

**LADIES AUXILIARY
FLEET RESERVE ASSOCIATION**

ALSO, DBA

**THE AUXILIARY OF THE
FLEET RESERVE ASSOCIATION**



Unit Procedure Manual

INDEX

	<u>PAGES</u>
PURPOSE OF PROCEDURE MANUAL	1,2
<u>UNIT PRESIDENT</u>	
CONDUCTING REGULAR MEETING	3,4,5,6,7
HINTS FOR THE INEXPERIENCED	8,9
PARLIAMENTARY TERMINOLOGY	10,11
<u>UNIT SECRETARY</u>	
SUPPLIES	12
ORDERING SUPPLIES FROM NFS	12
RESPONSIBILITIES AT MEETINGS	13,14,15
MONTHLY PLANNING	15
SIMPLE RULES FOR MINUTES	16
SECRETARIES DUTIES EASY REFERENCE	17,18
MEMBERSHIP APPLICATIONS/FORMS/APPLICATIONS	19
TRANSFER OF MEMBERSHIP	20
CHANGE OF ADDRESS/FORM/APPLICATION	20
PER CAPITA TAX "A"	21
PCT "A" INSTRUCTIONS	22
PCT "A" FORM	23
PER CAPITA "B"	24
PCT "B" INSTRUCTIONS	25
PCT "B" FORM	26
REPORTS TO UNITS	27
<u>UNIT TREASURER</u>	
DUTIES	28
NOMINATION AND ELECTION OF OFFICERS	29,30
DRAPING OF CHARTER	31
INITIATION OF NEW MEMBERS CAN BE FOUND IN UI&R CHAPTER 10	
INSTALLATION OF OFFICERS CAN BE FOUND IN UI&R CHAPTER 11	

UNIT PROCEDURES MANUAL

This Procedures Manual has been prepared as a supplemental tool for the Unit President Secretary and Treasurer to use in conjunction with the Constitution and Bylaws (C&BL), Standing Rules (SR) the Unit Instruction and Ritual (UI&R) and the Membership Services Administrator, (MSA), often referred to as the "Blue Book". The Unit Instruction and Rituals should be read and adhered to by all Units. This Procedure Manual highlights many terms covered in the C&BL, SR and UI&R and detailed information on preparing and submitting membership reports. The MSA receives all dues payments and processes the membership information. It is hoped that your job as Unit Officers will be easier by having this manual available for your usage.

Things to remember:

Regular meetings of the Unit shall be held no less than once a month. A quorum may be determined by the Unit (Section 1416, C&BL) Notification of meetings should be done by a three (3) day written notice to all members or notice given at the previous meeting.

The President should arrive early in order to arrange meeting details and to greet members, visiting members and prospective members and is assisted by the Vice-President and the Sergeant at Arms. An attendance book is maintained by the Sergeant at Arms that the members sign. A guest book is used for visiting members and guests.

Arrangements for the meeting are made before the meeting starts. The Chaplain arranges the Altar, the Color Bearers have the Flag and Banner prepared for presentation. The Secretary has organized her material according to need. The Treasurer and Chairman should have their reports available. The Secretary distributes any National Chairman's Bulletin Articles for that month, to the Unit Chairman or whoever is designated for inclusion in her report to the Unit.

Officers taking part in the initiation Ceremony have the Ritual at hand. Many Units have in individual Officer's part typed on small file cards which the Officers keep on hand for use. (UI&R Chap 1)

The diagram for the meeting hall arrangements may be found in the Rituals: (UI&R Pg. 1) Be sure the Unit Charter is displayed in a prominent place.

When parading the Colors, Color Bearers march with the National Ensign always to its own right. If Flag and Banner cross in order to post the Colors, the Flag is ahead of the Banner when they cross.

Unit Chairman, in making their reports to the assembly, should have a copy of them to submit to the Secretary for her file.

UNIT CHAIRMEN SHOULD ALSO COMPILE THEIR MONTHLY REPORTS AND ANNUAL REPORTS IN A TURNOVER FOLDER THAT SHOULD BE GIVEN TO THE NEWLY APPOINTED CHAIRMAN.

ALL OFFICIAL LETTERS FROM THE UNIT SHALL CARRY THE SIGNATURE OF BOTH THE PRESIDENT AND SECRETARY.

THE BANK SIGNATURE CARD SHOULD CONTAIN THE NAMES OF AT LEAST THREE OFFICERS OF THE UNIT. ALL CHECKS SENT TO NATIONAL FOR SUPPLIES OR PCT SHOULD BE MADE OUT TO THE **LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION** or **LA FRA**. ALL CHECKS FOR DUES SHALL BE SENT TO THE MSA.

USE ONE CHECK FOR EACH TRANSACTION. FOR EXAMPLE, IF YOU ARE PURCHASING PINS AND DONATING TO THE NP PROJECT, USE TWO SEPARATE CHECKS.

UNIT PRESIDENT

CONDUCTING REGULAR MEETING

NOTE: In the LA FRA, three (3) raps of the gavel indicate that the entire assembly rises. Two (2) raps is for officers only to rise. One (1) rap of the gavel seats the assembly or calls the to order.

PRESIDENT: (one (1) rap of the gavel)
THE MEETING WILL NOW COME TO ORDER, SERGEANT-AT-ARMS YOU WILL INVITE THE MEMBERS IN AND CLOSE THE DOOR.

PRESIDENT: **SERGEANT-AT-ARMS ARE THERE ANY NATIONAL OFFICERS, PAST NATIONAL OFFICERS, VISITING MEMBERS OR GUESTS PRESENT?**

(If so, the Sgt-at-Arms will report giving the names of the non-member guests and visiting members.

(The President will instruct the Sgt-at-Arms to present National Officers to the Altar for introduction.

The National President is escorted to the Altar for separate and special presentation as an honored

Guest. The Members rise (3 raps) of the gavel. The honored guest is seated on the right of the

President and others to be presented are on the right of the honored guest. Visiting members are

Also introduced and will remain in the audience.

PRESIDENT: **COLOR GUARD YOU WILL PARADE THE COLORS**

Give three (3) raps of the gavel, signaling all members to rise. All members should free their hands of all articles and place the right hand over the heart as the Colors are advanced. Color Guard will parade the Colors to the Alter and stand at attention during the opening prayer. (If the meeting is small the colors may be posted before the meeting begins, and Color Guards may unfurl them at this time)

PRESIDENT: **THE CHAPLAIN WILL INVOKE THE BLESSING OF GOD**

The Chaplain will proceed to the Altar open the Bible and give the opening prayer.

