

Section 102. The floor plan and the Rituals may be adapted to conform to local conditions.

Section 103. The United States Flag is posted to the right of the Presiding Officer while facing the Assembly, whether on a platform or on floor level.

Section 104. The LA FRA emblem is an important part of the LA FRA. The TRIANGLE is a part of the floor plan.

Section 105. The Floor Plan in 101 places the Flag, the Unit Colors, and the Altar in the form of a Triangle, symbolic of the FRA and the LA FRA emblem, with the three sides denoting "Loyalty, Protection, and Service."

Section 106. The area within the Symbolic Triangle is reserved for the performance of Ritual ceremonies.

Chapter 2

Section 201. **Purpose for a Unit** -The Unit work is directed toward the purposes for which it is organized, as stated in the PREAMBLE at every meeting. Whenever the Branch requests assistance in any matter, the Unit will cooperate. It is organized to promote and assist in welfare, social and patriotic work for the benefit of members and the families of members of the FRA.

Chapter 3

Section 301. **Duties- Officers, Chairmen, Members**

Section 302. **President** - The President of a Unit is its Presiding Officer, exercising supervision over the Unit proceedings, and its observance of the C&BL and SR.

- (a). Represents the Unit in contact with the public and other organizations.
- (b). Knows the C&BL and SR, the UI & R, as well as the Unit and Regional Bylaws.
- (c). Knows and practices basic parliamentary procedure, as outlined in *Robert's Rules of Order, Newly Revised*, to obtain order, equality of members, justice, the rights of the minority and the rule of the majority.
- (d). Obeys the C&BL, follows all established rules, and carries out orders which are legally directed, in the course of Unit business.
- (e). Obligation is to be courteous, kind, and fair, in order to promote the best interests of the Auxiliary.
- (f). Knows and directs the duties of all Officers and Chairmen, who are working for the progress of the Unit, and the LA FRA.
- (g). Parliamentary procedure is outlined in Chapter 21 and *Robert's Rules of Order, Newly Revised*.

Section 303. **Vice President** - The Vice President performs duties defined in Unit Bylaws. The V.P. is usually the Membership Chairman.

Section 304. **Secretary** - The Unit Secretary is chief assistant to the Unit President. In carrying out the duties of the office the Secretary:

- (a). Maintains the membership roll
- (b). Reads the minutes of the previous meeting
- (c). Has custody of the documents and papers of the Unit
- (d). Records proceedings during the meeting
- (e). Compiles a true record of minutes in permanent form
- (f). Has an order of business available for Unit President

- (g). Notes items during Unit business that call for later action in the meeting
- (h). Keeps a record of all money received
- (i). Turns money over promptly to the Treasurer and receives a receipt
- (j). Makes changes needed. Retains membership records
- (k). Keeps books necessary for performance of the duties
- (l). Provides chairmen with necessary papers for performance of their duties
- (m). Has thorough knowledge of all rules
- (n). Receives Unit mail, replies as the President requests or Unit vote
- (o). Signs all minutes, records, and documents as required
- (p). Obtains President's signature as required for certain correspondence
 - (1) Official letters of Unit to National Officers.
 - (2) Delegate certification credentials
 - (3) C&BL amendments
- (q). Studies *Robert's Rules of Order, Newly Revised* on minutes, how to write, how accepted, how to correct, and essentials
- (r). Performs duties as may be directed by the rules, the Unit, or the Unit President

Section 305. **Secretary and Treasurer** – The office of Secretary and Treasurer may be combined, to form one office, known as Secretary/Treasurer

- (a) The Treasurer has custody of the monies of the Unit, deposits the monies and disburses same, according to the Unit Vote and Unit Bylaws. A Fidelity Bond is furnished by the LA FRA.
- (b) All funds of the Unit not otherwise allocated by the Unit direction are in the custody of the Treasurer.
- (c) A report is required at each regular meeting

- (d) Audit Reports are acted upon by the Unit in order to adopt the Treasurer's report which is filed for audit or according to Unit Bylaws.

Section 306. Unit Board of Directors – Committee Chairmen and Appointees

- (a) Meetings of the Unit Board of Directors shall be held at the call of the Unit President or upon written request of not less than a majority of members of the Board. (Ref: Art. 14, Section 1407 C & BL)
- (b) In case of an emergency arising between Unit meetings, the Unit Board of Directors shall have the authority to act for the best interests of the Unit and the LA FRA. The action shall be subject to ratification by the Unit at its next regular meeting.
- (c). Specific duties in the Unit of above officers shall be defined in Unit Bylaws and shall be consistent with the duties of the National Officers holding a similar office
- (d). Chairmen and Appointees perform duties indicated by title. (Ref: SR-34 – SR 45)

Section 307. Sergeant-at-Arms: - You shall attend the door, allowing no interruptions during the opening and closing ceremonies, or other ceremonies being performed according to the ritual. You announce the visiting distinguished guest, members and National Officers. You have charge of the Unit equipment and properties of the meeting hall, and determine that the meeting hall is in proper order for the meeting. At the close of the meeting, you properly secure all equipment, and perform other duties as may be directed by the President.

Section 308. Duties of Members -

- (a). Regular attendance
- (b). Participation in proceedings
- (c). Acceptance of majority decision
- (d). Obedience to rules
- (e). Prompt payment of dues
- (f). Recruit new members
- (g). Learn Unit procedure

Chapter 4

Section 401. **General Information for New Units**

Section 402. Bulletins should be issued monthly by the Unit Secretary or a Bulletin Committee and if possible through cooperation with the Branch. Bulletins are a means of getting information to all the members, with timely reminders of current activities, keeping in touch with out-of-town members, and when combined with the Branch it will reach prospective members. The following are some of the items a Bulletin can contain:

- (a). Notice of meetings and elections
- (b). Mention of new members
- (c). News items of members
- (d). National and Regional news
- (e). National Convention and Regional Convention news
- (f). Current activity information
- (g). Encourage attending meetings
- (h). Membership recruiting
- (i). Reminders and other items on Unit affairs

Section 403. Other suggestions.

- (a). Membership attendance is promoted by a drawing, won only by a member in attendance.
- (b). Roll call book kept by Secretary.
- (c). Cash journal for Secretary, who receives monies paid to Unit, turns them over to Treasurer who gives Secretary receipt for same.
- (d). File for filled in application forms, retained indefinitely, also Per Capita forms.
- (e). Monies taken in at activities are turned over to the Secretary/Financial Secretary immediately, who gives receipt for same to the chairman in charge of the report.
- (f). The President may appoint a Special Committee to work on special projects for the Unit.
- (g). The President needs to remember when new members are in attendance either the President or another member keep the new member aware of what is happening during the meeting.
- (h). Solicitation of outside donations should be only by vote of the Unit and with Branch approval.
- (i). Resignations should be in writing to the Unit Secretary

Chapter 5

Section 501. Unit Bylaws and Standing Rules

- (a). Units may adopt bylaws to provide for orderly procedure of routine affairs and define the duties of its officers and chairmen. Bylaws state the rules officers and chairmen are to follow in the conduct of business, allowing for orderly transition of duties from one administration to the next.
- (b). Bylaws provide specific rules for the most important business affairs of the Unit and rules that are found to be in the best interest of the Unit to follow.
- (c). Unit bylaws shall be ratified by the Board of Directors of its sponsoring Branch.

Section 502. Unit Standing Rules

- (a). Rules that are temporary in nature or procedures that are subject to change rather often should be provided in the standing rules.
- (b). Standing Rules remain in force regardless of succeeding administration in office, until they have been modified or rescinded.

Chapter 6

Section 601 Unit Meetings

Section 601(a). Regular Unit meetings shall be held not less than once a month; a quorum is a Unit decision; a three day written notice to all members or notice given at the previous regular meeting.

Section 602. The President arrives early in order to arrange meeting details and to greet members, visiting members, and prospective members, assisted by the Vice President and the Sergeant-at-Arms. An attendance book is convenient for listing those in attendance.

Section 603. Arrangements for the meeting are made before the meeting convenes. The Chaplain arranges the Altar. The Color Bearers have the United States Flag and Banner ready. Display the Unit Charter. The Secretary arranges the material and has at hand any reminders for the President. The Treasurer and Chairmen have reports ready. The Secretary distributes the National Chairman's newsletter for the month to the respective Unit Chairman, for inclusion with the report to the Unit. Officers taking part in the initiation ceremony have the Ritual at hand. Have the C&BL and SR, the UI&R, the Unit Bylaws and *Robert's Rule of Order, Newly Revised* available for reference. See Chapter 21 Parliamentary Law.

Section 604. When parading the colors, Color Bearers march with United States Flag to its own right. If United States Flag and the Banner cross, in order to post colors, the United States Flag is ahead, to the front in crossing.

Section 605. In the LA FRA, three raps of the gavel indicate that the entire assembly rises; two raps, officers only; one rap seats members.

Chapter 7

Section 701. **Order of Protocol**

Section 701(a). When two or more distinguished guests are present the following order of protocol should be observed: FRA and LA FRA past officers are introduced by the highest office held.

Section 701(b). When the Branch and Unit are holding a joint gathering or installation the FRA Master-at-Arms will introduce the current and past officers of the FRA, and the LA FRA Sergeant-at-Arms will introduce the current and past officers of the LA FRA. The Sergeant-at-Arms prepares a list of visitors, members from other Units, current and Past National Officers for use by the Unit President under the "Good of the Order."

Guests other than those listed below

Government officials in order of rank, i.e. city, county, state, federal

Members of the Armed Forces in order of rank, i.e. lower grade first and senior grade last

(Note: Among the Armed Forces the following precedence should be observed: Air Force, Army, Coast Guard, Marine Corps, and Navy)

Past Unit Officers in order of rank, i.e., junior officer first and senior officer last

Past Branch Officers in order of rank, i.e., junior officer first and senior officer last

Unit Officers in order of rank, i.e., junior officer first and senior officer last

Branch Officers in order of rank, i.e., junior officer first and senior officer last

Past Regional Officers of the LA FRA in order of rank, i.e., junior officer first and senior officer last. (Past Regional Presidents are not introduced here)

Past Regional Officers of the FRA in order of rank, i.e., junior officer first and senior officer last (Past Regional Presidents are not introduced here)

Regional Officers of the LA FRA in order of rank, i.e., junior officer first senior officer last (Regional Presidents are not introduced here)

Regional Officers of the FRA in order of rank i.e., junior officer first and senior officer last (Regional Presidents are not introduced here)

Past National Officers of the LA FRA order of rank, i.e., junior officer first and senior officer last

Past Regional President

Past National President

Past National Officers of the FRA in order of rank i.e., junior officer first and senior officer last

National Officers of the LA FRA in order of rank i.e., junior officer first and senior officer last

Regional President

National Treasurer

National Financial Secretary

National Executive Secretary

National Vice President

National President

National Officers of the FRA in order of rank i.e., junior officer first and senior officer last

Chapter 8

Section 801. **Official Visits of National Officers**

Section 802. Official visits of National Officers to Units require attention to suitable ceremony. Following are points that may be considered.

