

DISTRICT STANDING RULES

OF

DISTRICT _____ (_____ REGION)

UNITED STATES COAST GUARD AUXILIARY

ARTICLE I NAME

1.1 The name of this organization shall be the _____ District (_____ Region) United States Coast Guard Auxiliary, herein referred to as the "District".

ARTICLE II STANDING RULES; LIMITATIONS AND AMENDMENTS

2.1 These Standing Rules (sometimes referred to herein as the "Rules") shall govern the conduct of the business of the District Board.

2.2 Any provision in these Standing Rules which is in conflict with the current edition of the Auxiliary Manual, COMDTINST M16790.1 (Series), and all additions and amendments thereto, hereinafter referred to as the "Manual", Commandant and District Commander directives, instructions and notices, and the Standing Rules of the United States Coast Guard Auxiliary National Board, shall be null and void.

2.3 These Standing Rules are supplementary to the policies and procedures established for the formation, operation, election and appointment of officers of the District by the Manual.

2.4 Nothing in these Standing Rules shall authorize the District to take any action inconsistent with, or not authorized by, the Manual or other policies of the Commandant of the United States Coast Guard.

ARTICLE III ORGANIZATION

3.1 The District Board shall be comprised of the District Commodore, District Chief of Staff, each District Captain, each Division Commander, the District Director of Auxiliary (Director), and the Immediate Past District Commodore. The National Commodore, or his/her designee, is an *ex officio* member of the District Board.

(NOTE: If a Past Division Commanders Association is authorized in accordance with the Manual, the President of the Past Division Commanders Association, if authorized by these District Standing Rules, is also a member of the District Board. The Past Division Commanders Association may be allowed to vote on the District Board, provided the District Commodore and

Director have approved the Past Division Commanders Association standing rules and attendant bylaws. If the Past Division Commanders Association is authorized to be on the District Board, and whether the Past Division Commanders Association is a voting member, it shall be noted in the above paragraph.)

- 3.2 The District Executive Committee (EXCOM) shall be comprised of the District Commodore, as Chairperson, the District Chief of Staff, each District Captain, the Director, and the Immediate Past District Commodore. EXCOM is charged with managing the day-to-day operations and business of this District and will meet as determined by the District Commodore and Director. EXCOM will review the progress of the Auxiliary in the District, will study suggestions received from District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is requested or needed.
- 3.3 Unless otherwise limited by the Manual or these Rules, EXCOM shall have the power and authority to exercise functions of the District Board: (a) To the extent expressly authorized by the District Board; and (b) On any matter which necessarily must be determined between District Board meetings. The District Commodore shall promptly give written notice to all District Board members of any substantive action(s) taken by EXCOM in intervals between District Board meetings. Unless modified or rescinded by the District Board at the next regular or special meeting, EXCOM actions shall be final.

ARTICLE IV DISTRICT OFFICERS

- 4.1 The eligibility, terms of office, duties and manner of election or appointment of District Board Officers shall be as set forth in the Manual.
- 4.2 The District Commodore, in addition to the duties set forth in the Manual, shall have the following duties:
 - 4.2.1 On or before 30 November of each year, the District Commodore, with the concurrence of the Director, shall appoint all District Staff Officers and Assistants for the succeeding year, in writing, and advise all members of the District Board and Staff (for the succeeding year) of such appointments, in writing. When a new District Commodore has been elected, this duty shall become the responsibility of such District Commodore-elect and shall be made for the succeeding year by the District Commodore-elect no later than 15 December.
 - 4.2.2 Be an *ex officio* voting member of each Division Board and District Standing Committee.
- 4.3 The District Chief of Staff in addition to the duties set forth in the Manual, shall have such duties as may be assigned by the District Commodore.

- 4.4 Each District Captain, in addition to the duties set forth in the Manual, shall have such duties as may be assigned from time to time by the District Commodore or District Chief of Staff. This District shall have _____ District Captains. Each area District Captain shall represent and be responsible for one of the District geographic areas described in an Appendix to these Rules and may also be given specific program responsibility as described in an Appendix to these Rules, and each program District Captain shall be responsible for a specific program(s) as described in an Appendix to these Rules. Each area District Captain shall ensure effective communication and coordination between all Auxiliary and Coast Guard units within their area of responsibility. A program District Captain shall be primarily responsible for coordination between the District Commodore and the appropriate staff officers and units.
- 4.5 The District Commodore may appoint, with Director concurrence, up to three District Directorate Chiefs and a District Planner as set forth in the Manual.
- 4.6 Any elected or appointed District Officer may be removed from office in the manner provided in the Manual.