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

PRESIDENT: **COLOR GUARD, POST COLORS.**

PRESIDENT: PLEASE SAY WITH ME 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.

(it is the decision of the Unit whether to sing the National Anthem or not)

PRESIDENT: THE MEMBERS WILL RECITE THE PREAMBLE TO THE CONSTITUTION OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.

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 of National Officer has passed away, you will perform the ceremony for draping the Charter. UI&R Chapter 20)

PRESIDENT: I NOW DECLARE UNIT _____ OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION REGULARLY CONVENED.

One (1) rap of the gavel seats all members.

The following is a detailed outline for the ORDER OF BUSINESS for the optional use of the President. The LA FRA uses no form of saluting in its ceremonies or meetings.

PRESIDENT: WE WILL NOW HAVE THE ROLL CALL OF OFFICERS BY THE SECRETARY.

(Officers answer, Secretary notes same in minutes)

PRESIDENT: MADAM SECRETARY, WILL YOU READ THE MINUTES OF THE PREVIOUS MEETING.

(After Secretary completes reading minutes)

PRESIDENT: ARE THERE ANY CORRECTIONS OR ADDITIONS TO THE MINUTES?

IF THERE ARE NONE, THE MINUTES STAND APPROVED AS READ.

(If there are corrections make corrections and proceed)

IF THERE ARE NO FURTHER CORRECTIONS, THE MINUTES STAND APPROVED AS CORRECTED. (President will sign the Minutes)

PRESIDENT: WE WILL NOW HAVE THE TREASURER'S REPORT
The Treasurer gives her financial report.

PRESIDENT: THIS REPORT WILL BE PLACED ON FILE FOR AUDIT.

PRESIDENT: MADAM SECRETARY WILL YOU PLEASE READ THE MINUTES OF THE BOARD OF DIRECTORS MEETING.
This may be omitted if no meeting was held.

PRESIDENT: RECOMMENDATIONS OF THE BOARD WILL BE TAKEN UP UNDER THE PROPER ORDER OF BUSINESS.

PRESIDENT: WE WILL NOW HAVE THE REPORT FROM THE CHAPLAIN

COMMITTEE REPORTS

PRESIDENT: ACTIVITIES, AMERICANISM, AUDIT, HOSPITAL, VAVS, MEMBERSHIP, PUBLICITY, WELFARE, YOUTH ACTIVITIES

PRESIDENT: THE SECRETARY WILL READ THE COMMUNICATIONS.
(After communications are read)
COMMUNICATIONS REQUIRING ACTION WILL BE TAKEN UP IN THE PROPER ORDER OF BUSINESS.

PRESIDENT: MADAM TREASURER, ARE THERE ANY BILLS TO BE PAID AT THIS TIME? (The Treasurer will submit the Unit bills. A motion is in order to pay bill)
"IT HAS BEEN MOVED BY _____ AND SECONDED BY _____ THAT BILLS BE PAID. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR OF PAYING THE BILLS SIGNIFY BY THE USUAL SIGN OF AYE ____ ALL THOSE OPPOSED SAY NO _____
THE AYES HAVE IT AND THE MOTION TO PAY THE BILLS IS CARRIED.

RECESS: (If the members desire, the recess may be omitted. If a recess is called, request the Chaplain to close the Bible, and then re-open it when meeting is resumed.)

UNFINISHED BUSINESS

(Be sure to bring up any business deferred and not completed at the close of the previous meeting by saying)

PRESIDENT: MADAM SECRETARY IS THERE ANY UNFINISHED BUSINESS
(If there is no Unfinished Business, continue)

PRESIDENT: WE ARE NOW UNDER NEW BUSINESS.
(If any committee chairman has requested a special project or funds, now is the time to bring it to the floor. Any member can bring up a subject at this time which has not been discussed before)

GOOD OF THE ORDER

(Visiting members and National Officers are invited to speak. Upon introducing National Officers, the highest ranking is the last on to speak. I, E.: If your guests include the National Treasurer, National President, and Regional President, they shall be called upon to speak in this order, Regional President, National Treasurer, and National President. The LA FRA order of protocol should be followed.)

(Courtesy and thanks are in order at this time. A gracious President thanks the workers and The members for their attendance. Suggestions for the good of the Unit are brought up at this point. Invite all to remain for refreshments or the social hour. Remind the members of the next meeting or other scheduled activities if it is prior to the next meeting.)

PRESIDENT: IF THERE IS NO FURTHER BUSINESS TO COME BEFORE THIS ASSEMBLY, WE WILL PROCEED TO ADJOURN.
(Give (3) raps of the gavel for members to rise.)

PRESIDENT: WE WILL NOW GIVE THE SALUTATION TO THE DEAD.
(Members will stand with bowed heads for 1 minute)

PRESIDENT: THE CHAPLAIN WILL RECITE THE CLOSING PRAYER.
(Chaplain goes to the altar)

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 THY WORLD TO COME LIFE EVERLASTING. AMEN

PRESIDENT: COLOR GUARD WILL NOW RETIRE THE COLORS.

(Members will stand at attention, placing their right hand over the heart as the colors are retired.)

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.

PRESIDENT: I NOW DECLARE THIS MEETING OF UNIT _____, LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION, REGULARLY ADJOURNED.

HINTS FOR THE INEXPERIENCED PRESIDENT

When presiding the President should have at hand the National and Unit Bylaws, Standing Rules and a copy of *Roberts Rules of Order, Newly Revised*. Study them between meetings until you are familiar with them. The LA FRA National C&BL, takes precedence over *Roberts Rules*. Units must be sure that their Unit Bylaws and Standing Rules do not conflict with those of the National Bylaws.

The President should know all the business to come regularly before the assembly and call for it in its proper order. Have with you, a list of your committees to guide you in appointing new committees.

When a motion is made, do not allow anyone to discuss it until the motion has a second, and you have repeated the motion. In case there is not second and no response to your call for a second, the motion is dead.

A competent presiding officer has responsibilities which cannot always be stated in terms of detailed duties. She must know when to be firm, and when to relax the rigors of the law and perhaps even insert a bit of humor into the proceedings.