- (a). With advance notice of the visit, a committee may be appointed to arrange affairs of the meeting. Visits, with attendant ceremony, are usually reserved for the National President, the Regional President or any other National Officer. If time permits, a Unit may extend an invitation to the meeting, to National Officers, Past National Presidents, Past National Officers and Units of the area
- (b). Official visits of the National President, the Regional President or any other National Officer, are not established by rule, but by precedent. Details of time and place, and other arrangements are usually by mutual agreement
- (c). Units planning a meeting for official visits arrange all details of the function in advance so that the program runs smoothly.
- (d). A committee to welcome the National Officers arrives early.
- (e). Seats of prominence are reserved for distinguished guests, either on the rostrum, or if room does not permit, a reserved section of the assembly.
- (f). The Sergeant-at-Arms introduces all visiting members. Past National Officers, Past National Presidents, and then the National Officers of the current administration are escorted to the altar by the Sergeant-at-Arms and presented to the assembly before being seated in the seats reserved for them.
- (g). The National President is escorted to the altar as the honored guest for separate and special presentation. Members rise on three raps of the gavel by the Unit President. The honored guest is seated at the right of the Unit President or in a seat of honor, as arranged by the committee.

Chapter 9

Section 901. **Ritual For Opening Meeting**

Section 902. The President seats members with one rap of the gavel, saying:

PRESIDENT: "THE MEETING WILL COME TO ORDER. THE DOORS OF THE MEETING HALL SHALL BE CLOSED BY THE SERGEANT-AT-ARMS."

Section 903. **SERGEANT-AT-ARMS: "The doors are closed and the members are in the meeting hall."**

Section 904. **PRESIDENT: "SERGEANT-AT-ARMS, YOU WILL INTRODUCE THE NON-MEMBER GUESTS AND VISITING MEMBERS"**. National Officers and honored guests may be invited to seats of prominence.

Section 905. **PRESIDENT: (The President gives three raps of the gavel, for the entire assembly to rise and stand at attention.) "COLOR GUARDS WILL PARADE THE COLORS. ATTENTION AT THE ALTAR"**. (See Chapter 6, Section 604). If space does not permit the parading of the Colors, prior to the opening of the meeting they should be placed in their proper place. The President says, **"SERGEANT-AT-ARMS, YOU WILL ATTEND TO THE UNFURLING OF THE COLORS."**

Section 906. **President: "THE CHAPLAIN WILL NOW INVOKE THE BLESSING OF GOD."** (The Chaplain will proceed to the Altar open the Bible and give the Opening Prayer.)

Section 907. **CHAPLAIN: "Almighty God, Creator of all things, we humbly beseech thee to accept our devotions. Have mercy on the souls of our departed. Guide us in all our undertakings that we may truly please thee. AMEN"** (Chaplin: The Bible is open)

Section 908. **PRESIDENT: "COLOR GUARDS, POST COLORS."**

Section 909. **PRESIDENT: "YOU WILL SAY WITH ME THE PLEDGE OF ALLEGIANCE TO OUR FLAG OF THE UNITED STATES OF AMERICA." 'I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS ONE NATION**

UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.' ”

Section 910. PRESIDENT: (If the Unit desires to sing) **“WE WILL ALL JOIN IN SINGING ‘THE STAR SPANGLED BANNER.’”**

**Oh say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last
gleaming?
Whose broad stripes and bright stars thro, the
perilous fight,
O'er the ramparts we watched were so gallantly
streaming.
And the rockets red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still
there.
Oh say, does that Star Spangled Banner yet wave,
O'er the land of the free and the home of the brave.**

Section 911. PRESIDENT: **“THE MEMBERS WILL REPEAT THE PREAMBLE TO THE CONSTITUTION OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.”**

PREAMBLE

Having a keen sense of responsibility, being true Americans, and bearing in mind the Preamble of the Fleet Reserve Association, we, the members of the Ladies Auxiliary of the Fleet Reserve Association do band together to aid, assist, and promote in all matters pertaining to welfare, social and patriotic work, for the benefit of the Fleet Reserve Association, its members and their families. Thus do we associate and declare these principles to be the foundation and the Preamble to the Constitution of the Ladies Auxiliary of the Fleet Reserve Association.

If a Unit member has passed away, you will do the Ceremony for **Draping Charter**. UI & R Chapter 20 (Charter is draped for 30 days)

Section 912. PRESIDENT: **“I NOW DECLARE UNIT NO___ OF THE LADIES AUXILIARY OF THE FLEET**

RESERVE ASSOCIATION REGULARLY CONVENED.” (With one rap of the gavel seats all members.)

Section 913. PRESIDENT: **“THE SECRETARY WILL NOW HAVE THE ROLL CALL OF OFFICERS.”** (Secretary calls the roll)

Section 914. PRESIDENT: **“SECRETARY, ARE THERE ANY APPLICANTS FOR MEMBERSHIP TO BE INITIATED?”** (See Initiation Ceremony, Chapter 10)

Section 915. PRESIDENT: **“THE SECRETARY WILL NOW READ THE MINUTES OF THE PRECEDING MEETING.”** (Secretary reads the minutes)

Section 916. PRESIDENT: **“YOU HAVE LISTENED TO THE MINUTES, ARE THERE ANY CORRECTIONS? IF NOT, THE MINUTES WILL STAND APPROVED AS READ.”** (If there is a correction, ask the Secretary to correct). **“The minutes will stand approved, as corrected.”** (Note: President and Secretary sign minutes at this time.)

Section 917. PRESIDENT: **“WE WILL NOW HAVE THE READING OF THE TREASURERS’ REPORT.”** (Treasurer reads report) PRESIDENT: **THIS REPORT WILL BE PUT ON FILE FOR AUDIT.”**

Section 918. PRESIDENT: **“THE SECRETARY WILL NOW READ THE MINUTES OF THE UNIT BOARD OF DIRECTORS’ MEETING”** (Secretary reads minutes)

PRESIDENT: **“RECOMMENDATIONS OF THE BOARD OF DIRECTORS’ REQUIRING ACTION WILL BE TAKEN UP UNDER THE PROPER HEADING.”** (If no Unit Board of Directors meeting was held this will be omitted.)

Section 919. PRESIDENT: **“CHAPLAIN, WILL YOU PLEASE GIVE YOUR REPORT.”**

Section 920. PRESIDENT: **“WE WILL HAVE THE COMMITTEE REPORTS.”**

- Unit Activities
- Americanism/Patriotism
- Audit and Finance
- Hospital
- Membership and Retention

**Publicity
Welfare and Rehabilitation
Youth Activities
VAVS/SVH (Optional)**

Section 921. PRESIDENT: “SECRETARY, ARE THERE ANY COMMUNICATIONS TO BE READ?” (Secretary reads communications.) PRESIDENT: CORRESPONDENCE REQUIRING ACTION WILL BE BROUGHT UP UNDER THE PROPER ORDER OF BUSINESS.”

Section 922. PRESIDENT: “TREASURER, ARE THERE ANY BILLS TO BE PAID.” (Motion to pay bills should be made at this time.)

Section 923. PRESIDENT: A ten minute recess may be declared by the President at this time, when a recess is called rap the gavel three times. “WILL THE CHAPLAIN PLEASE CLOSE THE BIBLE?”

Section 924. Chaplain: The Bible is closed.”

(One rap of the gavel)

After the recess, rap the gavel three times.

Section 925. PRESIDENT: “THE CHAPLAIN WILL OPEN THE BIBLE.”

Section 926. CHAPLAIN: The Bible is open.”

(One rap of the gavel)

Section 927. PRESIDENT: “WE ARE NOW UNDER UNFINISHED AND DEFERRED BUSINESS.” (The President and Secretary should have scheduled notes on all unfinished or deferred business.)

Section 928. PRESIDENT: “WE ARE NOW UNDER NEW BUSINESS. IS THERE ANY NEW BUSINESS TO BE BROUGHT BEFORE THE ASSEMBLY?” (Take care of all new business, including recommendations of the Board of Directors, and when completed state,) “IF THERE IS NO FURTHER BUSINESS TO COME TO THE ATTENTION OF THE ASSEMBLY, WE WILL PROCEED TO THE GOOD OF THE ORDER.”

Section 929. PRESIDENT: "WE ARE NOW UNDER THE GOOD OF THE ORDER." (The President calls upon visiting and long absent members to say a few words. When the good of the order is complete the President should entertain a motion to adjourn.)

Section 930. PRESIDENT: "IF THERE IS NO OTHER BUSINESS TO COME BEFORE THIS MEETING WE WILL PROCEED TO ADJOURN." (President gives three raps of the gavel and members will rise.)

Section 931. PRESIDENT: "WE WILL NOW GIVE THE SALUTATION TO THE DEAD." (Members will stand with bowed heads for one minute)

Section 932. PRESIDENT: "THE CHAPLAIN WILL RECITE THE CLOSING PRAYER." (Chaplain will proceed to Altar.)

Section 933. CHAPLAIN: "Almighty God, who has given us grace at this time to make our common supplications unto thee, and does promise that when two or more are gathered together in thy name, thou will grant their requests, fulfill now, O Lord the desires and petitions of thy servants, as may be most expedient for them; grant us in this world knowledge of thy truth, and in the world to come life everlasting. Amen"

CHAPLAIN: The Bible is closed.

Section 934. PRESIDENT: "COLOR GUARDS WILL NOW RETIRE THE COLORS." (Members will stand at attention, placing their right hand over the heart, while the Colors are being retired.)

Section 935. PRESIDENT: "LET US LEAVE THIS MEETING PLACE FULLY AWARE OF THE OBLIGATIONS WE OWE TO OUR COUNTRY AND TO THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION AND UNTIL WE MEET AGAIN, LET NOTHING SWERVE US FROM OUR PRINCIPLES."

"I NOW DECLARE THIS MEETING OF UNIT NO__ LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, REGULARLY ADJOURNED." (One rap of gavel)

Chapter 10

Section 1001. **Initiation of New Members.**

Section 1002. **PRESIDENT: "SECRETARY WILL YOU PLEASE READ THE NAME(S) OF THE CANDIDATE(S)."**

Section 1003. **PRESIDENT: "SERGEANT-AT-ARMS, YOU WILL PRESENT THE CANDIDATE(S) AT THE ALTAR."**
(Sergeant-at-Arms will line the candidate(s) in front of the Altar.)