ARTICLE V MEETINGS

- 5.1 Regular meetings of the District Board shall be held at such place as from time to time selected by action of the District Board. There shall be a minimum of _____ District Board regular meetings in each calendar year.
- 5.2 Special Meetings of the District Board for any purpose or purposes may be called by the District Commander, Director or the District Commodore, or at the written request of a simple majority of District Board members, upon not less than fifteen (15) days prior written notice to all Board members. Such notice shall state the purpose(s) and the place, date and time of the Special Meeting. The written notice may be delivered personally, or by regular mail and, if by regular mail, shall be by certified mail, return receipt requested. The District Secretary shall include in the minutes of the District Board proceedings a copy of the notice and the original of each mail receipt. If, and only if, each District Board member has ready access to electronic mail ("email"), the notice may be sent by email. To be a valid notice by email, the recipient shall reply with an acknowledgement of receipt.
- 5.3 All regularly scheduled District Board and District Staff meetings shall be open to any member of the Auxiliary. Any Special Board meeting at which policies are made, voting is conducted or funds voted to be disbursed shall be an open meeting to all Auxiliary members. Meetings determining District award recipients, EXCOM meetings, and Special Meetings called by District Commander, Director or the District Commodore to discuss unusually sensitive issues at which no formal vote is taken, or meetings of special purpose

committees such as the District Conference committee, may exclude Auxiliary members who are not members of the particular committee or body holding the meeting.

ARTICLE VI VOTING

- 6.1 Provided the District Commodore, District Chief of Staff, or the Immediate Past District Commodore is present, a majority of the members of the District Board shall constitute a quorum for the transaction of District Board business at any meeting. The action of a simple majority (more than 50%) present and voting at a meeting, at which a quorum is present, shall be the act and decision of the District Board unless a greater majority (or percentage) for specific action is required by the Manual or these Standing Rules. Such greater majority shall be based on the count of those members present and voting, provided a quorum is present. In all instances, all District Board members present shall be included for the purpose of determining a quorum. A blank vote or abstention shall not be counted as a vote cast.
- 6.2 Voting on routine matters normally will be by voice vote or by a show of hands. A written ballot may be requested by any voting member of the District Board and the request shall be honored without discussion. No second is required when a District Board member requests a written ballot.
- 6.3 Unless otherwise permitted by the Manual, no proxy or absentee vote shall be permitted or counted on any District Board question. Each District Board member shall have one vote on any motion or issue. There shall be no cumulative voting.
- 6.4 All voting, as well as all meetings, shall be conducted and held in accordance with the Manual, these Rules and the current edition of Robert's Rules of Order, Revised. In the event of conflict among the Manual, these Rules and Robert's Rules of Order, Revised, they shall prevail in the order named.
- 6.5 Unless otherwise permitted by the Manual, or National Auxiliary Policy, no mail or electronic votes shall be submitted or counted at any regular or duly called special meeting of the District Board.
 - 6.5.1 If a District Board meeting for which all Board members are physically present is deemed impractical, and the District Commodore determines that a District Board meeting may be held by mail, then the following applies:
 - 6.5.1.A Any solicitation for votes by mail shall be in writing and delivered by certified mail, return receipt requested, to each District Board member. The solicitation shall, as to each matter to be voted on by mail: (a) Clearly state the matter; (b) Be so worded that a "yes" vote will be to sustain or adopt the matter; (c) Provide a space to be checked for an unqualified "yes" or "no" or "abstention" on the matter; and (d) State the name and

address of the District Officer to whom the vote(s) response is to be submitted. The solicitation shall provide for a period of not less than twenty (20) days from the date of mailing of the solicitation for submission of the mailed vote(s) on the matter(s).