The President is elected to SERVE the members – not to dictate or dominate. She should always have a FAIR and IMPARTIAL, attitude on all subjects. She keeps the meeting moving, seeing that there is no awkward pause and no vacant space in the program. If a discussion lags, it can be ended by saying “ARE YOU READY FOR THE VOTE?”

The President sets an example to the assembly in fairness, courtesy and obedience to the rules. The atmosphere of a meeting is largely a reflection of the presiding officer’s personality. The definite duties entrusted to the presiding officer are:

1. To call the meeting to order at the appointed time.
2. To announce the business before the assembly in proper order.
3. To state clearly and to put properly, all motions.
4. To announce the result of each vote and the next business in order.
5. To inform the members on points of order and to answer parliamentary Inquiries relating to pending business.
6. To enable members to proceed in order.
7. To prepare order and control debates.
8. To name members to serve on committees.

The President cannot afford to listen to gossip or take in personal quarrels. She is the President to the ENTIRE UNIT, not of a particular group. While exercising leadership of the assembly, she is also its obedient servant.

The President never refers to herself as “I” but as the “CHAIR”, or “YOUR PRESIDENT. Thus, “THE CHAIR DECIDES”.

DO NOT EXPECT more time and effort from others than you can give.

It is very important that the exact wording of a motion be understood by all. To make this clear, the presiding officer frequently repeats the motion, asking the proposer if the wording is correct. Until a motion has been stated by the President to the assembly, it

cannot be discussed or acted upon. Although one is enough, two or more seconds can be made.

DO NOT call the officers and chairman "MY" officers, or "MY" chairman.

DO NOT use the phrase "turn over the meeting", rather say "The Chair presents (or introduce....).

DO NOT allow a member the floor the third time without asking permission from the assembly.

DO NOT allow a member to monopolize the floor to the detriment of the other members.

DO NOT allow a motion to accept the Treasurer's Report. A motion is in order to accept the Audit Committee's report after the committee audits both the Secretary's and the Treasurer's Report.

DO NOT allow the members to elect a new officer to fill an unexpired term. To fill a vacancy in an office, the BOARD OF DIRECTORS APPOINTS. In the case of a replacement for the PRESIDENT, the VICE-PRESIDENT automatically fills that chair.

PARLIMENTARY TERMINOLOGY

ACCEPT: (Also **ADOPT OR APPROVE**) The minutes are usually “approved” while a resolution is “adopted”. Whenever a report of a resolution is accepted, adopted or approved, it becomes the statement or opinion of the assembly.

ACCLAMATION: A loud and general “viva voice” vote of approval, usually followed by a motion to make the election or motion unanimous.

ADDRESS THE CHAIR: To speak directly to the presiding officer as “Madam President” or “Madam Chairman” whichever the case may be.

ADJOURN: To bring the meeting to a close.

AGENDA: A list of items or subjects to be done; a memorandum of business to be brought up at a meeting.

AMEND: To alter (as a Motion), by striking out, adding or substituting.

ASSEMBLY: A gathering of persons for deliberation, specifically the voting membership of a Unit, present at any meeting.

AUDIT: A formal or official examination and verification of Unit accounts.

BALLOT: A printed or written slip for voting, usually secret. Also the total of votes cast for an election.

CHAIR: An officer presiding over a meeting.

CHAIRMAN: It is the responsibility of the Chairman to organize her Committee into a working group, and to set a time and place for members to meet.

COMMITTEE: A small group of people appointed or elected to consider or take action on some matter or proposal, subject to the approval of the assembly.

DEBATE: To discuss a question by considering arguments on both sides proceeding to a vote.

EX-OFFICIO: By virtue, or because of official position, such as President is an Ex-Officio member of all committees.

LAY ON THE TABLE: To put aside a motion or report usually for consideration at a future meeting.

MAJORITY: More than half the votes cast, or more than half the members present.

MOVE: To make a motion. A member states “I move that *****” they never say, “I make a motion that.”

NOMINATE: To name a candidate for election to a particular office.

PRO TEM: For the time being, temporary. As President, Pro-Tem.

QUORUM: A special number of members or officers of any assembly or group, which when assembled, is legally competent to transact business. According to our C&BL a Quorum for a regular meeting may be decided by the assembly. (C&BL. Sect 1416)

SECOND: Expressing approval and interest (at least for the purpose of discussion) by one member other than the person who proposed the motion. When moved, seconded and stated by the Chair, a motion cannot be withdrawn or ignored except where the original maker of the motion withdraws it.

STANDING COMMITTEE: A committee whose status and work are defined by the C&BL., appointed by the President to serve a full term.

STATING THE QUESTION: When a motion is proposed, and seconded it is then stated to the assembly by the Chair, using the exact words of the motion. It is then pending and open for discussion and action.

TWO THIRDS VOTE: When a motion receives more than two-thirds of all votes cast.

UNANIMOUS: Without dissent.

UNFINISHED BUSINESS: Business which has been carried over from a previous meeting.

UNIT BYLAWS: The ByLaws of Unit must be submitted to the Board of Directors of the parent Branch for approval.

UNIT STANDING RULES: The Unit's Standing Rules may be amended at any meeting by proper procedure.

UNIT SECRETARY

The Unit Secretary is the chief assistant to the President, her duties are varied. The following items are necessary to assist her in carrying out her duties.

SUPPLIES PROVIDED BY THE UNIT:

1. Brief case or attaché case.
2. Letterhead stationary and envelopes
3. Three ringed binder for preserving the Unit Minutes
4. File folders or filing permanent Unit records
5. If possible, larger Units should have a file cabinet
6. Notebook for Minutes
7. Receipt book for money received by Secretary
8. Voucher Book
9. Stapler, paper clips, pencils, scratch pads, rubber bands, etc
10. Cash Journal to record money received, prior to turning over to Unit Treasurer.

ORDER FROM NATIONAL FINANCIAL SECRETARY

Per Capita Tax Forms, Transfer Forms, Change of Address Forms, Membership Applications, Membership Brochures, and order form for all supplies in the National Financial Secretary's office. These forms may also be available on the website www.la-fra.org under FORMS

ORDERING SUPPLIES

The Secretary should keep an ample supply of membership pins, C&BL's, membership applications, transfer forms, etc. on hand. Check supplies on hand before ordering to cut down cost of frequent ordering.

NO supplies is sent to the Units until payment has been received.

For supply orders and donations to projects.

