

**APPENDIX
FLOTILLA EIGHT
DIVISION ELEVEN
EIGHTH DISTRICT
WESTERN RIVERS REGION
STANDING RULES**

1. This Appendix may be amended in whole or in part by the Flotilla as set out below:
 - A. Proposed amendments to the Appendix shall be submitted by any member at least thirty (30) days prior to the meeting at which they will be voted upon.
 - B. The Flotilla Commander shall give notice in general terms of the nature of amendments proposed at least fifteen (15) days before such meeting.
 - C. The Appendix may be amended by two-thirds (2/3) majority vote of the members present, provided a quorum exists.
2. The Flotilla Commander shall submit to the Flotilla the Budget recommended by Financial Audit Committee for the ensuing year. This Budget will be presented to the Flotilla at the Annual Meeting.
3. The Flotilla Commander shall be responsible for notifying all members of the Flotilla of any Regular or Special meeting of the Flotilla. Such notice shall include the time, place, duration, and nature of business to be transacted. E-mail notice is acceptable for those Flotilla members having E-mail addresses. Those members not having an E-mail address shall be notified by U.S. Mail.
4. The Flotilla Commander may, as deemed necessary, appoint committees consisting of one or more members to affect objectives designated by the Flotilla Commander or the Flotilla. These committees are temporary in nature and their purpose and members may be verbally designated. When so directed by the Flotilla Commander, such committees shall be dissolved upon completion of the objective or duty. The Flotilla Commander shall be an ex-officio member of all committees including all standing committees.
5. The Flotilla Commander shall appoint, in writing, Chairpersons and other committee members to serve on standing committees. Unless otherwise specified herein, any member possessing the required expertise may be appointed in writing to a standing committee as Chairperson or member and their names shall be published. All committee members shall serve at the pleasure of the Flotilla Commander.
6. The Standing Committees are as follows:

AWARDS AND RECOGNITION COMMITTEE

This committee shall consist of a Chairperson, and at least two other Auxiliary members.

The duties of the Awards and Recognition Committee shall include:

- (1) Procure all awards and certificates.
- (2) Keep an account of the awards and names of the Auxiliarists receiving awards.
- (3) See that all awards are in excellent condition, on hand, and properly inscribed prior to the presentation, if possible.
- (4) Furnish the Publications Officer with all results of awards, that they may be printed in the next issue of the appropriate Auxiliary publication(s).

FINANCIAL AUDIT COMMITTEE

This committee shall consist of a Chairperson and at least two other Auxiliary members. The current Flotilla Staff Finance Officer shall not sit as a member of the Financial Audit Committee.

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

- (1) To report to the Flotilla Commander.
 - (2) To assist the Flotilla Finance Officer, when requested, in matters concerning financial procedures, reports, and records.
 - (3) To perform an audit of the Flotilla Finance Account as of the time of transfer of responsibility from each retiring officers to their successor and report the results, in writing, to the Flotilla Commander and Flotilla Commander elect.
 - (4) To perform an annual audit of the Flotilla's Finances and report the results, in writing, to the Flotilla Commander and the Flotilla. The results of the audit will include an evaluation of the quality of the records with a brief explanation of what was done during the audit plus recommendations on changes to be made in Flotilla financial practices to conform to generally accepted accounting principles.
 - (5) To propose to the Flotilla Commander an Annual Budget for the Flotilla, detailing by area the recommended expenditures.
7. Banking accounts of the Flotilla shall be entitled "United States Coast Guard Auxiliary, Flotilla Eight Division Eleven, Eighth District, Western Rivers Region" or "USCG Auxiliary Flotilla 08W-11-08".