Section 1004. **SERGEANT-AT-ARMS: "THE CANDIDATE(S) AWAITS YOUR ORDERS."**

Section 1005. **PRESIDENT: "THE CHAIR WILL INSTRUCT THE CANDIDATE(S) IN THE MEANING OF THE RAPS OF THE GAVEL. ONE RAP OF THE GAVEL CALLS THE MEETING TO ORDER (President raps one rap of the gavel.) TWO RAPS OF THE GAVEL, OFFICERS SHALL RISE. (President raps two raps of the gavel.) THREE RAPS OF THE GAVEL CALLS UP THE ENTIRE MEMBERSHIP. (President raps three raps of the gavel.) THIS COMPLETES INSTRUCTIONS ON THE USE OF THE GAVEL. "**

Section 1006. **PRESIDENT: "YOU HAVE BEEN ADMITTED TO MEMBERSHIP IN UNIT ____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION. THIS AUXILIARY IS COMPOSED OF SPOUSES, PARENTS, GRANDPARENTS, SISTERS, BROTHERS, CHILDREN, STEPCHILDREN, AND GRANDCHILDREN NOT LESS THAN SIXTEEN YEARS OF AGE, OF MEMBERS OF THE FLEET RESERVE ASSOCIATION: AND WIDOWS, WIDOWERS, PARENTS, GRANDPARENTS, SISTERS, BROTHERS, CHILDREN, STEPCHILDREN, AND GRANDCHILDREN NOT LESS THAN SIXTEEN YEARS OF AGE, OF PERSONS WHO WERE MEMBERS OF THE FLEET RESERVE ASSOCIATION OR ELIGIBLE FOR MEMBERSHIP AT THE TIME OF THEIR DEATH. IT HAS CERTAIN AIMS AND PRINCIPLES WHICH DISTINGUISH IT FROM OTHER PATRIOTIC ORGANIZATIONS. YOU WILL NOW HEAR THESE PRINCIPLES EXPLAINED TO YOU BY THE OFFICERS OF THE AUXILIARY."**

(Two raps of the gavel calls up officers only.)

Section 1007. PRESIDENT: **“SERGEANT-AT-ARMS, YOU WILL NOW CONDUCT THE CANDIDATE(S) TO THE STATION OF THE JUNIOR PAST PRESIDENT (or Second Vice President) WHO WILL INSTRUCT THE CANDIDATE(S) IN LOYALTY, THE FIRST PRINCIPLE OF OUR AUXILIARY.”**

Section 1008. SERGEANT AT ARMS: **“By direction of the President I present the candidate(s) for instruction in LOYALTY, the first principle of our Auxiliary.”**

Section 1009. JUNIOR PAST PRESIDENT OR SECOND VICE PRESIDENT: **"The first principle of the Ladies Auxiliary is Loyalty. Your future happiness from this day on is our concern as our member. You must be loyal to your Flag and your Country, to the community in which you live and to members in this Auxiliary. Let no word or deed of yours cause any injury to the person or family of any shipmate."**

Section 1010. PRESIDENT. **“SERGEANT-AT-ARMS, YOU WILL NOW CONDUCT THE CANDIDATE(S) TO THE STATION OF THE (First) VICE PRESIDENT WHO WILL INSTRUCT THE CANDIDATE(S) IN PROTECTION, THE SECOND PRINCIPLE OF OUR AUXILIARY.”**

Section 1011. (FIRST) VICE PRESIDENT: **"The second principle of our Auxiliary is Protection. As a member, you have certain rights and privileges. It has been the experience of many that only by constant vigilance can we protect our rights. It is evident, then, that United we stand and United in organization there is strength. For this reason we have banded together in an Auxiliary for mutual protection."**

Section 1012. PRESIDENT: **“SERGEANT-AT-ARMS, CONDUCT THE CANDIDATE(S) TO THE STATION OF CHAPLAIN TO BE INSTRUCTED IN SERVICE, THE THIRD PRINCIPLE OF OUR AUXILIARY.”**

Section 1013. CHAPLAIN: **"Service is the third principle of our Auxiliary. It is not only the aim of this Auxiliary to render service to its members and their families, but also to the United States Navy, Marine Corps, and Coast Guard. If a member is sick or is in distress, render what service you can, and then notify the officers of your Auxiliary. It is our duty to assist in good fortune or distress."**

Section 1014. PRESIDENT: **“THE CHAPLAIN WILL EXPLAIN THE SYMBOLIC TRIANGLE.”**

Section 1015. CHAPLAIN: (Steps to Flag and faces candidate(s)). **"The Symbolic Triangle is the symbol of the Ladies Auxiliary of the Fleet Reserve Association. From the United States Flag to the Unit Banner signifies Loyalty; the Unit Banner to the Altar represents Service; and from the Altar to the United States Flag represents Protection. The area within the Symbolic Triangle is reserved for the performance of Ritual ceremonies. The Triangle is the emblem used officially, when appropriate, which indicates the three Sea Services the United States Navy, Marine Corps and Coast Guard."**

Section 1016. PRESIDENT: **“SERGEANT-AT-ARMS, YOU WILL CONDUCT THE CANDIDATE(S) TO THE ALTAR FOR OBLIGATION.”**

Section 1017. SERGEANT-AT-ARMS: **"I present the candidate(s) for obligation."**

Section 1018. PRESIDENT: **“YOU HAVE HEARD THE THREE PRINCIPLES OF OUR AUXILIARY. AT THE OPENING OF EACH MEETING, YOU WILL HEAR THE RECITING OF THE PREAMBLE TO OUR CONSTITUTION. BELIEVING YOU WORTHY, WE ASK IF YOU ARE WILLING TO OBLIGATE YOURSELF TO THESE PRINCIPLES AS A MEMBER”**

Section 1019. CANDIDATE(S). **"I am."**

Section 1020. President gives three raps of the gavel to call up entire membership. President will proceed to Altar.

Section 1021. PRESIDENT: **“YOU WILL RAISE YOUR RIGHT HAND AND REPEAT AFTER ME USING YOUR NAME WHERE I DO MINE, I _____, PROMISE ON MY HONOR AS A MEMBER THAT I WILL ABIDE BY THE CONSTITUTION & BYLAWS AND THE STANDING RULES OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, AND THE BYLAWS, AND THE STANDING RULES, OF THIS UNIT, AND ALL OTHER AUTHORITY BY WHICH I MAY BE GOVERNED: THAT I WILL KEEP FAITH TO MY OATH OF**

ALLEGIANCE: REVERE THE FLAG OF MY COUNTRY; BE A LOYAL CITIZEN AND A TRUE MEMBER.” (Hands down)

Section 1022. **PRESIDENT: “BY AUTHORITY VESTED IN ME AS PRESIDENT, I DECLARE, YOU TO BE REGULARLY INITIATED AS A MEMBER(S) IN THIS UNIT NO..... OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.”** (President greets each new member with a welcome handclasp and returns to rostrum. The Unit President declares a recess to greet the new member(s).

Section 1023. **PRESIDENT: “CHAPLAIN WOULD YOU PLEASE CLOSE THE BIBLE?”**

Section 1024. **CHAPLAIN: “The Bible is closed. (One rap of the gavel)**

Chapter 11

Section 1101. **Installation of Officers** - The Installing Officer for all LA FRA installations shall be a member in good standing of the LA FRA or the FRA.

Section 1102. Unit Installations.

- (a). Officers-elect shall be installed at a meeting in the month following an election. Installation should take place under new business.
- (b). The Unit designates who shall be the Installing Officer. The Installing Officer is usually selected by the Unit President-Elect. The Installing Officer should be invited by letter bearing the signature of the Unit President and the Secretary.
- (c). The following officers are to be installed at Unit Installations:
 - (1) President
 - (2) Vice President
 - (3) Secretary (or Secretary/ Treasurer (optional))
 - (4) Executive Secretary and Financial Secretary (optional)
 - (5) Treasurer
 - (6) Jr. Past President (If elected to another office an additional Board member may be elected to fill the vacancy on the Board)
 - (7) Board of Directors (five Directors). If a Unit desires, one additional Director may be elected for each one hundred members of the Unit.
 - (8) The Chaplain and Parliamentarian are installed at National Convention Installation. It is optional at the Unit Installation. They are not elected. They are appointed by the Unit President.

Section 1103. Installing Officer shall assume charge of the Meeting.

Section 1104. **INSTALLING OFFICER, "IT IS A PLEASURE TO INSTALL YOUR UNIT OFFICERS AND I HAVE MY LETTER OF AUTHORITY FROM THE UNIT."** (May read)

Section 1105. **INSTALLING OFFICER. "I WOULD LIKE TO INTRODUCE THE SERGEANT-AT-ARMS_____,"**

AND MARSHAL _____. **THE SERGEANT-AT-ARMS AND MARSHAL WILL ESCORT THE ELECTED OFFICERS TO BE INSTALLED AS THE SECRETARY READS THE ROLL, LEAVING THE PRESIDENT TO LAST.**” (The roll call of officers to be installed shall be called by the Secretary or Installing Officer beginning with the President-elect, (First) Vice President-elect, and so on down the list.)

Section 1106. **INSTALLING OFFICER** (Questions for the President before escorting) **“HAVE YOUR BOOKS BEEN AUDITED AND A REPORT SUBMITTED?”**(The President answers yes)

“ARE THE OFFICERS-ELECT, ABOUT TO TAKE THE OATH OF OFFICE, MEMBERS IN GOOD STANDING?”(The President answers yes)

“ARE ALL MEMBERS IN THE UNIT ELIGIBLE TO MEMBERSHIP IN THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION ACCORDING TO THE LAWS LAID DOWN BY THE ASSOCIATION?”(The President answers yes)

“THEN YOUR ADMINISTRATION IS OFFICIALLY CLOSED.”

“SERGEANT-AT-ARMS AND MARSHAL PLEASE ESCORT THE OUTGOING PRESIDENT AND PREPARE THE OFFICERS FOR INSTALLATION.”

Section 1107. When the incoming officers have been brought to the Altar, the installing officer proceeds to the Altar. The installing officer proceeds to the Altar.

Section 1108. **INSTALLING OFFICER** **“I HAVE THE HONOR OF NOW INSTALLING YOU WHO HAVE BEEN CHOSEN BY THE MEMBERS OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION TO ADMINISTER ITS AFFAIRS FOR THE COMING YEAR.”**

“PRESIDENT-ELECT, PLACE YOUR LEFT HAND ON THE HOLY BIBLE BEFORE YOU. OTHER OFFICERS, PLACE YOUR LEFT HAND ON THE SHOULDER BEFORE YOU. RAISE YOUR RIGHT HAND. ANSWER THE FOLLOWING QUESTIONS WITH “I WILL” IN TAKING THE OATH OF OFFICE.”

“WILL YOU CONSCIENTIOUSLY PERFORM ALL THE DUTIES OF YOUR OFFICE AS PRESCRIBED BY THE CONSTITUTION AND BYLAWS OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION?”

“WILL YOU AT ALL TIMES PROTECT THE INTERESTS OF THE AUXILIARY AND THE ASSOCIATION, ITS UNITS AND BRANCHES AND ITS MEMBERS TO THE BEST OF YOUR ABILITY?”

“WILL YOU BRING TO THE PROMPT ATTENTION OF THE BOARD OF DIRECTORS, OR THE ASSEMBLY, ANY KNOWLEDGE THAT MAY COME TO YOU OF ANY IRREGULARITIES ON THE PART OF ANY OFFICER OR MEMBER IN THE CONDUCT OF THE DUTIES OF THE OFFICE?”