MAKE ALL CHECKS & MONEY ORDERS PAYABLE TO:

LADIES AUXILIARY OF THE FRA OR LA FRA

And send to the NATIONAL FINANCIAL SECRETARY. Use a separate check for each transaction.

ALL SUPPLIES ARE FOR SALE THROUGH THE NATIONAL FINANCIAL SECRETARY.

ALL DUES PAYMENTS AND PCT REPORTS ARE SENT TO THE MEMBERSHIP SERVICES ADMINISTRATOR (MSA). (Checks made payable as above)

Price lists, subject to change without notice, are sent to all Unit Secretaries each year and with each order and are also available on the website.

1. UNIT PROCEDURES MANUAL
2. CERTIFICATES OF APPRECIATION

3. PAST OFFICERS PINS W/GUARDS
4. PAST OFFICERS GUARDS (for those who serve more than one term)
5. SERVICE GUARD (Continuous membership in LA FRA)
6. MEMBERSHIP PINS
7. BLUE/GOLD RIBBONS
8. FLAGS & BANNERS
9. DECALS & SEALS

SECRETARY'S RESPONSIBILITIES AT THE MEETING

Prior to the meeting the Secretary should prepare an agenda for the convenience of the President. This should list any unfinished business of previous meetings, and recommendations of the board of directors. The Secretary should be prepared to take notes for the minutes or use a recorder.

When reading the minutes from the previous meeting they should be read distinctly and in a clear voice.

If the Board of Directors held a meeting and those minutes should be read and recommendations taken under the proper order of business.

The Secretary reads all communications and those needing further action will be brought up later in the meeting.

The Secretary may the TRIANGLE to various Unit Chairman to read for part of her report. The TRIANGLE IS ALSO AVAILABLE ON THE WEBSITE.

The Secretary enters all money received in the Cash Journal. After recording turn all money over to the Unit Treasurer who will give a signed receipt for the money.

The Secretary will gather up all supplies and materials to guard from loss.

At the close of the Unit year, the Secretary will assist the Unit Chairmen in filling out their Annual Reports to the Regional Chairman.

The duties of the Secretary are administrative, and she occupies a pivotal position around which all the activities and the duties in connection with such.

In order that the Secretary may be informed, the following instructions and suggestions are provided;

NOTE: Nominations for Unit Officers shall be opened at a meeting in either March, April or May as specified in the ByLaws of each Unit. Nominations shall remain open until a meeting in the month following the opening of nominations, then closed and officers elected. Officers-elect shall be installed by a member of the LA FRA or FRA, at a meeting in the month following election. Installing Officer, selected by the President-Elect, shall be invited by letter, bearing the signature of the Unit President and Secretary. The Officers are elected for a period of one (1) year, except that of Secretary and/or Treasurer may be elected for a period of two (2) years.

MONTH 1 – The beginning of the Fiscal Year. It is the responsibility of the Units to meet deadlines for elections of Delegates, Alternates and Proxies for the Regional Convention

in July or August. The Unit will receive the official Delegate voting strength for the office of the National Financial Secretary. It is the Units responsibility to elect delegates for the Regional and National Conventions. The newly elected Secretary should obtain all records for the office of Secretary. The retiring Secretary should work with the new Secretary to make a smooth transition for the Unit. This is a good month to set goals and plans for the upcoming year and the Unit to set a budget.

DELEGATES, ALTERNATES AND PROXIES ARE ELECTED NOT APPOINTED. The Delegate sheets for both the Regional and National Convention must be filled out and sent to the names listed on the forms and one (1) copy for the Unit files. The forms are to be signed by the PRESIDENT AND SECRETARY. It is in the best interest of the Unit to elect a Proxy and Alternate Proxy, in addition to the Delegates and Alternates. The proxy cannot be someone from your own Unit and be that the proxy will be attending the convention. This will insure the Unit will be represented and not lose their votes. Each Unit is to elect one (1) Delegate to the Convention and one (1) additional vote. The National Financial Secretary has notified the Unit of the voting strength. Each Delegate should be reminded they will need to have their paid membership cards with them.

MONTH 2 Before each meeting the Secretary should insure all correspondence, reports, books and supplies she needs are available. The Secretary and President should arrive at least thirty (30) minutes prior to the meeting. The Unit will elect delegates to the National Convention. The report of the Regional Convention should be given at this meeting.

NATIONAL AND REGIONAL PRESIDENTS try to visit as many Units as possible during her year in office. Make sure your Unit members are notified of the visits so many members can meet and visit with them. Invite members of neighboring Units and National Officers in the area. If the National Officers cannot be In the area during a regular meeting it is requested to have as many members as possible attend any event in her honor.

MONTH 3 This is the usually the month of the National Convention. The Delegates of the Regional Convention should have given a report of the Regional Convention. If not, this will be given when it is completed.

MONTH 4 The Delegates who attended the National Convention should give a report of the Convention. The National Executive Secretary will send a Roster of the National Officers and Appointees and a list of all Units and their addresses. Any changes of the Constitution and ByLaws, Rituals and Standing Rules will be sent to all Units after the Convention, usually in the Triangle.

MONTH 5 Special Thanksgiving work and Christmas plans are made at this meeting. Arrangements for parties, baskets, and other charitable work in which the Unit will be involved during the upcoming year.

MONTH 6 The usual business is conducted, however, if the Unit has a Christmas party on the night of the meeting, most of the business may be deferred.

MONTH 7 The usual business is conducted.

MONTH 8 Same as other meetings. The Americanism Chairman is encouraged to have a special program. The Unit may contribute to the Pilgrimage Fund.

MONTH 9 Depending on the ByLaws of the Unit the Nominations shall be opened in March, April or May.

MONTH 10 Memorial Day observances may be discussed at this meeting.

MONTH 11 Same as other meetings. Deadlines for Resolutions to be sent in for action at the National Convention. The Unit may want to mail out invitations for Installation of Officers to the neighboring Units and National Officers.

MONTH 12 If this is your election month insure all nominated for office are members in good standing.

If the Secretary has received the Annual Reports forms from the NES office, or downloaded them from the website, she shall give them to the Committee Chairmen, and offer to assist them in filling out the reports. Some Units have a special meeting to complete these reports.

Prior to the Installation of Officers, the books of the Secretary and Treasurer shall be audited by the Audit Committee.