- 6.5.1.B So long as the member's responding vote is postmarked no later than the 20th day after the solicitation of votes has been mailed, and has been sent to the District Commodore, such vote shall be counted on the matter(s).
- 6.5.1.C If a member of the District Board fails to exercise their privilege to vote on any question or questions submitted by certified mail, return receipt requested, within the time limit fixed, the member shall be still included for purposes of determining a quorum, and shall be counted as present and not voting.
- 6.5.1.D So long as a majority of the District Board members respond with a vote, and a quorum is met, a simple majority of votes responding with a "yes" vote shall result in sustaining or adopting the matter. The vote tally resulting from such mail voting shall be the act and decision of the District Board and shall be as conclusive and binding as a vote taken at a District Board regular or special meeting. The results shall be announced immediately after the votes are tallied. At the next regular Board meeting the District Commodore shall announce the result of such mail vote. Unless a District Board member asked for a secret written ballot, the Secretary shall include in the minutes of the District Board proceedings a copy of the solicitation, the original of each mail receipt and the original of each written vote received in response to the solicitation and any District Board member may review all such written evidence of a mail vote. If a secret written ballot was requested, the DCO shall tally the votes, inform the Board members of the results, and destroy all the written votes. Any such mail vote shall be effective as of the date of the 20th day after the solicitation mailing.
- 6.5.2 If a District Board meeting for which all Board members are physically present is deemed impractical, and only if each District Board member has ready access to email, such voting by mail may be conducted by email. After transmission of the email to District Board members, the District Secretary shall within twenty-four (24) hours notify each member of the Board by telephone that a time sensitive email concerning a District Board vote has been sent to the Board member's email address. The procedure shall be the same as for solicitation of and voting by regular mail, except that the solicitation and each response shall be printed out and the Secretary shall include in the minutes of the District Board proceedings the printed solicitation and each printed email vote. All such printed evidence shall be made available for review by any District Board member. Any such email vote shall be effective as of the date of the 20th day after the solicitation mailing.

6.6 In the absence or inability of any Division Commander to attend any meeting of the District Board, the Vice Division Commander may attend such meeting and vote in such Division Commander's place and stead. In the absence or inability of both the Division Commander and Vice Division Commander to attend any District Board meeting, the Immediate Past Division Commander may attend such meeting and act and vote in such Division Commander's place and stead unless the Division Commander has specified otherwise in writing to the District Commodore. If the Division Commander, Vice Division Commander and Immediate Past Division Commander cannot attend a District Board meeting, the Division Commander may designate in writing to the District Commander another Division member to represent the Division, but such representative shall have no vote on the District Board.

6.7 **(OPTIONAL PROVISION: INCLUDE ONLY IF THE PRESIDENT OF THE PAST DIVISION COMMANDERS ASSOCIATION IS A VOTING MEMBER OF THE DISTRICT BOARD)**

The President of the Past Division Commanders Association is a voting member of the District Board. If the President of the Past Division Commanders Association is unable to attend a District Board meeting, another Past Division Commanders Association member designated by the President of the Past Division Commanders Association may attend the meeting and represent the Past Division Commanders Association but the designated Past Division Commanders Association representative shall have no vote on the District Board.

ARTICLE VII DISTRICT ELECTIONS

7.1 The District Commodore shall appoint a screening committee comprised of at least three members of the District Board not less than ninety (90) days before the date of any District regular election. Each member selected to serve on this committee shall agree that the member relinquishes any right to be nominated and shall not run for election to any District office at such regular election. Not less than sixty (60) days before the date of any regular District election, each individual seeking election to a District elected office shall submit a letter of their intent to be a candidate to the District Commodore who shall immediately refer the names of all such members to the District Screening Committee. Not less than thirty (30) days prior to the election, the Screening Committee shall report to the District Board the names of the eligible members who have submitted letters of intent and shall state specifically, with reference to the relevant provisions of the Manual, the reason(s) why any member submitting a letter of intent has been deemed ineligible for the intended office. On the day of the election, the Screening Committee shall again verify the eligibility of all members submitted to them for screening. At the election meeting, the Presiding Officer shall nominate all candidates determined to be eligible by the screening