“WILL YOU KEEP AN ACCURATE AND TRUE ACCOUNT OF ALL FUNDS ENTRUSTED TO YOU AND SUBMIT THEM TO AUDIT WHEN REQUIRED AND ANY TIME REQUESTED TO DO SO?”

“THEN SAY AFTER ME, USING YOUR NAME WHERE I DO MINE, I _____, DO SINCERELY PROMISE AND SWEAR THAT I WILL PERFORM THE DUTIES AS PRESCRIBED TO ME AS AN OFFICER OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, AND ABIDE BY THE CONSTITUTION AND BYLAWS, AND THIS OATH OF OFFICE, SO HELP ME GOD.”

Section 1109. INSTALLING OFFICER: **“I NOW DECLARE YOU DULY INSTALLED OFFICERS OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION OF UNIT NO _____ AND I CONGRATULATE YOU.”**

Section 1110. INSTALLING OFFICER: **“SERGEANT-AT-ARMS AND MARSHAL PLEASE ESCORT THE NEWLY INSTALLED OFFICERS TO THEIR STATIONS LEAVING THE PRESIDENT TO LAST.**

“SERGEANT-AT-ARMS AND MARSHAL PLEASE ESCORT THE PRESIDENT TO THE PODIUM.”

“IT IS AN HONOR TO PRESENT TO YOU, YOUR GAVEL OF AUTHORITY. USE IT HONORABLY AND IMPARTIALLY,

EXERCISING AN UNBIASED JURISDICTION OVER YOUR MEMBERS. BE IMPARTIAL AT ALL TIMES, WORKING ONLY FOR THE GOOD AND WELFARE OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION AND FOR THE FLEET RESERVE ASSOCIATION.”

Section 1111. Installing Officer will turn the meeting over to the new President.

Section 1112. The following are the duties of the officers that may be used in the institution of a new Unit. It is optional.

Section 1113. **PRESIDENT. "The President presides at all meetings of the Unit and Board of Directors. You are the Chief Executive Officer, exercising general supervision over the affairs of the Unit. The provisions of the Constitution and Bylaws, the Standing Rules, and Unit Bylaws and Standing Rules shall be observed. The President represents the Unit in public ceremonies, and contact with other organizations, and has the authority to designate the (First) Vice President or any other Unit Officer to represent the Unit if necessary. You shall perform such other duties as the office may require."**

Section 1114. **VICE PRESIDENT: "The (First) Vice President assists the President, and assumes the duties of the President in an absence or disability. The V.P. knows the rules of the Constitution and Bylaws, the Standing Rules, Unit Bylaws and Standing Rules and Parliamentary procedure. The V.P shall perform other duties as the office may require."**

Section 1115. **SECRETARY: "You record the proceedings of Unit and Board of Directors' meetings, receive and answers Unit mail, as directed by the President and Unit. You give notice of all meetings according to rule. You keep a record of all monies received. You keep all books necessary to carry out the duties of the office. You have custody of the archives of the Unit, and shall perform such other duties as the office may require."**

Section 1116. **TREASURER: "You have custody of all monies belonging to the Unit, and you give a statement of the condition of the treasury at each regular meeting. All monies are properly cared for and disbursed according to**

rule. You shall perform other duties as the office may require."

Section 1117. CHAPLAIN: "The Chaplain shall offer invocations at the Opening and Closing Ceremonies of meetings. The Chaplain takes part in the Initiation Ceremony, the Burial Ritual, and the Ceremony for the Draping of the Charter, the Memorial Service, and such other Rituals as may be directed. The Chaplain records deaths, and reports them to the National Chaplain, Regional Chaplain and the Membership Service Administrator. The Chaplain officiates at the arrangements of the Altar, and has charge of the Bible during the meetings. The Chaplain provides spiritual comfort and aid to those in distress, and shall perform such other duties as may be required."

Section 1118. DIRECTORS: "The Board of Directors meets at the call of the President, or upon written request of not less than a majority of the members of that body. They have authority to act in an emergency for the best interests of the Unit and The Ladies Auxiliary of the Fleet Reserve Association; and to issue such rules as they deem necessary for conducting Unit business between meetings, subject to Unit ratification at the next meeting."

Section 1119. JUNIOR PAST PRESIDENT: "You have come to the end of your administration. It has been a great adventure for you and a glorious one for this Unit. I congratulate you upon giving this Unit of the Ladies Auxiliary of the Fleet Reserve Association a year of unselfish loyalty. You are a member of the Unit Board of Directors in the coming administration. It is your duty to give the newly elected President all possible assistance. Be assured as you go forth, that you carry with you the respect and appreciation of the officers and members."

Section 1120. NATIONAL OFFICERS - The Incoming National President designates a member in good standing to the LA FRA or the FRA to serve as the Installing Officer. In the event that the retiring National President is designated Installing Officer, a proxy shall be designated to take the oath of office as the new Junior Past National President. The Installing Officer acts as President pro-tem for the duration of the installation ceremony.

Chapter 12

Section 1201. Institution Ceremony

Section 1202. BRANCH PRESIDENT: One rap of the gavel. **“THIS MEETING WILL COME TO ORDER. THE DOORS OF THE MEETING HALL SHALL BE CLOSED.”**

Section 1203. BRANCH PRESIDENT: Three raps of the gavel. **“THE CHAPLAIN WILL NOW INVOKE THE BLESSING OF GOD.”**

Section 1204. BRANCH PRESIDENT: **“LET US REPEAT THE PLEDGE OF ALLEGIANCE TO THE FLAG.”**

“I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.” (One rap of the gavel.)

Section 1205. BRANCH PRESIDENT: **“IT IS MY HONOR TO INTRODUCE _____ WHO WILL BE THE INSTITUTING OFFICER.”**

Section 1206. INSTITUTING OFFICER: **“THANK YOU. THE FOLLOWING MEMBERS WILL BE ASSISTING ME TODAY. ACTING AS THE FOLLOWING OFFICERS ARE: JUNIOR PAST PRESIDENT: _____**

VICE PRESIDENT: _____

CHAPLAIN: _____

SERGEANT-AT-ARMS: _____

MARSHALL: _____

“MEMBERS I HAVE BEEN AUTHORIZED BY THE NATIONAL PRESIDENT OF THE LADIES AUXILIARY, FLEET RESERVE ASSOCIATION TO INSTITUTE UNIT ____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.”

Section 1207. INSTITUTING OFFICER: Reads Authorization

Section 1208. INSTITUTING OFFICER: **“MEMBERS, YOU HAVE SATISFIED YOURSELVES THAT ALL PRESENT ARE ELIGIBLE, ACCORDING TO OUR CONSTITUTION &**

BYLAWS. THE SECRETARY WILL NOW CALL THE ROLL. MEMBERS YOU WILL PLEASE RISE AS YOUR NAME IS CALLED."

Section 1209. SECRETARY: Reads the names of members on the Charter.

Section 1210. INITIATING OFFICER. If there is a National Officer or another member can initiate the new members. **"SERGEANT-AT-ARMS AND MARSHAL, YOU WILL PRESENT THE CANDIDATES AT THE ALTAR."** The Sergeant-at-arms and Marshal will line the candidates facing forward in front of the Altar; more than one line may be needed. The assisting staff should move to their respective stations for the initiation ceremony. Chairs will be in place.

Section 1211. INITIATING OFFICER. **"THE CHAIR WILL INSTRUCT THE CANDIDATES IN THE MEANING OF THE RAPS OF THE GAVEL. ONE RAP OF THE GAVEL CALLS THE MEETING TO ORDER."** (Rap gavel one time) **"TWO RAPS OF THE GAVEL, OFFICERS SHALL RISE."** (Rap gavel two times) **"THREE RAPS OF THE GAVEL, CALLS UP THE ENTIRE MEMBERSHIP."** (Rap gavel three times)

"YOU HAVE BEEN ADMITTED TO MEMBERSHIP IN UNIT _____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION. THIS AUXILIARY IS COMPOSED OF SPOUSES, PARENTS, GRANDPARENTS, SISTERS, BROTHERS, CHILDREN, STEPCHILDREN, GRANDCHILDREN NOT LESS THAN SIXTEEN YEARS OF AGE OF MEMBERS OF THE FLEET RESERVE ASSOCIATION AND WIDOWS, WIDOWERS, PARENTS, GRANDPARENTS, SISTERS, BROTHERS, CHILDREN, STEPCHILDREN, GRANDCHILDREN NOT LESS THAN SIXTEEN YEARS OF AGE, OF PERSONS WHO WERE MEMBERS OF THE FLEET RESERVE ASSOCIATION OR ELIGIBLE FOR MEMBERSHIP AT THE TIME OF THEIR DEATH. IT HAS CERTAIN AIMS AND PRINCIPLES, WHICH DISTINGUISH IT FROM OTHER PATRIOTIC ORGANIZATIONS. YOU WILL NOW HEAR THESE PRINCIPLES EXPLAINED TO YOU BY THE OFFICERS OF THE AUXILIARY."

Section 1212. INITIATING OFFICER. **“SERGEANT-AT-ARMS, AND MARSHAL YOU WILL NOW CONDUCT THE CANDIDATES TO THE STATION OF JUNIOR PAST PRESIDENT WHO WILL INSTRUCT THE CANDIDATES IN LOYALTY, THE FIRST PRINCIPLE OF OUR AUXILIARY.”**

Section 1213. SERGEANT-AT-ARMS AND MARSHAL will turn candidates to face Jr. Past President. SAA **“BY DIRECTION I PRESENT THE CANDIDATES FOR INSTRUCTION IN LOYALTY, THE FIRST PRINCIPLE OF OUR AUXILIARY.”**

Section 1214. JUNIOR PAST PRESIDENT. **“THE FIRST PRINCIPLE OF THE LADIES AUXILIARY IS LOYALTY; YOUR FUTURE HAPPINESS FROM THIS DAY ON IS OUR CONCERN AS OUR FELLOW MEMBER. YOU MUST BE LOYAL TO YOUR FLAG AND YOUR COUNTRY, TO THE COMMUNITY IN WHICH YOU LIVE AND YOUR FELLOW MEMBERS IN THIS AUXILIARY. LET NO WORD OR DEED OF YOURS CAUSE ANY INJURY TO THE PERSON OR FAMILY OF ANY SHIPMATE.”**

Section 1215. INITIATING OFFICER. **“SERGEANT-AT-ARMS AND MARSHAL, YOU WILL NOW CONDUCT THE CANDIDATES TO THE STATION OF THE VICE PRESIDENT WHO WILL INSTRUCT THE CANDIDATES IN PROTECTION, THE SECOND PRINCIPLE OF OUR AUXILIARY.”**