The Secretary shall promptly notify the National Executive Secretary, Regional President, Regional Treasurer and the Membership Services Administrator of the names and addresses of the newly elected President, Vice-President, Secretary and Treasurer, the dates of the monthly meetings and place where the meetings are held; also, the date of their Unit Installation. The "Unit Officers Information" form is on the website.

The Membership Year ends on 31 March of each Year. All membership reports such as PCT and dues payment **MUST BE RECEIVED BY THE MEMBERSHIP SERVICES ADMINISTRATOR BY THE MARCH CLOSE-OUT DATE** (which will be published in the TRIANGLE), IN ORDER TO RECEIVE PROPER CREDIT FOR THE YEAR. NO REPORT OF CHECK RECEIVED IN THE OFFICE OF THE MSA AFTER THE MSA DEADLINE DATE FOR MARCH CLOSE-OUT WILL BE ACCEPTED FOR THE CURRENT YEAR BUT WILL BE HELD AND COUNTED ON THE FOLLOWING YEAR'S RECORDS.

Since the voting strength of Units is determined by the number of members in good standing at the close of the membership year, we can not overstate the **IMPORTANCE OF SUBMITTING REPORT ON TIME....** When the voting strength figures are received from the office of the NFS, the Unit Secretary should check to ascertain if the records are the same.

The Unit Secretary provides information to the Unit Membership Chairman as to the correct number of members in the Unit, how many are new members, suspended, deceased, and all transfers since the last meeting.

All Regular meetings shall have at least three days written notice to all members, or notice shall be given at the previous regular meetings. Many of the Unit publish a monthly bulletin, noting the time and place of the meetings.

SIMPLE RULES FOR MINUTES

The Secretary should keep an accurate record of the proceedings of all meetings.

Be sure to have a person's name spelled correctly and repeat it, so you pronounce it properly.

Refer to the previous meetings minutes and give the President a list of items to be considered. This should be done prior to the meeting.

ALL MINUTES SHOULD CONTAIN THE FOLLOWING INFORMATION

1. Unit Name, complete date (year, month, day) time and place
2. Name and title of the presiding officer.
3. Classification of meeting, regular, specially called, board, committee meeting.
4. Record whether or not a quorum is present.
5. Roll call of officers, those absent
6. Record the acceptance of previous minutes with changes
7. Record the balance announced by the Unit Treasurer
8. Record accurately all business transacted, keep brief.
9. DO NOT record opinions or discussions.
10. Motions must be recorded exactly as made. Names of persons who made and seconded the motion and if carried or rejected.
11. Be sure that committee chairman and appointments to special committees are recorded in the minutes.
12. Copies of resolutions should be attached to the minutes.
13. Furnish the Unit President with a copy of the minutes as soon as possible.
14. DO NOT use the phrase, "respectfully submitted" simply sign your name, title and date. After approval the President signs below the Secretary.

Write the minutes as soon as possible after the meeting, while it is still fresh in your mind.

If corrections are made to the Minutes they are noted in the margin.

SECRETARIAL DUTIES – EASY REFERENCE

PCT REPORTS: It is important that these reports be sent to the MSA every month, even if no changes have been recorded. When a member transfers to another Unit ALL APPLICATIONS on file for that member should be sent to the Unit to which the member transfers. If a member transfer to MAL., ALL APPLICATIONS should be sent to the NVP.

BULLETINS: The NES mails or emails the TRIANGLE to all Units and National Officer shortly after the 25th of each month. These Bulletins contain news for all members, so please read them as communications. Any member may subscribe to the TRIANGLE for a small yearly fee. The TRIANGLE is also available on the WEBSITE.

CORRESPONDENCE: The Secretary is to read all correspondence at the meetings. It is suggested the Secretary can shorten and give important information for each piece of correspondence. This will shorten the length of the meetings.

LETTERS: The Secretary should be very prompt in acknowledging gifts and donations which have been received by the Unit. The Unit President and Secretary sign all letters.

RESOLUTIONS: Resolutions containing proposed amendments to be acted upon by the National Convention body may be sent to the office of the National Executive Secretary not later than one hundred twenty (120) days prior to the Convention.

APPLICATION FORMS: All application forms for membership in the LA FRA are to be properly completed and signed. The Secretary of the Unit signs the application and forwards the application and check for the dues, to the MSA.

DECEASED MEMBERS: The Unit Secretary shall notify the Unit President and Chaplain in case of the death of a member. Suitable Services shall be conducted if the family consents.

Notification of the death of a member MUST be made to the office of the MSA on the next Per Capita Tax Report. The Unit Chaplain shall notify the Regional and National Chaplain, including the name and address of the next of kin so a card may be sent. This can be done by email if you have internet access.

The Form for “DEATH NOTICE” can be found on the website.

MEMBERSHIP AWARDS: For information on the awards for recruiting new members, and how to order same, see Standing Rule 4 (Blue Book)

MEMBERSHIP REPORTS

Membership is the life-blood of the Auxiliary of the Fleet Reserve Association. To maintain and strengthen the membership, it is necessary that accurate records of each member and each Unit are kept. This is accomplished by means of reports submitted by the units to the office of the MSA, and reports FROM the MSA to the Units.

Articles 4 and 8; C&BL of the Auxiliary provides the authority for record keeping. In the succeeding pages, specific instructions for preparation of reports will be given.

PCT "A" This form is used for reporting all new and reinstated members, including their applications and dues payments. Also, for reporting renewal dues payments collected by the Unit Secretary.

PCT "B" This form is used for reporting changes such as address, name, sponsor, transferring members, reporting deaths, resignations and ineligible members.

ALL REPORTS must be submitted in sufficient time to reach the MSA no later than the 25th day of the month or deadline date by notification by the MSA.

The MSA is required to submit monthly reports to each Unit and Regional President. Twice annually, in April for the close of the membership year on 31 March and in October for the close-out on 30 September, an alphabetical listing of Unit members showing complete address for each member, membership number, dues expiration date, initial entry, telephone number and birth date. These reports are sent by email if available. An alphabetical listing will be sent each month by email. Any officer with email access may receive these reports.

ALPHABETICAL MEMBERSHIP LISTING (ALPHA LISTING)

Although no sample of this report is shown, it is just as it implies. All active Unit members will be listed in alphabetical sequence. This report shall be sent to each Unit twice annually, at the close of March and September, or monthly if sent by email. This listing should be retained in the Unit files along with the Unit file copies of the PCT "A" and "B" reports.