committee and such candidate need not be present to be elected

- 7.2 The Presiding Officer of all District elections shall be a moderator appointed by the District Commodore before the election. The moderator must be a District member in good standing who: (a) Holds or previously has held the office of Flotilla Commander or any higher elective office; and (b) Is not eligible for the office(s) for which the election is being held. The District Commodore may act as moderator so long as condition (b) above is satisfied.
- 7.3 Prior to opening the balloting for election of each District officer the Presiding Officer shall invite nominations by any voting member from the floor. The nominator, prior to making the nomination from the floor, is responsible for ascertaining the eligibility and willingness of the nominee to accept the office and fulfill its duties if ultimately elected. No second shall be required for a nomination from the floor. Self nomination is not allowed from the floor. Candidates nominated from the floor must be present for the election and must affirmatively state that they accept the nomination and will serve if elected. The Presiding Officer shall accept all eligible nominations from the floor and the name of each such nominee from the floor shall be added to the balloting for such elected office. For purposes of all election provisions in these Rules, the term "floor" shall include only incumbent District Board members.
- 7.4 Election of District Officers shall be by secret written ballot, even if there is only one candidate for a particular District office.
- 7.5 If there is more than one nominee for any District office(s), the Presiding Officer shall appoint a teller committee of three persons, naming one of them the head teller of such committee. None of the committee persons may be members of the incumbent District Board or be running as a candidate for the particular District office(s) for which the election is being held. Written secret ballots shall be collected and counted by the teller committee after each ballot. After counting by the committee, the ballots shall be presented to the Presiding Officer in a sealed envelope. The head teller shall certify in writing the result of the balloting to the Presiding Officer by writing the order of finish in the balloting on the outside of the envelope. If a candidate received a majority of the vote, the Presiding Officer will then announce the result of that ballot.
- 7.6 If a majority of eligible Board members vote for a candidate, that majority vote is sufficient to elect the candidate to the office. If more than two candidates are nominated for any one District office, and no candidate receives a majority of votes on the first ballot:
 - 7.6.1 The candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.

- 7.6.2 If there is a tie for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for the low vote will be included in the next succeeding ballot along with all other candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- 7.6.3 In the event of three successive tie votes for any District office, the Presiding Officer shall, in open session, place all of the ballots cast on such third tie vote into a container and blindly select one ballot from the container. The teller committee then shall tally the remaining ballots, present the ballots to the Presiding Officer in a sealed envelope, and certify the result of the balloting to the Presiding Officer, who shall announce the result of that ballot and, if it is the last ballot between two candidates for any office, the final election result.
- 7.7 Each member of the District Board shall be an eligible voter for the election of the District Commodore, District Chief of Staff, and program District Captain(s). The election of area District Captains, whether or not they are also designated a program District Captain, shall be by those Division Commanders in their respective AOR, plus the District Commodore, the District Chief of Staff, the respective District Captains, the Immediate Past District Commodore, and Director.
- 7.8 In those years in which a District Commodore and District Chief of Staff are to be elected to District office, the election sequence shall be: (a) First, election of the District Commodore, (b) Second, election of the District Chief of Staff, and (c), lastly, election of District Captains. Any unsuccessful candidate for election to a District office who is eligible for election to a lower position District office and who did not submit their letter of intent to be a candidate for that office as required by these Rules, may be nominated from the floor for election to such next, lower position District office.
- 7.9 There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, all of the ballots shall be resealed and shall be held by the head teller for a period of twenty-four (24) hours after the election is over. Any unsuccessful candidate for an office who wishes to examine the ballots for that office shall so notify the Presiding Officer in writing within such twenty-four (24) hours and such candidate shall then be afforded an opportunity, within a reasonable period of time thereafter, to examine the ballots for that office in a meeting with the head teller, the Presiding Officer of the election and the District Staff Officer-Legal. If no request for examination is made by an unsuccessful candidate within such 24 hour period, the head teller shall immediately destroy the ballots and all envelopes in which any ballots were sealed. If a request for examination is made in a timely manner, the head teller shall deliver the ballots and envelopes to the

Director immediately after the unsuccessful candidate has examined the ballots and the Director shall examine the ballots, certify the results of the election and destroy the ballots and envelopes.