Section 1216. SERGEANT-AT-ARMS. **“PLEASE TURN TO FACE THE VICE PRESIDENT.”**

Section 1217. VICE PRESIDENT. **“ THE SECOND PRINCIPLE OF OUR AUXILIARY IS PROTECTION. AS A MEMBER YOU HAVE CERTAIN RIGHTS AND PRIVILEGES. IT HAS BEEN THE EXPERIENCE OF MANY THAT ONLY BY CONSTANT VIGILANCE CAN WE PROTECT OUR RIGHTS. IT IS EVIDENT, THEN, THAT UNITED WE STAND AND UNITED IN ORGANIZATION THERE IS STRENGTH. FOR THIS REASON WE HAVE BANDED TOGETHER IN AN AUXILIARY FOR MUTUAL PROTECTION.”**

Section 1218. INITIATING OFFICER. **“SERGEANT-AT-ARMS AND MARSHAL, CONDUCT THE CANDIDATES TO THE STATION OF THE CHAPLAIN TO BE INSTRUCTED IN SERVICE, THE THIRD PRINCIPLE OF OUR AUXILIARY.”**

Section 1219. SERGEANT-AT-ARMS. **“PLEASE TURN TO FACE THE CHAPLAIN.**

Section 1220. CHAPLAIN. **“SERVICE IS THE THIRD PRINCIPLE OF OUR AUXILIARY. IT IS NOT ONLY THE AIM OF THIS AUXILIARY TO RENDER SERVICE TO ITS MEMBERS AND THEIR FAMILIES, BUT ALSO TO THE UNITED STATES NAVY, MARINE CORPS AND COAST GUARD. IF A MEMBER IS SICK OR IN DISTRESS, RENDER WHAT SERVICE YOU CAN, AND THEN NOTIFY THE OFFICERS OF YOUR AUXILIARY. IT IS OUR DUTY TO ASSIST IN GOOD FORTUNE OR DISTRESS.”**

Section 1221. INITIATING OFFICER. **“THE CHAPLAIN WILL EXPLAIN THE SYMBOLIC TRIANGLE.”**

Section 1222. CHAPLAIN. The Chaplain steps to the Unit banner and faces the candidates. **“THE SYMBOLIC TRIANGLE IS THE SYMBOL OF OUR AUXILIARY. FROM THE UNITED STATES FLAG TO THE UNIT BANNER SIGNIFIES LOYALTY: THE UNIT BANNER TO THE ALTAR REPRESENTS SERVICE: AND FROM THE ALTAR TO THE AMERICAN FLAG REPRESENTS PROTECTION. THE AREA WITHIN THE SYMBOLIC TRIANGLE IS RESERVED FOR THE PERFORMANCE OF RITUAL CEREMONIES. THE TRIANGLE IS THE EMBLEM USED OFFICIALLY, WHEN APPROPRIATE, WHICH INDICATES THE THREE SEA SERVICES, THE UNITED STATES NAVY, MARINE CORPS AND COAST GUARD.”**

Section 1223. INITIATING OFFICER. **“SERGEANT-AT-ARMS AND MARSHAL, YOU WILL CONDUCT THE CANDIDATES TO THE ALTAR FOR OBLIGATION.”**

Section 1224. SERGEANT-AT-ARMS AND MARSHAL. Turns the candidates to face the altar. SERGEANT-AT-ARMS **“I PRESENT THE CANDIDATES FOR OBLIGATION.”**

Section 1225. INITIATION OFFICER. **“YOU HAVE HEARD THE THREE PRINCIPLES OF OUR AUXILIARY. AT THE OPENING OF EACH MEETING YOU WILL HEAR THE RECITING OF THE PREAMBLE TO OUR CONSTITUTION & BYLAWS, BELIEVING YOU WORTHY, WE ASK IF YOU ARE WILLING TO OBLIGATE YOURSELF TO THESE PRINCIPLES AS A MEMBER.”**

Section 1226. CANDIDATES. **“I AM”**

Section 1227. INITIATING OFFICER. Three raps of the gavel for entire membership to rise. The Initiating Officer then proceeds to the altar. You can ask all members to repeat the obligation with the candidates. **“YOU WILL RAISE YOUR RIGHT HAND AND REPEAT AFTER ME USING YOUR NAME WHERE I DO MINE. I _____ PROMISE ON MY HONOR AS A MEMBER THAT I WILL ABIDE BY THE CONSTITUTION & BYLAWS, AND THE STANDING RULES OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, AND THE BYLAWS, AND THE STANDING RULES, OF THIS UNIT AND ALL OTHER AUTHORITY BY WHICH I MAY BE GOVERNED: THAT I WILL KEEP FAITH TO MY OATH OF ALLEGIANCE; REVERE THE FLAG OF MY COUNTRY: BE A LOYAL CITIZEN AND A TRUE MEMBER.”** You may lower your hands. **“MEMBERS, YOU HAVE NOW BECOME A PART OF OUR ORGANIZATION AND IT IS NECESSARY TO INSTITUTE YOUR UNIT.** (Present membership pins to each new member) **SERGEANT-AT-ARMS AND MARSHAL PLEASE RETURN THE MEMBERS TO THEIR SEATS.”**

Section 1228. INSTITUTING OFFICER. If the National President or National Vice President is present, it is nice to ask them to do this section. **“WILL THE SECRETARY GIVE ME THE NAME AND NUMBER OF YOUR UNIT.?”**

Section 1229 SECRETARY. **“NAME _____**
UNIT NO.: _____

Section 1230. INSTITUTING OFFICER. **“BY AUTHORITY OF THE NATIONAL PRESIDENT OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, I NOW DECLARE THIS TO BE A UNIT OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, HENCE TO BE KNOWN AS UNIT NO _____, OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, AND ENTITLED TO ALL THE RIGHTS AND PRIVILEGES OF THIS ORGANIZATION SO LONG AS ITS MEMBERS COMPLY WITH OUR CONSTITUTION AND BYLAWS AND STANDING RULES. HENCE FORTH, YOUR SUCCESS OR FAILURE WILL DEPEND ENTIRELY ON THE WAY IN WHICH YOU**

ADMINISTER THE AFFAIRS OF YOUR UNIT. BE EVER MINDFUL OF THE THREE CARDINAL PRINCIPLES OF THE AUXILIARY: LOYALTY, PROTECTION AND SERVICE, AND YOUR UNIT WILL BE ON ITS TRUE COURSE AT ALL TIMES. SERGEANT-AT-ARMS AND MARSHAL PLEASE CONDUCT THE MEMBERS TO THEIR SEATS."

Section 1231. INSTITUTING OFFICER. **"MEMBERS OF UNIT NO _____, LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION HAVE YOU DECIDED ON THE OFFICERS WHO ARE TO SERVE DURING THE COMING YEAR?"**

Section 1232. SECRETARY. **"YES WE HAVE."**

Section 1233. INSTALLING OFFICER. The installing officer can be a member the new Unit President chooses. **"MEMBERS OF UNIT NO _____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION; IT NOW BECOMES MY DUTY AND HONOR TO INSTALL YOUR OFFICERS, IN ACCORDANCE WITH THE CONSTITUTION AND BYLAWS OF OUR ORGANIZATION."**

Section 1234. INSTALLING OFFICER. **I WOULD LIKE TO INTRODUCE _____ THE SERGEANT-AT-ARMS AND _____ THE MARSHAL. "THE SERGEANT-AT-ARMS AND MARSHAL WILL ESCORT THE ELECTED OFFICERS TO BE INSTALLED TO THE ALTAR AS THE ROLL IS CALLED."** The roll call of officers to be installed shall be called by the Secretary or Installing Officer beginning with the President-elect, (First) Vice President-elect, and so on down the list.

Section 1235. The installing officer proceeds to the Altar.

"PRESIDENT-ELECT, PLACE YOUR LEFT HAND ON THE HOLY BIBLE BEFORE YOU. OTHER OFFICERS, PLACE YOUR LEFT HAND ON THE SHOULDER BEFORE YOU. RAISE YOUR RIGHT HAND. ANSWER THE FOLLOWING QUESTIONS WITH "I WILL" IN TAKING THE OATH OF OFFICE."

"WILL YOU CONSCIENTIOUSLY PERFORM ALL THE DUTIES OF YOUR OFFICE AS PRESCRIBED BY THE

CONSTITUTION AND BYLAWS OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION? I will

“WILL YOU AT ALL TIMES PROTECT THE INTERESTS OF THE AUXILIARY AND THE ASSOCIATION, ITS UNITS AND BRANCHES AND ITS MEMBERS TO THE BEST OF YOUR ABILITY?” I will

“WILL YOU BRING TO THE PROMPT ATTENTION OF THE BOARD OF DIRECTORS, OR THE ASSEMBLY, ANY KNOWLEDGE THAT MAY COME TO YOU OF ANY IRREGULARITIES ON THE PART OF ANY OFFICER OR MEMBER IN THE CONDUCT OF THE DUTIES OF THE OFFICE?” I will

WILL YOU KEEP AN ACCURATE AND TRUE ACCOUNT OF ALL FUNDS ENTRUSTED TO YOU AND SUBMIT THEM TO AUDIT WHEN REQUIRED AND ANY TIME REQUESTED TO DO SO?” I will

“THEN SAY AFTER ME, USING YOUR NAME WHERE I DO MINE, I _____, DO SINCERELY PROMISE AND SWEAR THAT I WILL PERFORM THE DUTIES AS PRESCRIBED TO ME AS AN OFFICER OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, AND ABIDE BY THE CONSTITUTION AND BYLAWS, AND THIS OATH OF OFFICE, SO HELP ME GOD.” YOU MAY LOWER YOUR HANDS.”

Section 1236. INSTALLING OFFICER “I NOW DECLARE YOU DULY INSTALLED OFFICERS OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION OF UNIT NO _____ AND I CONGRATULATE YOU.”

Section 1237. INSTALLING OFFICER “SERGEANT-AT-ARMS AND MARSHAL PLEASE ESCORT THE NEWLY INSTALLED OFFICERS TO THEIR STATIONS LEAVING THE PRESIDENT TO LAST.”

“PLEASE ESCORT THE PRESIDENT TO THE PODIUM.”

Section 1238. INSTALLING OFFICER. Do not give gavel at this time. “THIS UNIT IS BEING PLACED IN YOUR CHARGE: MUCH OF ITS SUCCESS AND PROSPERITY WILL DEPEND UPON THE FAITHFUL DISCHARGE OF YOUR DUTIES. GUARD WELL ITS INTEREST, THAT YOU MAY

FILL YOUR HIGH OFFICE ACCEPTABLY. IT WILL BE NECESSARY THAT YOU STUDY AND FULLY UNDERSTAND THE PRINCIPLES OF THIS ORGANIZATION, SINCE IT IS YOUR DUTY TO ENFORCE ITS CONSTITUTION AND BYLAWS, STANDING RULES, UNIT INSTRUCTIONS AND RITUALS. THAT YOUR UNIT MAY PROGRESS AND WORK IN COMPLETE HARMONY, IT IS NECESSARY THAT ALL OFFICERS ATTEND THE MEETINGS REGULARLY AND DISCHARGE THEIR DUTIES WITH HONOR TO THEMSELVES AND CREDIT TO THE ORGANIZATION."