MEMBERSHIP APPLICATIONS

Properly completed applications for all new and reinstated members **MUST** be attached to the PCT "A" report form, with the check for dues, when reporting to the office of the MSA. (One copy per member). Once the member has completed the application, she/he may give it to the Unit Secretary or mail it directly to the MSA at the address shown on the form. Make a copy of the application and keep it for the Unit files.

Members desiring affiliation through the Member-at-large Roll, should forward their application with dues payment directly to the MSA.



Join the Ladies Auxiliary of the FRA: Membership Application

Name in Full: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (State) (Zip + 4)

Phone () _____ Email: _____ Date of Birth: _____

I am the: Wife Husband Mother Father
 Sister Brother Widow Widower
 Daughter Son Granddaughter Grandson
 Stepdaughter Stepson Grandmother Grandfather

of _____
(Sponsor's Full Name) (Rate) (USN/USMC/USCG)

Check the correct statement which fits sponsor's eligibility
 I certify that the above information is true and accurate and that my sponsor is a member of FRA Branch _____ or is MAL.
 I certify that the above information is true and accurate and that my sponsor was eligible for membership at the time of death.

Unit Preference _____ Applicant's Signature _____ Date _____

Proposed by _____ Member # _____ Unit: _____

Dues \$20.00/1Year \$40.00/2 Years \$100.00/5 Years

Received from _____
(remove this section)

The sum of _____ for dues in LA FRA

Unit # _____ Date _____

Signed: _____

(Retain until Membership Card is received)

LA FRA
PO BOX 1154
EASTON MA 02334-1154

SUPPORT
 "Loyalty, Protection and Service"
 We strive to apply these ideals to the
 welfare of this great nation and our
 members and their families.

YOUR VOICE IN WASHINGTON!
 Military families rely on Congress to
 protect their military-earned benefits. The
 FRA has registered lobbyists who work to
 support legislation to improve and preserve
 the quality of life for military personnel (all
 current and former enlisted personnel of the
 Navy, Marine Corps and Coast Guard).
 Numbers do count.
 "The squeaky wheel gets the most oil!"

WHY JOIN?

An opportunity to assist Sea Service
 families through social activities and
 civic projects at local and national levels.

Join the Ladies Auxiliary of the FRA today!
 Organized in 1930, the Ladies Auxiliary of
 the Fleet Reserve Association (LA FRA) is
 chartered to aid, assist and promote in all
 matters pertaining to welfare, social and
 patriotic works of the FRA, its members
 and their families. Units are located
 throughout the United States and
 overseas. There is also a Members-At-
 large (MAL) roll administered by the LA
 FRA National Offices for those who do not
 have access to or do not desire to join a
 unit.

TRANSFER OF MEMBERSHIP

Section 306 of the Constitution and ByLaws state that it is the right of the member to transfer their membership, except to avoid disciplinary action. This Section contains instructions for administrative procedures to be followed in effecting transfers.

If the member applies to a Unit for transfer of her membership, the Secretary, shall:

1. Inform the MSA by letter, PCT form or email. Be sure that the member' name, address, telephone, email address (if applicable), sponsor's name, branch of service and affiliation are correct. This will ensure that the member's record is accurate.

NOTE: All Transfers **MUST** be reported on PCT "B" form and mailed to the MSA.

On transfer of membership, dues shall be credited to the Unit the member is transferring to.

When the member transfers to another Unit **ALL APPLICATIONS** on file, for that member shall be sent to the Unit to which the member is transferring.

CHANGE OF ADDRESS FORM

There are two (2) methods a Unit may use to report a change of address for the members.

1. By using PCT "B" Report form, Part A
2. By sending an e-mail to the MSA

Be sure that the name, address, phone number and email (if applicable) are clear and accurate.

PER CAPITA TAX PCT “A” FORM

The report should be prepared in duplicate, with the original sent to the Membership Services Administrator, (MSA), with appropriate enclosures and the copy retained by the Unit Secretary for the Unit files. Retaining a copy enables the Secretary to check the monthly reports from the MSA against her copy to ensure that all reported work is complete and correct. This form is available on the website.

Secretaries should **NEVER SEND CURRENCY THROUGH THE MAIL** and should discourage the members from doing so.

PCT “A” report. The purpose of this form is to report ALL NEW AND REINSTATED MEMBERS and RENEWAL OF MEMBERSHIP, with payment of dues.

Attention is invited to the definition of a reinstated member, this is a former member who has broken membership in the Auxiliary FRA and whose dues expired more than three months ago. To be reinstated the member MUST meet the membership requirements.

If the member’s dues expired less than three months ago, then the member is in arrears and should be reported under REINSTATED MEMBERS with payment of dues.

INSTRUCTIONS FOR PREPARATION OF PCT “A” FORM

It is vitally important that the Unit member, month and year appear at the top. This report is separated for recording purposes when received by the MSA and identification is most important. These forms are available on the website.

COLUMNS 1 & 9: This column should ALWAYS be filled in with one of the following.

N – USN/USNR
M – USMC/USMCR
C – USCG/USCGR

COLUMNS 2 & 10: This column should ALWAYS be filled with one of the following:

Wife – A	Widow – B	Sister – C	Mother – D
Husband – E	Daughter – F	Brother – G	Granddaughter – H
Son – I	Grandmother – J	Father – K	Grandson – L
Grandfather – O	Stepson – P	Widower – R	Stepdaughter – S
Unknown – X	Honorary Member – Z		

COLUMNS 3, 11, & 17: This column should ALWAYS be filled in as this determines the expiration date of the member. Use only the monetary amount that the member has paid, i.e. one, two or five years.

COLUMNS 4, 12, & 18: List the members name. List the last name first and then the first name followed by middle initials. Avoid the use of initials for the first name. In case of initials comprising the first and middle names, place the initials in quotation marks.

COLUMNS 5 & 13: List the address for the member. This is the address to which their membership card and correspondence will be sent. Be sure to list the complete address including Lot, Apartment or space numbers. ZIP + 4 CODE MUST ALS BE INCLUDED.

COLUMNS 6 & 14: Ensure that prospective member has entered their telephone number on their application and that it includes the area code. Enter this information in this column.

COLUMNS 8 & 16: In case of reinstatements enter the member's membership number if known. If not known, the column should be left blank.