Finance Account:


- a. The Flotilla Commander and the Finance Officer shall be the authorized signatories on the account.
 - b. Checks shall be signed by the Finance Officer, or the Flotilla Commander. No second signature will be required.
 - c. At such time that any of these officers are no longer serving in their office, their successor shall become authorized on said account.
8. Receipts are required for the payment of any and all reimbursements of expenses, except as otherwise noted.
9. The Flotilla Commander:
- a. If additional funds are required for any line item or expense not budgeted, the Flotilla Commander's request for same must be approved by a majority vote of the Flotilla, provided the approved transfer of funds shall not cause the overall Budget to be exceeded.
 - b. Any request for funds that exceed the overall Budget must be approved by the Flotilla.
10. For the purpose of accounting, the fiscal year shall be from 1 January through 31 December.
11. The Annual Budget shall be approved by the Flotilla at the first meeting in February of the calendar year. The Annual Budget shall be proposed by the Flotilla Commander. The Budget shall be as specific as possible, and contain as many line items as necessary and practical. Approval of said Budget by the Flotilla shall constitute approval for the expenditure of the sums set out in said Budget, for the purposes therein set forth.
12. The Flotilla is authorized to make expenditures in the next calendar year, not to exceed on a pro-rata basis those authorized by the past calendar year budget, until the Flotilla meeting when the next calendar year budget shall be adopted by the Flotilla.
13. The annual dues, including Flotilla, Division, District and National shall be levied on each member on a calendar-year basis and shall be payable during the month of July for the following year. New members shall pay dues for the present year if they join prior to September. If a member joins after September the present year's dues and the following year's dues will be levied.
14. The Flotilla Annual Meeting will be the February meeting of the calendar year. At the Annual Meeting the Financial Audit and the Annual Budget will be presented to the Flotilla.

15. The Flotilla will hold monthly meetings beginning at 1900 on the third Wednesday of each month, unless a different time and/or date is communicated to the Flotilla members at least seven days prior to the meeting date. The location of the Flotilla meetings shall, as much as practicable, be held at a stable location convenient to the Flotilla membership. Any change on location of the Flotilla meeting shall be communicated to the entire Flotilla membership as soon as possible.
16. All Flotilla staff officers are expected to file with the Flotilla Secretary a monthly report of activities. Staff officers' monthly reports shall be communicated to the Flotilla Secretary seven days prior to the Flotilla monthly meeting. Copies of the filed report should also be communicated to the Flotilla and Vice Flotilla Commander. Flotilla staff officers are also responsible for providing their Division staff officer counterpart with all required or requested information.
17. When we publish a flotilla newsletter it will be e-mailed to all flotilla members who have e-mail addresses. Flotilla members who do not have e-mail addresses or members wishing a paper copy of the Flotilla publication shall receive printed copies of the Flotilla publication.
18. E-mail addresses of Auxiliary members are intended to be used primarily for Auxiliary purposes. Any personal use of Auxiliary e-mail addresses must not involve solicitation, be associated with any profit making endeavor, or potentially embarrass the Auxiliary or the Coast Guard. Auxiliarists in their capacity as a member of the Auxiliary must not send or forward e-mail that contains libelous, offensive, racist or obscene material. This includes messages containing comments, material or attachments that are offensive. Offensive e-mails regarding race, gender, age, sexual orientation, religious beliefs, political beliefs, national origin or disability shall not be sent by Auxiliarists to any other Auxiliarist, nor should be sent by an Auxiliarist to anyone. Pornography is not to be sent by Auxiliarists to any other Auxiliarist, nor should be sent by an Auxiliarist to anyone. Auxiliarists should not send chain letters or chain e-mail to other Auxiliarists.
19. Any reference to "writing" shall include all forms of written and electronic communication.

This Appendix to the Flotilla Eight, Division Eleven, Eighth District Western Rivers Region Standing Rules was duly approved at a Flotilla meeting on 17 January, 2007 by a vote of more than two-thirds of the Flotilla members present and voting, a quorum being present.

James Look 1/18/07
 James Look, FC 11-08 Date

Not Required
 Director of Auxiliary
[Signature] 9 March 07

 2/1/2007
Division Captain - Date

8th Western Rivers Region