Section 1239. **INSTALLING OFFICER** should turn the program back to the Instituting officer.

Section 1240. **INSTITUTING OFFICER.** It is suggested the Instituting Officer turns the meeting over to the Branch President for presentation of the Charter since the Branch is the sponsor.

Section 1241. **BRANCH PRESIDENT.** **"I NOW DELIVER THE CHARTER OF THIS UNIT NO _____ TO YOU (UNIT PRESIDENT), AND YOU ARE PERSONALLY RESPONSIBLE FOR ITS SAFETY AND TO HAVE IT DISPLAYED AT ALL MEETINGS. THE UNIT CHARTER IS THE BASIS OF YOUR UNIT ORGANIZATION."** READ THE CHARTER. Branch President may have brief remarks.

Section 1242. **INSTITUTING OFFICER: "I ALSO PLACE IN YOUR KEEPING THE CONSTITUTION AND BYLAWS, THE STANDING RULES, AND THE UNIT INSTRUCTIONS AND RITUALS, WHICH WILL BE DELIVERED TOGETHER WITH THE CHARTER TO YOUR SUCCESSOR, WHEN YOU ARE LEGALLY CALLED UPON TO DO SO."**

Section 1243. **INSTITUTING OFFICER. (To the President)** **"IT IS AN HONOR TO PRESENT YOU YOUR GAVEL OF AUTHORITY. USE IT HONORABLY AND IMPARTIALLY, EXERCISING AN UNBIASED JURISDICTION OVER YOUR MEMBERS. BE IMPARTIAL AT ALL TIMES, WORKING ONLY FOR THE GOOD AND WELFARE OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION AND THE FLEET RESERVE ASSOCIATION. I NOW FORMALLY PLACE THIS UNIT NO _____ IN YOUR CHARGE FOR THE ENSUING YEAR. YOU WILL OCCUPY THE STATION, WHICH**

I NOW VACATE. I EXTEND THE CONGRATULATIONS AND BEST WISHES OF THE NATIONAL ORGANIZATION, FOR A YEAR OF PROGRESS AND HARMONY. MY PERSONAL CONGRATULATIONS TO YOU IN HAVING THE HONOR OF BEING THE FIRST PRESIDENT OF UNIT NO _____ “(if previously chartered may wish to say “under this new charter”)

“I, ALSO, CONGRATULATE THE UNIT UPON THE MANNER IN WHICH THE MEMBERS HAVE TAKEN UP THE WORK AND FOR THE JUDGMENT DISPLAYED IN SELECTING OFFICERS, WHO, I AM SURE, WILL BE A CREDIT TO OUR ORGANIZATION.”

“OFFICERS AND MEMBERS OF UNIT NO__ I PROCLAIM THIS UNIT LEGALLY INSTITUTED, THE MEMBERS INITIATED, THE OFFICERS DULY INSTALLED AND THE UNIT IN WORKING ORDER FOR THE ENSUING YEAR.”

Section 1244. **INSTITUTING OFFICER. I NOW PRESENT THE ORGANIZER’S CERTIFICATE TO _____ FOR THE HELP GIVEN IN ORGANIZING THIS UNIT.**

“YOU WILL NOW PROCEED WITH ANY FURTHER BUSINESS OF THE MEETING.”

Section 1245. **UNIT PRESIDENT. “ON BEHALF OF OUR UNIT I WOULD LIKE TO THANK EVERYONE WHO HELPED WITH THE INSTITUTION, INITIATING AND INSTALLATION, THANK YOU VERY MUCH.”**

UNIT PRESIDENT: “WE ARE NOW UNDER THE GOOD OF THE ORDER.” (The Sergeant-at-Arms will have a list of visitors for the new Unit President)

Section 1246. **PRESIDENT: “IF THERE IS NO OTHER BUSINESS TO COME BEFORE THIS MEETING WE WILL PROCEED TO ADJOURN.” (President gives three raps of the gavel and members will rise.)**

Section 1247. **PRESIDENT: “WE WILL NOW GIVE THE SALUTATION TO THE DEAD.” (Members will stand with bowed heads for one minute)**

Section 1248. **PRESIDENT: “THE CHAPLAIN WILL RECITE THE CLOSING PRAYER.” (Chaplain will proceed to Altar.)**

Section 1249. CHAPLAIN: **“ALMIGHTY GOD, WHO HAS GIVEN US GRACE AT THIS TIME TO MAKE OUR COMMON SUPPLICATIONS UNTO THEE, AND DOES PROMISE THAT WHEN TWO OR MORE ARE GATHERED TOGETHER IN THY NAME, THOU WILL GRANT THEIR REQUESTS, FULFILL NOW, O LORD THE DESIRES AND PETITIONS OF THY SERVANTS, AS MAY BE MOST EXPEDIENT FOR THEM; GRANT US IN THIS WORLD KNOWLEDGE OF THY TRUTH, AND THE WORLD TO COME LIFE EVERLASTING. AMEN.”**
(Chaplain closes Bible.) Chaplain: The Bible is closed.

Section 1250. PRESIDENT: **“COLOR GUARDS WILL NOW RETIRE THE COLORS.”** (Members will stand at attention, placing their right hand over the heart, while the Colors are being retired.)

Section 1251. PRESIDENT: **“LET US LEAVE THIS MEETING PLACE FULLY AWARE OF THE OBLIGATIONS WE OWE TO OUR COUNTRY AND TO THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION AND UNTIL WE MEET AGAIN, LET NOTHING SWERVE US FROM OUR PRINCIPLES.”**

“I NOW DECLARE THIS MEETING OF UNIT NO ____ LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, REGULARLY ADJOURNED.”

(One rap of the gavel)

Chapter 13

Section 1301. The Creed of Americanism

Section 1302. Americanism is unfailing love of Country, loyalty to its institutions and its ideal, eagerness to defend it against all enemies, undivided allegiance to the Flag, and a desire to secure the blessings of liberty to ourselves and posterity.

Chapter 14

Section 1401. **Flag Dedication Ceremony**

Section 1402. The Unit President or Chairman will have the meeting hall and members conform to the following arrangements as nearly as possible:

- (a). Branch Officers and invited honored guests on the platform. Visiting Branch and Auxiliary members will be on right side of hall. All others will be on left side of hall, leaving a passageway wide enough in center to parade colors. Unit members will be in rear of hall, facing platform.
- (b). Presiding officer: **"SERGEANT-AT-ARMS AND MARSHAL WILL YOU ESCORT _____ THE DEDICATING OFFICER TO THE PODIUM.** "Greets the Dedication Officer with proper remarks by introducing the officer to the assembly, and then turns the meeting over to the dedicating officer.
- (c). Dedicating Officer introduces the staff, that should consist of Sergeant-at-Arms, Marshal, Chaplain, Color Guards, Color Bearers, and Musician.
- (d). Dedicating Officer instructs Sergeant-at-Arms and Marshal to retire with the staff and present Colors for dedication. Upon Colors entering hall, the assembly stands at attention. **(The members will stand at attention, placing the right hand over the heart.)** The Chaplain falls in behind the Colors, which are paraded to Altar; Color Guards and Color Bearers stand at attention, the Chaplain at Altar, the National Flag at her/his right, and the Unit Flag at her/his left.
- (e). Dedicating Officer instructs the Chaplain to offer Prayer.
- (f). Prayer: **"Almighty God, we are mindful that without Thee and Thy blessings, these Colors are empty of meaning. We ask Thy blessing upon our great Republic; may the United States ever remain free, mighty, and true to her ideals. We pray Thy blessing upon our Flag; may it fly forever over free land. We especially ask Thy blessing for those who serve our Country. We**

ask Thy blessing upon this service; may it uplift us all too constant devotion to Thy teaching. Thy will be done. Amen."

- (g). Dedicating Officer: **"Color Guards, post Colors."**
Chaplain takes her/his station. Color Guards remain at attention at the Colors
- (h). Dedicating Officer: **"We will all now Pledge Allegiance to the Flag."** (Right hand over heart, hands bare of all articles.) **"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands one nation under God, indivisible, with liberty and justice for all."**
- (i). Dedicating Officer: **"In the name of the Ladies Auxiliary of the Fleet Reserve Association, Unit No..., I hereby dedicate these Colors; may they fly permanently as an emblem of freedom. Here is the Flag of our Country; safe within its fold is the freedom and loyalty of our Nation. Beside it is the Flag of the Ladies Auxiliary of the Fleet Reserve Association. On it is the emblem of our organization. The triangle stands for Loyalty, Protection and Service to personnel, and families of personnel, who have served, or are now serving, in the United States Navy, Marine Corps and Coast Guard."**
- (j). **"I dedicate these Colors to the object of your Unit, Community, State and Nation, and with them, dedicate this Unit to the faithful service of our Nation."**
- (k). **"Color Guards, I leave these Colors in your care, that your Unit may carry on with the symbol of a free Nation, together with the symbol of our organization, with its cardinal principles of Loyalty, Protection and Service. Always honor and revere these Colors and be proud to display them whenever the Auxiliary is represented."**
- (l). Dedicating Officer turns meeting over to President of the Unit who gives one rap of gavel to seat the assembly. President will introduce the honored guests, and call upon them for remarks. Meeting is closed according to Rituals. (The Sergeant-at-Arms

will have a list of visitors for the Unit President for
“Good of the Order”)

Chapter 15

Section 1501. **Annual Pilgrimage to the Tomb of the Unknowns and the Mast of the USS Maine.**

Section 1502. The Pilgrimage Chairman arranges for the Annual Pilgrimage to be held as determined at the National Convention. This includes selecting the hotel headquarters, arranging for the traditional reception for the National President on Saturday, making arrangements at the cemetery, the bus transportation, the wreaths, and printing and distributing programs. The National Marshal makes the introduction and organizes the members and their colors at the cemetery as directed by Arlington Cemetery officials.

Section 1503. **Tomb of the Unknowns**

- (a). Introduction and arrangements as directed by Arlington Cemetery officials
- (b). Wreath presentation - National President (or representative)

Section 1504. Procession of Colors and Banners to the Mast of the USS Maine.

Section 1505. **Mast of the USS Maine**

- (a). Introduction and arrangements as directed by Arlington Cemetery officials
- (b). The Program is printed by the National Pilgrimage Chairman with the National Marshal as moderator
- (c). Wreath presentation - National President (or representative)
- (d). Prayer - National Chaplain (or representative)

Father, our Lord God of Hosts, before Thee this day, we remember in

Gratitude, our Country, this, our native land and

All who have given their lives to keep her true and right.

We thank Thee that when the Freedom of this land has been threatened

There have been those who have risen to defend her.

**We are grateful for all who have placed their Country's
welfare**

Above their private gain, and for all who have defended us.

**Look with tenderness on all who's loved ones died that we
might live**

In this good land. Keep us mindful of our obligation

To all brave men, who have died on this great Ship,

That we might increase in goodness and justice for all.