PLEASE BE SURE THAT THE SPONSOR'S NAME IS LISTED ON THE APPLICATION AND ON THE PCT CLEARLY AND ACCURATELY.

ALL CHECKS ARE PAYABLE TO THE LADIES AUXILIARY FRA OR LA FRA

ALL MONEY PERTAINING TO MEMBERSHIP ARE TO BE MAILED TO THE MEMBERSHIP SERVICES ADMINISTRATOR (MSA).

Please type or Print Legibly

Unit # _____ Month _____ 20____

REPORT OF NEW MEMBERS (CODE 59)

Service Code (1)	Affiliation Code (2)	Payment (3)	Last	Name (4)	First	Address (5)	Phone (6)	Birth Date (7)

REPORT OF REINSTATED MEMBERS (CODE 52)

Member Number (8)	Service Code (9)	Affiliation (10)	Payment (11)	Last	Name (12)	First	Address (13)	Phone (14)	Birth Date (15)

REPORT OF MEMBERSHIP RENEWALS

Member Number (16)	Payment Amount (17)	Last	Name (18)	First

PER CAPITA TAX – PCT “B” FORM

This report should be prepared in duplicate with the original sent to the Membership Services Administrator with appropriate enclosures and the copy retained by the Unit Secretary for the Unit files. Retaining a copy enables the secretary to check the monthly reports from the MSA against their copy, to ensure that all requested work is complete and correct. This form is available on the website.

PCT “B” report. The purpose of this form is to report CHANGES in a member’s records that do not involve/accompany a Dues Payment. i.e. change of address, transfer INTO your Unit, etc. (Attention: Requirements for transfer are in Section 306 C&BL.

LIST ONLY THE CHANGES TO BE MADE, BUT INCLUDE THE NAME EVEN IF IT IS NOT CHANGED IN ORDER FOR THE MSA TO VERIFY THE CHANGES ARE MADE FOR THE RIGHT PERSON.

INSTRUCTIONS FOR PREPARATION OF PCT “B” FORM

PART A

COLUMN 1 Each member’s membership number MUST be listed in this Column. This number may be obtained from the Unit Alphabetical List of Members (ALPHA Listing) which is provided to each Unit twice yearly. For members transferring INTO the Unit the membership number should be obtained from the member’s membership card. CARE MUST BE EXERCISED IN ENSURING THE CORRECT MEMBERSHIP NUMBER IS LISTED, otherwise some other member may have her record incorrectly changed whereas the information for the member requesting the change may not be changed.

COLUMN 2 Enter the Service Code only if it to be changed from what is shown in the Membership Listing Report. (See listing under Column 1 & 9 for PCT “A”.

COLUMN 3 Enter Affiliation Code only if it is to be changed.
(See List under Column 2 & 10 for PCT “A” Form)

COLUMN 4 Enter member’s name. If name is to be changed enter both the old and new names. Include the name even if it is not changed.

COLUMN 5 Enter member’s address only if there is no change.

COLUMN 6 Enter member’s telephone number only if it has changed or has never been entered previously.

COLUMN 7 Enter member’s birthday only if requested or has never been entered before or is incorrect.

PART B

COLUMN 8 Enter member's membership number.

COLUMN 9 Enter member's complete name.

COLUMN 10 Enter one of the following codes.

56 – Transferred out of your Unit

57 – Transferred into your Unit

58 – Life member

COLUMN 11 Enter member's complete birth date (if requested)

COLUMN 12 Enter complete date that member's membership began.

COLUMN 13 Enter Unit number to which member is transferring to or from. Ensure that a complete transfer application, signed by the member accompanies this report.

PART C

COLUMN 14 Not applicable

COLUMN 15 Enter member's membership number.

COLUMN 16 Enter member's complete name

COLUMN 17 Enter one of the following codes.

50 – Resign

53 – Deceased

55 – Ineligible

Please type or Print Legibly

Unit # _____ Month _____ 20 _____

PART A REPORT OF CHANGE OF RECORD OF MEMBER----PLEASE ENTER ALL INFORMATION

Member Number (1)	Service Code (2)	Affiliation Code (3)	Last	Name (4)	First	Address (5)	Phone (6)	Birth Date (7)

PART B TRANSFERS (CODES 56, 57, 58)

Member Number (8)	Last	Name (9)	First	Code (10)	Birth Date (11)	Membership Began (12)	From/To Unit Number (13)	Send Card To Unit (14)

PART C REPORT OF DECEASED (53), RESIGNATION (50), INELIGIBLE (55)

Member Number (15)	LAST NAME	FIRST NAME (16)	DATE OF DEATH	Code (17)

REPORTS TO UNITS

The MSA is required to forward reports to each Unit monthly. They will be sent via email, if an officer has an email address; this will save the Auxiliary postage and printing. It is also more expeditious because the officer will receive them before the end of the month. These reports consist of the following.

MEMBERS PAST DUE: A listing of all members whose dues are 30 – 60 – 90 days in arrears.

UNIT STATISTICAL REPORT: Indicates cumulative numerical changes to the total Unit membership during the Association Year.

MEMBERS TO BE RENEWED: A list of all members whose dues expire in sixty days.

MEMBERSHIP PAYMENT REPORT: A listing of all members who have paid their dues during the given month.

DELETIONS: A listing of all deleted members show one of the following codes.

- 50 – Resignations
- 51 – Suspended members
- 53 – Decreased members
- 55 – Ineligible member
- 56 – Transferred out of you Unit

ADDITIONS: A listing of all new and reinstated members showing one of the following codes.

- 52 – Reinstated member
- 57 – Transfer into your Unit
- 58 – Life member
- 59 – New member

CHANGES: A listing of any member who has had a change in their member record. This report will indicate the change with one or more of the following codes.

LN – Last name
FN – First name
MN – Middle name
AD – Address
CI – City
ST – State

ZI – Zip Code
BD – Birthdate
AC – Area Code
SS – Sponser's Service
MB – Membership Begin Date
ME – Membership Ends Date

DUTIES

UNIT TREASURER

It is necessary that complete cooperation exists between Unit Treasurer and Secretary. They must work together, comparing notes and making sure that each has the correct information regarding the Financial transactions of the Unit.

In some Units, the duties of the Secretary and Treasurer are combined, and the officer is known as the Secretary-Treasurer. In these Units, the individual work varies from the methods used when the two (2) officers are separated.