- 7.10 In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a District Board voting member during the course of any election, and such question or controversy is not clearly resolved under provisions of the Manual, these Rules, and Robert's Rules of Order, the Presiding Officer, after consultation with the District Commodore, Director, and the District legal officer, shall decide and announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with the Manual or these Rules, shall be final and binding and the election(s) then shall continue to a conclusion.
- 7.11 Before assuming office, the election of any member to the office of District Commodore, District Chief of Staff, or District Captain, must be approved and confirmed by the Director.
- 7.12 If a vacancy occurs in any District elective office, an interim election shall be held in accordance with the provisions of the Manual, subject to the applicable election procedures of these Rules.

ARTICLE VIII DISTRICT STAFF OFFICERS AND STAFF COMMITTEES

- 8.1 District Staff Officers may be appointed by the District Commodore with the concurrence of the Director as authorized by the Manual.
- 8.2 The District Commodore may appoint Assistant District Staff Officers and staff committees to assist the District Staff Officers in carrying out their duties.
- 8.3 The selection and appointment of each District Staff Officer, Assistant District Staff Officer, and each member of any staff committee, and the chairpersons thereof, shall be made by the District Commodore in writing. In addition to such duties and responsibilities as are stated in the Manual, each such appointee's duties and responsibilities shall be as the District Commodore may specify in writing. Each District Staff Officer and Assistant District Staff Officer and committee person shall serve at the pleasure of the District Commodore.
- 8.4 If, subsequent to the adoption of these Standing Rules, the Manual or the National Board authorizes any District Staff Officer(s) in addition to the District Staff Officers presently specified, the District Commodore is authorized to appoint such additional District Staff Officer(s), with such other Assistant District Staff Officers and staff committees as the District Commodore may deem necessary, all in the manner and subject to the provisions of the Manual.
- 8.5 The District Commodore shall have the discretion to appoint such additional

aides and staff members as may be authorized by the Manual. Each such appointment shall be in writing and shall specify the responsibilities and duties of the appointee.

ARTICLE IX DISTRICT PUBLICATION

- 9.1 The official publication of this District shall be known as [_____] (hereinafter referred to as the "Newsletter").
- 9.2 The purpose of the Newsletter will be to inform the membership of District accomplishments and activities and to serve as an exchange of members' ideas within the District.
- 9.3 The District Staff Officer, Publications shall be the Newsletter's editor. Such officer's duties shall be as set forth in the Manual and as the District Commodore may specify in writing. All material to appear in the Newsletter shall be submitted to the District Commodore and Director for clearance prior to publication.
- 9.4 The Newsletter shall be posted on the District's internet website. One copy shall be electronically sent to the Chief Director, NEXCOM members, national department chiefs, and DCOs and Directors of other districts. At the direction of the District Commodore, a copy of the Newsletter may be sent to District Auxiliary members electronically or in printed form, or both.
- 9.5 The Newsletter will be in compliance with the Manual and there will be no paid advertising or commercial material of any kind in the Newsletter.

ARTICLE X DISTRICT FINANCIAL MATTERS

- 10.1 The specific details of District financial matters and policies (including, without restriction, membership dues amounts, budget committee appointment and duties, District expenditures for District business and functions, and banking details) shall be as established in an Appendix to these Rules which shall be in conformity with the Manual. The following sections of this Article state some of the District's general, substantive financial policies.
- 10.2 All District Accounts shall be kept on a calendar year basis. The District Finance Officer shall be custodian of all District funds which will be deposited in an account, approved by the District Commodore and Director, with a federally insured banking institution or federal credit union. The account shall be known as "U. S. Coast Guard Auxiliary District_____".
- 10.3 All disbursements of District funds shall be by check, signed by the District Finance Officer or District Commodore. A disbursement of District funds greater than \$_____ must be first approved by the District Board.