Chapter 16

Section 1601. **Memorial Service**

Section 1602. **PRESIDENT – “WE ARE GATHERED TOGETHER AT THIS SERVICE TO PAY TRIBUTE TO OUR DEPARTED MEMBER(S) OF OUR AUXILIARY. AS WE UNDERTAKE THIS MOST SACRED OBLIGATION OF OUR AUXILIARY, WE WILL FIRST HAVE THE CHAPLAIN INVOKE THE BLESSINGS OF GOD”** (Chaplain advances to Altar and lights candles)

Section 1603. **CHAPLAIN - “Let us pray. Oh God, who in Thy righteousness has chosen to call our members to their heavenly rest, grant, we beseech Thee, eternal peace unto those who have left us to mourn. We humbly beseech Thee to accept our devotions. Guide us in all our undertakings that we may truly please Thee. Amen.”**

Section 1604. **PRESIDENT - “WE WILL NOW REMEMBER OUR MEMBER(S) WHO HAS/HAVE BEEN CALLED FROM THIS LIFE TO ONE OF ETERNITY. IT IS WITH RESPECT AND DEEP REVERENCE THAT WE CALL TO MIND THOSE WHO HAVE PASSED ON BUT ARE WITH US, NEVERTHELESS, IN MEMORIES. OUR DAYS ON EARTH ARE NUMBERED. WE DO NOT KNOW THE DAY OR HOUR WHEN OUR CALL WILL COME. LET US PAUSE TO REMEMBER, DURING THIS MEMORIAL SERVICE, THAT THE EFFORTS WHICH WE PUT FORTH TO BE CHARITABLE TO OUR MEMBERS, THE GOOD DEEDS THAT WE PERFORM WILL BEAR FRUIT. LET US BE OF SERVICE, EACH ONE IN CLOSE HARMONY WITH THE OTHER, TAKING AN ACTIVE PART, AN INTEREST IN THE WELFARE OF OUR ORGANIZATION, AND ITS MEMBERS. NOW IS THE TIME TO CALL THE ROLL OF OUR DEPARTED MEMBER(S).”**

Section 1605. **PROCEDURE FOR PLACING FLOWERS DURING MEMORIAL SERVICE HELD AT NATIONAL CONVENTION.**

- (a). The National Executive Secretary calls the Roll of deceased members (Memorial year July 1st thru June 30th C&BL Art. 6, Section 601, Sub-Section 601(e) beginning with these words: "In loving memory of the

following deceased members," and in the following order: The assembly will rise for the National, & Past National Officers

1. Past National Presidents
Ladies Auxiliary of the Fleet Reserve Association and Fleet Reserve Association (Red flowers)
 2. National Officers
Ladies Auxiliary of the Fleet Reserve Association and Fleet Reserve Association (Pink flowers)
 3. Past National Officers
Ladies Auxiliary of the Fleet Reserve Association and Fleet Reserve Association (Pink flowers)
 4. Deceased members grouped by Region
(White Flowers 1 per Unit)
 5. Members-at-Large
(White 1 per person)
 6. All members of the Fleet Reserve Association
(White 1 for all FRA members)
- (b). The Regional President, or the Regional Vice President, carries the flowers for the Region. The National President designates a member closely associated with the Auxiliary work of the deceased Past National President or the National Officer to carry this flower.
- (c). **Procedure for placing the flowers** - Following is the procedure for placing the flowers. All representatives designated in 1605(b) shall be instructed by the National President to retire to the rear of the hall. The National Chaplain shall be stationed at the Memorial Emblem. The designated representative shall be escorted to the National Chaplain. The members of this Region shall rise while the roll of deceased members of the Region is called. The National Chaplain, or the representative, shall place a flower, in a floral arrangement, one for each Unit that had deceased members and one white flower for each member-at-large, one flower for all members of the FRA. As the

representatives conclude, they hesitate for five seconds, take three steps back, turn, and return to their seats. When all flowers have been placed the National Chaplain gives the following prayer:

Section 1606. **CHAPLAIN:** "The roll has been called. They do not answer. Our flowers are placed as a symbol of love and devotion to our departed members. They have been called to the Great Beyond. Their ship of life has come to anchor in a harbor yet uncharted and still unknown. We who remain here do not know the waters but we do know the course to steer. We know that our beloved departed members have found the harbor of peace. Human life is like a ship at sea in that none is perfect. In our struggle to obtain a billet with the Great Commander, we must set our course by the beacons given us, offering kindness to all on our course through life. As the years roll on, one by one, we end our cruise. The anchor is dropped, to rise from the waters no more. Our heads are bowed in sorrow for the loss of our members. We have placed these flowers of remembrance on our Altar. This tribute reminds us of the reverence we owe to our departed members. Let it be a reminder of the faith they confide in us. Let us, who gather here, not forget our obligations, and now bow our heads in silent prayer for our departed members. Let us pray." (One minute of silence.)

(THE SINGING OF BLEST BE THE TIE THAT BINDS IS OPTIONAL)

Section 1607. **PRESIDENT:** One rap of gavel, "**WE WILL JOIN IN SINGING. BLEST BE THE TIE THAT BINDS**"

BLEST BE THE TIE THAT BINDS

Blest be the tie that binds.

Our hearts in Christian Love;

The fellowship of kindred minds

is like to that above.

Before our Father's throne

We pour our ardent prayers;

our fears, our hopes, our aims are one,

our comforts and our cares.
We share our mutual woes,
Our mutual burdens bear;
and often for each other flows
the sympathetic tear.
When we asunder part,
It gives us inward pain;
But we shall still be joined in heart,
and hope to meet again.

NOTE: When placing the flowers on the Memorial Triangle is should be done in the following manner. Depending on how many Red and Pink flowers there are, these should always be placed in the middle. If only one Red flower is to placed put it directly in the center. If there are enough Red and Pink to make a cross in the center of the Memorial Triangle this should be done. Don't just put the Red and Pink in random order.

Chapter 17

Section 1701. **Funeral Service**

Section 1702. **PRESIDENT - “SHIPMATES, MEMBERS, FAMILY, AND FRIENDS. WE ARE ABOUT TO PERFORM THIS FUNERAL SERVICE RITUAL FOR OUR MEMBER OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.”**

Section 1702(a). Members participating in the Funeral Service will position themselves in a V shaped formation near the head of the casket, when possible. The President, or representative, will stand at an approximate right angle facing mourners. (This may be adapted, if necessary)

Section 1703. **PRESIDENT – “WE ARE GATHERED HERE TO PAY TRIBUTE TO OUR DEPARTED MEMBER _____ WHO HAS BEEN CALLED FROM THIS LIFE TO ONE IN THE GREAT BEYOND. YOUR SHIP OF LIFE HAS COME TO FINAL ANCHORAGE, IN A HARBOR YET UNCHARTED AND STILL UNKNOWN. WE WHO STILL REMAIN HERE KNOW NOT THE WATERS THERE, BUT WE DO KNOW THE COURSE TO STEER; THEREFORE, WE KNOW THAT OUR BELOVED DEPARTED MEMBER HAS FOUND THE HARBOR.”**

“TO THOSE WHO ARE LEFT BEHIND, THERE IS LITTLE WE CAN SAY, EXCEPT THAT WE SYMPATHIZE DEEPLY WTH THEM IN THIS SAD HOUR.”

Section 1704. Secretary will place Auxiliary pin, saying, **“ON BEHALF OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, I PRESENT THIS TRIBUTE AS A SYMBOL OF LOVE AND DEVOTION TO OUR DEPARTED MEMBER.”**

Section 1705. **CHAPLAIN: “LET US PRAY. O GOD, WHO IN YOUR RIGHTEOUSNESS HAS CHOSEN TO CALL OUR MEMBER _____ TO HEAVENLY REST, GRANT WE BESEECH THEE, ETERNAL PEACE TO THOSE WHO HAVE LEFT US TO MOURN. WE HUMBLY BESEECH THEE TO ACCEPT OUR DEVOTIONS. GUIDE US IN ALL**

OUR UNDERTAKINGS THAT WE MAY TRULY PLEASE THEE. AMEN”

(NOTE: OMIT THE FOLLOWING IF UNIT IS DOING THE COMMITMENT SERVICE AT GRAVESIDE AS THIS IS PART OF THE COMMITMENT SERVICE)

Section 1706. CHAPLAIN: **“PLEASE SAY WITH ME THE 23RD PSALM.**

THE LORD IS MY SHEPHERD, I SHALL NOT WANT; HE MAKETH ME TO LIE DOWN IN GREEN PASTURES: HE LEADETH ME BESIDE THE STILL WATERS. HE RESTORETH MY SOUL: HE LEADETH ME IN THE PATHS OF RIGHTEOUSNESS FOR HIS NAME’ SAKE. YEA, THOUGH I WALK THROUGH THE VALLEY OF THE SHADOW OF DEATH, I SHALL FEAR NO EVIL: FOR THOU ART WITH ME; THY ROD AND THY STAFF, THEY COMFORT ME. THOU PREPAREST A TABLE BEFORE ME IN THE PRESENCE OF MINE ENEMIES; THOU ANOINTEST MY HEAD WITH OIL; MY CUP RUNNETH OVER. SURELY GOODNESS AND MERCY SHALL FOLLOW ME ALL THE DAYS OF MY LIFE, AND I WILL DWELL IN THE HOUSE OF THE LORD FOREVER. AMEN”

CHAPLAIN: **“LET US REPEAT THE “LORD’S PRAYER” OUR FATHER, WHO ART IN HEAVEN, HALLOWED BY THY NAME THY KINGDOM COME, THY WILL BE DONE, ON EARTH AS IT IS IN HEAVEN, GIVE US THIS DAY OUR DAILY BREAD, AND FORGIVE US OUR TRESPASSES AS WE FORGIVE THOSE WHO TRESPASS AGAINST US. LEAD US NOT INTO TEMPTATION BUT DELIVER US FROM EVIL. FOR THINE IS THE KINGDOM, THE POWER AND THE GLORY FOREVER AND EVER. AMEN”**

Section 1707. Officers and members file past the casket, each placing a flower. (Ref: Chapter 19, Sec. 1903(a – e) for color of flowers to be placed)

(Note: The Unit Charter is draped for thirty days upon the death of a member and when notified by the National or Regional President to do so upon the death of a National or Past National Officer.)

Chapter 18

Section 1801. **Commitment Service** (Optional)

Section 1802. Members participating in the Commitment service will position themselves in a V formation near the head of the casket, when possible. The President will head the V formation. The Chaplain will be positioned at the foot of the casket. The President will carry a small container of flower petals.

Section 1803. **PRESIDENT. “SHIPMATES, MEMBERS, FAMILY, AND FRIENDS, WE ARE ABOUT TO PERFORM THIS COMMITMENT SERVICE RITUAL FOR OUR MEMBER _____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.”**

Section 1804. **CHAPLAIN: “LET US PRAY. OH, GOD, WHO IN YOUR RIGHTEOUSNESS HAS CHOSEN TO CALL OUR MEMBER TO HEAVENLY REST, GRANT, WE BESEECH THEE, ETERNAL PEACE TO THOSE WHO HAVE LEFT US TO MOURN. WE HUMBLY BESEECH THEE TO ACCEPT OUR DEVOTIONS. GUIDE US IN ALL OUR UNDERTAKINGS THAT WE MAY TRULY PLEASE THEE.**

CHAPLAIN: “PLEASE SAY WITH ME THE 23RD PSALM.