The Unit Treasurer is responsible for pay bills promptly, receiving and banking all monies, keeping accounts of all transactions. Etc.. Accurate and complete records must be kept, and the Treasurer's books are open for inspection at any meeting of the Unit.

A quarterly audit of both the Secretary's cash book and the Treasurer's books shall be held by the Audit committee. A report is given in full at the next regular meeting of the Unit.

All Treasurers are bonded. At the present time the Fidelity Bond is paid by the National Treasurer and there is no pro-rated share paid by the Unit.

The signatures of the Unit President and Treasurer should be on all checks. Usually, the Unit have three (3) signatures at the bank so if either the President or Treasurer is unavailable, the third officer may sign.

All checks for supplies, donations etc. are to be made out to LA FRA and mailed the National Financial Secretary, a note, on the check, states the purpose of the check. **UNITS DO NOT SEND CASH.** The National Office cannot be responsible for any monies lost in the mail. In writing checks to sent to the National Financial Secretary, a note, on the check, states the purpose of the check. It is best to write a check for each item to insure proper handling.

All checks for the dues payments shall be for the FULL AMOUNT OF THE DUES and be made payable to the LA FRA and mailed to the Membership Services Administrator (MSA).

The Treasurer's books are balanced monthly in order to give a complete report at the regular meeting. The method of "keeping the book" is a Unit decision. The reports should be in a journal to keep in the Unit files. It is recommended the Treasurer give the President and Secretary a copy of each monthly report.

NOMINATION AND ELECTION OF OFFICERS

The Constitution and ByLaws of the LA FRA call for the first nominations of officers during the month of March, April, and May, with further nominations and election in April, May or June, according to your Unit's ByLaws. Some of our Units have Nominations Committees, although most use the more popular way with nominations from the floor. Nominations, elections, and installation of officers are held in three (3) consecutive months.

Nominations and elections come under New Business. The following is the order of business.

PRESIDENT: THE NEXT ORDER OF BUSINESS IS NOMINATION OF OFFICERS, WE WILL NOW HAVE NOMINATIONS FOR PRESIDENT.

A member rises and nominates a candidate. There may be more Nominations. After giving the members sufficient time to nominate Any further candidates for President the presiding officer says:

PRESIDENT: FURTHER NOMINATIONS FOR PRESIDENT MAY BE MADE AT THE NEXT MEETING. NOMINATIONS ARE NOW OPEN FOR THE OFFICE OF VICE PRESIDENT.

A member rises and nominates a candidate. There may be more Nominations. After giving the members sufficient time to nominate Any further candidates for President the presiding officer says:

At the meeting where elections are held, the following format is generally used.

PRESIDENT: THE SECRETARY WILL READ THE NAMES OF THE CANDIDATES FOR THE OFFICE OF PRESIDENT.

(It is not necessary to have a nomination seconded)

PRESIDENT: ARE THERE ANY OTHER NOMINATIONS FOR PRESIDENT?

PRESIDENT: ARE THERE ANY OTHER NOMINATIONS FOR PRESIDENT?

PRESIDENT: ARE THERE ANY OTHER NOMINATIONS FOR PRESIDENT?

PRESIDENT: IF THERE ARE NO OBJECTIONS, THE NOMINATIONS ARE CLOSE AND THE VOTE WILL BE TAKE.

When elections are held the Secretary provides all members with enough paper to be used as Ballots. The President will appoint at least 3 members to count the ballots.

PRESIDENT: HAVE ALL VOTED WHO WISH TO DO SO?

PRESIDENT: THE POLLS ARE CLOSED

When the President closes the polls, the Tellers will collect the ballots and count them. The ballots will first be counted to determine the number of votes cast. When the count is completed, the teller prepares a report, which should state the number of votes cast, the number of votes for a majority, the names candidates and the number each has received. The tell hands the report to the President.

PRESIDENT: _____(name of winner) HAVING RECEIVED A MAJORITY OF VOTES FOR THE OFFICE OF PRESIDENT, THE CHAIR DECLARES _____ ELECTED PRESIDENT FOR THE COMING YEAR.

Elections for the rest of the Unit Officers are conducted in the above manner

Between the time of the election and installation the President-elect will be busy filling The committee appointments. She shall appoint a Chaplain and a Sergeant at Arms along with the appointments your Unit Requires.

PROCEDURE FOR CASTING ONE BALLOT

PRESIDENT: _____(name of candidate) being the only nominee for the office of _____(name of Office). The Secretary will cast one ballot for the nominee.

SECRETARY: "I HEREBY CAST ONE BALLOT FOR _____FOR THE OFFICE OF _____."

PRESIDENT: I DECLARE _____PRESIDENT FOR THE ENSUING YEAR.

Repeat for the rest of the Unit Officers as necessary.

CEREMONY FOR DRAPING CHARTER

The Charter shall be placed in front of the rostrum

PRESIDENT: "The Chaplain will now drape the Charter for _____ our departed member." (three raps of the gavel.
Members rise and sing. (Optional)

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'S ENOUGH FOR ME.
SO LONG THY POWER HATH BLEST ME, SURE IT STILL WILL LEAD ME ON.
O' ER THE 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 A-WHILE.

(Chaplain advances to Charter)

CHAPLAIN: "HARK TO THE TONE OF THE BELL CHANTING A FUNERAL
DIRGE TO OUR DEPARTED MEMBER. LIST TO THE SOUND WAFTED BACK
FROM ABOVE, SWEET AND LOW. SOFT AND CLEAR THE ROLL WAS CALLED
AND SHE/HHE ANSWERED, ' HERE,' ON THE
DAY OF (DATE _____) (NAME _____) OF
THE AUXILIARY OF THE FLEET RESERVE ASSOCIATION UNIT
NO. _____ (CITY AND STATE) _____ AWAKENED
FROM DARKNESS OF NIGHT IN THE GLORIOUS SUNLIGHT OF ETERNAL
DAY. THE BELL TOLLED IN SORROW, THE HEAVENS DARKENED, AND
SHE/HHE SLEPT. ONE MORE ABSENT, THE BATTLE DONE, ONE MORE LEFT
US, VICTORY WON. SHE/HHE HAS CROSSED THE BAR. MAY SHE/HHE REST IN
PEACE.

NEARER MY GOD TO THEE

NEARER. MY GOD, TO THEE, NEARER TO THEE!
EVEN 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 A 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!

PRESIDENT: Gives one rap of the gavel.