- 10.4 The District Finance Officer shall keep the account so that financial statements can be obtained on a monthly basis and shall prepare and submit a complete written monthly report at each District Board regular meeting and an Annual District Financial Report at the District Board's Annual Meeting. Each financial report shall include all receipts and expenditures since the last rendering of a financial report and the balance of funds at the most recent District Board meeting at which the report is rendered.
- 10.5 No later than by January 15th of each year, the District account for the previous year shall be audited by an auditor selected by the District Board, and copies of the written audit report shall be made available to all members of the District Board and the District Commander, no later than the second District Board meeting of the ensuing year. The auditor shall ensure that each expenditure of District funds was authorized and that there is a receipt for the expenditure signed by an authorized Auxiliary member other than the District Finance Officer or the person who authorized the expenditure. The selected auditor shall be assisted by an audit committee appointed by the District Commodore.
- 10.6 Upon the appointment of a succeeding District Finance Officer, an audit by an auditor selected by the District Board shall be made of the District account with a written audit report given to the District Board. The retiring District Finance Officer shall promptly deliver all District funds, books and records to the succeeding District Finance Officer.
- 10.7 Whenever a new District Commodore is elected or a new District Finance Officer is appointed, a new signature card reflecting the change will immediately be delivered to the banking institution or federal credit union where the District funds are located.
- 10.8 Annual District membership dues, as established by the District Board, shall include dues payable to National and shall be paid to the District by each Division and Flotilla of the District. The District Board may establish a procedure and rules to equitably prorate dues payable by members newly admitted during the course of a calendar year.
- 10.9 Divisions and Flotillas shall be billed for District membership annual dues by the District Finance Officer as determined by the policy of the District Board.
- 10.10 Any Division which fails to pay membership dues more than sixty (60) days after the date of a District billing to the Division shall lose its District Board voting rights until such delinquency is corrected.
- 10.11 In accordance with the Manual, any member who is delinquent in payment of dues and who does not request voluntary disenrollment shall be disenrolled by the Director on 31 December of the year in which the member's dues were payable.

- 10.12 The net proceeds from any District sponsored event will become the property of the District unless otherwise arranged with concurrence of the District Commodore in writing prior to the event.
- 10.13 Except as otherwise expressly provided in these Rules, any motion concerning a financial matter shall be carried by an affirmative vote of a simple majority of the District Board present and voting at a meeting at which a quorum is present
- 10.14 An affirmative vote of seventy-five percent (75%) of the District Board, present and voting at a meeting at which a quorum is present, shall be required to approve any change in the amount of the annual dues. Any such dues change shall only become effective as of 1 January of the following year; provided, however, any dues increase reflecting only an increase in the dues payable to National shall become effective in the year that the District is required to pay the increased dues to the National.

ARTICLE XI STANDING OPERATING PROCEDURES

- 11.1 Standing Operating Procedures may be developed and adopted by the vote of a majority of the District Board to supplement, facilitate or implement administrative procedures set forth in these Standing Rules. Any such procedures shall be subordinate to these Rules and will be in conformity with the Manual.
- 11.2 If any such procedures are established, they shall be maintained in writing by the District Secretary from year to year in an Appendix to these Rules.
- 11.3 Changes, additions and deletions to such procedures may be approved by the vote of a majority of the District Board.

ARTICLE XII SIGNATURE AUTHORITY

- 12.1 Only the District Commodore is authorized to sign District licenses, contracts and other agreements. Such licenses, contracts and other agreements must comply with the Manual and must first be reviewed and approved for legal purposes by the District Staff Officer-Legal, who shall be a licensed attorney.

ARTICLE XIII – AMENDMENTS AND APPENDICIES

- 13.1 These Standing Rules may not be amended except to conform verbatim to changes directed by the Commandant of the United States Coast Guard or the National Board, provided however optional and elective provisions may be amended in conformity with the Manual. Such Amendments to these Rules may be made at a regular or special meeting of the District Board by an affirmative vote of at least two-thirds of the District Board.

13.2 Any Appendix to these Standing Rules, which should include matters local in nature that are in conformity with the Manual and these Standing Rules, may be amended at any regular or special meeting of the District Board by an affirmative vote of at least two-thirds of the District Board. In the event of any conflict between provisions in these Rules and any provision in an Appendix to these Rules, the provision of these Rules shall govern.

Article XIV APPROVAL

These Standing Rules of the _____ District, (_____Region), United States Coast Guard Auxiliary, were duly approved at a District Board meeting on the ____day of _____, 201____, by a vote of at least than two-thirds of the District Board.

DISTRICT REVIEW AND APPROVAL:

_____ Date

District Commodore

_____ Date

Director of Auxiliary

_____ Date

District Legal Officer

NATIONAL REVIEW AND APPROVAL:

_____ Date

National Commodore

_____ Date

Auxiliary Chief Counsel