THE LORD IS MY SHEPHERD, I SHALL NOT WANT; HE MAKETH ME TO LIE DOWN IN GREEN PASTURES: HE LEADETH ME BESIDE THE STILL WATERS. HE RESTORETH MY SOUL: HE LEADETH ME IN THE PATHS OF RIGHTEOUSNESS FOR HIS NAME’ SAKE. YEA, THOUGH I WALK THROUGH THE VALLEY OF THE SHADOW OF DEATH, I SHALL FEAR NO EVIL: FOR THOU ART WITH ME; THY ROD AND THY STAFF, THEY COMFORT ME. THOU PREPAREST A TABLE BEFORE ME IN THE PRESENCE OF MINE ENEMIES; THOU ANOINTEST MY HEAD WITH OIL; MY CUP RUNNETH OVER. SURELY GOODNESS AND MERCY SHALL FOLLOW ME ALL THE DAYS OF MY LIFE, AND I WILL DWELL IN THE HOUSE OF THE LORD FOREVER. AMEN

Section 1805. PRESIDENT: **“IT HAVING PLEASSED ALMIGHTY GOD TO TAKE FROM OUR MIDST THE SOUL OF OUR BELOVED MEMBER_____ . WE COMMIT YOUR BODY TO THE EARTH FROM WHICH IT CAME, EARTH TO EARTH, ASHES TO ASHES, DUST TO DUST.”** Strew flower petals on the casket. (Ref: Chapter 19, Sec. 1903(a - e) for color of flower petals.)

Section 1806. CHAPLAIN: **“LET US REPEAT THE “LORD’S PRAYER”**

**“OUR FATHER, WHO ART IN HEAVEN,
HALLOWED BY THY NAME,
THY KINGDOM COME,
THY WILL BE DONE,
ON EARTH AS IT IS IN HEAVEN
GIVE US THIS DAY OUR DAILY BREAD.
AND FORGIVE US OUR TRESPASSES,
AS WE FORGIVE THOSE WHO TRESPASS AGAINST US.
AND LEAD US NOT INTO TEMPTATION,
BUT DELIVER US FROM EVIL,
FOR THINE IS THE KINGDOM,
THE POWER AND THE GLORY, FOREVER AND EVER.
AMEN.”**

Chapter 19

Section 1901. **Flowers**

Section 1902. An appropriate flower will be used for Memorial and Funeral Services.

Section 1903. Flowers will be:

- (a). Red for National President and Past National Presidents LA FRA and FRA.
- (b). Pink for National Officers and Past National Officers LA FRA and FRA.
- (c). White for each Unit with deceased members.
- (d). Membership-at-Large – one flower for each member
- (e). One White flower for all FRA members

Chapter 20

Section 2001. **Ceremony for Draping of the Charter**

Section 2002. The Charter will be placed in front of the rostrum.

Section 2003. **PRESIDENT: "THE CHAPLAIN WILL NOW DRAPE THE CHARTER FOR _____ OUR DEPARTED MEMBER"** Three raps of the gavel. The song can be sung or repeated.

LEAD KINDLY LIGHT

**Lead, kindly Light, amid the' encircling gloom,
Lead Thou me on;
The night is dark, and I am far from home;
Lead Thou me on.
Keep Thou my feet; I do not ask to see
The distant scene - - one step enough for me.
So long Thy power hath blest me, sure it still
Will lead me on.
O'er moor and fen, o'er crag and torrent, till
The night is gone;
And with the morn those angel faces smile,
Which I have loved long since, and lost awhile.**

Section 2004. **CHAPLAIN:** Chaplain advances to the Charter **"Hark to the tone of the bell chanting a funeral dirge to our departed member(s). List to the sound wafted back from above, sweet and low. Soft and clear the roll was called, and you answered, 'here.' On the day of (Date ____) (Name ____) of the Ladies Auxiliary of the Fleet Reserve Association Unit No ____ (City and State) you awakened from darkness of night in the glorious sunlight of eternal day. The bell tolled in sorrow, the heavens darkened, and you slept. One more absent, the battle done, one more left us, victory won. You have crossed the bar. May you rest in peace."**

Section 2005. **CHAPLAIN.** Retires

Section 2006. **PRESIDENT. "WE WILL SING "NEARER MY GOD TO THEE.**

NEARER MY GOD TO THEE

**Nearer, my God, to Thee, Nearer to Thee!
E'en though it be a cross that raiseth me;
Still all my song shall be,
Nearer, my God, to Thee.
Nearer my God to Thee, Nearer to Thee!
Though like the wanderer, The sun gone down,
Darkness be over me, My rest a stone;
Yet in my dreams I'd be
Nearer my God, to Thee,
Nearer my God, to Thee, Nearer to Thee!**

(Note: The Unit Charter is draped for thirty days upon the death of a member and when notified by the National or Regional President to do so upon the death of a National or Past National Officer.)

Chapter 21

Section 2101. **Parliamentary Procedure**

Section 2102. All provisions of the C&BL and SR's of the LA FRA shall be the parliamentary authority in all matters. In matters NOT covered by the C&BL or SR, *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority.

- (a). Parliamentary procedures work best if both the leader and the members understand. Parliamentary law protects the right of every person to be heard; matters that affect the common good of all can be discussed in a courteous, dignified and competent manner; discussion is limited to one issue at a time; group decisions can be reached within a reasonable period of time; the will of the majority prevails, but the minority has ample opportunity to voice its views.
- (b). Without the regulations that parliamentary law provides, bedlam often results; a few individuals tend to dominate; the shy become disheartened; wrangling impedes progress, and many, regarding such gatherings as a hopeless waste of time, decide not to attend any more meetings.
- (c). In essence, Parliamentary Procedure is, "Majority rule with the right of the minority to speak and be heard."

Section 2103. **Decorum in meetings:** One question which sometimes embarrasses inexperienced members is when to rise and when not to rise. When a meeting is called to order, all present should be seated except the Presiding Officer. The Presiding Officer need not remain standing throughout the entire meeting, but should stand when addressing the meeting, making announcements, conducting an election and announcing the results of an election. During the reading of reports, long speeches and other routine business, the Presiding Officer may remain seated.

- (a). Any member of the assembly making a nomination, presenting a resolution, making a motion, making a speech, asking a question or otherwise taking a momentary prominent part in the proceedings, should rise. If two or more rise at the same time, the Chair must decide which one has the right to speak first.

- (b). For the successful conduct of a meeting, more is necessary than just a capable Presiding Officer and a good Secretary. Every meeting should have an "Order of Business" or "Agenda;" a quorum must be present to legally conduct business. In the LA FRA, each Unit shall define its own quorum.
- (c). Certain responsibilities devolve upon members also. A meeting where members sit silent and bewildered during the business session cannot be expected to accomplish much. The members should never be allowed to forget that this is their organization and that they have not only rights, but also duties. To sit silent during a debate and then afterwards express disapproval and resentment at the action is not to be a loyal member. The rights and duties of the members, as regard one another, are founded on and derived from the principle of absolute equality among themselves.

Section 2104. **Methods of Voting**

- (a.) **Acquiescence** - In voting, it may be said, "silence gives consent." Those who have an opportunity to vote and refrain from doing so must be held to agree in the result of the votes actually cast. When a question is put by the Presiding Officer, silence or any other method of refraining from voting has the effect of agreeing with the prevailing opinion. There is no method by which these non-voting votes afterwards be counted or applied to the question at issue. If you think a simple issue is an important one, especially as a matter of principle, you should by all means vote, even if you find yourself a minority of one.
- (b.) **General Consent** - Another method of silent voting is called "general consent." If the question at issue is a simple one and it may safely be assumed that all present are in agreement, a member may ask for general consent. The Chair repeats the request and asks, "Is there any objection?" If none is expressed, the Chair proceeds in the same way as if the matter has been adopted by formal vote. An example of this kind of vote is the usual approval of minutes, President saying, "Are there any corrections to the minutes?"

"There being no corrections, the minutes will stand approved, as read." Other instances where consent by silence is effective are the corrections of grammatical errors in motions or resolutions, and the correction of spelling errors in proper names. It is to be taken for granted that consent by silence will not be invoked in any important issue.

- (c). **Voice Vote** - Next to consent by silence, the simplest method is by voice vote. This is simple and quick and makes it possible to dispose of many routine matters in rapid order. It is not effective when applied to controversial questions in which there is a sharp difference of opinion. Adoptions of reports and simple motions are usually accomplished by voice vote. All in favor will signify by saying "aye," or opposed "no." Sometimes the response comes close to being consent by silence, but sometimes the "Viva Voce" method comes suddenly to life, the "no's" may feel that they are not receiving proper attention and shout "no" so loudly that it is impossible to tell which side has the majority. In that case, the Chair may decline to announce the decision, and may proceed to repeat the vote by some other method, or some member may demand a second vote on the question by calling for a "Division". Under such circumstances, the "Viva Voce" vote is not effective and another method is used.
- (d). **Show of hands** - Or by rising, is used in a call for division and whenever a two-thirds vote is necessary - - the Chair will say, "Those in favor will signify by standing, or by raising their hand" - - as the case may be. When votes are counted, the Chair asks members to lower their hands - -or to be seated - - and says, "Those opposed please raise their hands or stand." Again, the count is made and the Chair announces the result of the vote.
- (e). **Roll Call** -- Seldom used in small group meetings, used at large gatherings such as conventions.
- (f). **Ballot** - Election of officers is usually effected by the ballot method. The main object of this form of voting is secrecy.

(1) **Presidents Vote** - may vote when a ballot is used and in other cases where their vote would change the result. If the members of the assembly are equally divided and tallies show a tie, the Presiding Officer may vote but is not required to. This is a delicate situation and must be handled with care as the impartiality of the Chair may be under suspicion, and, if the issue is an important one, the wise Presiding Officer may refrain from voting.

(2) **On a motion**, a tie is a lost vote.

Section 2105. **Nominations and elections** - The annual election of Unit Officers for the New Year is one of the most important events of the Auxiliary year. The annual election offers an opportunity for the Units to give recognition to members who have shown themselves fit for office by faithful and efficient service to the organization.

Section 2105(a). **Nominations of Officers** - Many organizations have varied ways of nominations of officers, some by rotation or nominating committees. The Ladies Auxiliary Fleet Reserve Association has always used the more popular way, with nominations from the floor. Selection of officers requires careful consideration of the various duties and responsibilities involved. Personal charm and popularity should not be ignored, but these attributes should never be the prime considerations. The main consideration should always be ability and willingness to serve the Unit. Stand firmly behind your officers and give them your loyal support and cooperation. Your officers may be fully qualified for the office they hold, but without your support and cooperation their efforts will be in vain.

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