

*Ratified by Bd.
NPOD 4/17/2025
D.M.
PNP-OB-Part 1.*

Ladies Auxiliary of the Fleet Reserve Association
Unit 269 BYLAWS
February 2025

ARTICLE I – NAME

Section 1. The organization of this Unit is in accordance with the National Constitution and Bylaws. The official designation is Ladies Auxiliary of the Fleet Reserve Association doing business as The Auxiliary of the Fleet Reserve Association, Unit 269, Goose Creek, South Carolina, herein after referred to as the Unit.

ARTICLE II – PURPOSE

Section 1. The purpose of the Ladies Auxiliary of the Fleet Reserve Association is 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.

Section 2. Should Unit 269 ever disband, the assets will be divided as: flags & membership pins will be donated to The Ladies Auxiliary of the Fleet Reserve Association Southeast Region; all monetary funds will be divided in a manner to be decided at time of disbanding in accordance with 26 US Code, Section (c)(3).

ARTICLE III – MEMBERSHIP

Section 1. Membership in this Unit shall be in accordance with the National Constitution and Bylaws (Article 3, Section 301)

Section 2. New members shall be initiated at the first meeting after being signed up or on a date specified at the direction of the Unit President.

Section 3. "Unit Bylaws and Standing Rules and a Unit Membership Pin will be presented at time of initiation. The Auxiliary of the Fleet Reserve Association Constitution and Bylaws Standing Rules, Unit Instructions and Rituals may be downloaded from the website <https://la-fra.org>."

ARTICLE IV – DUES, TRANSFERS,
SUSPENSION AND EXPULSIONS

Section 1. All Dues, Suspension and Expulsion shall be as directed in the National Constitution and Bylaws. (Chapter 11, Sec 1113)

Section 2. All transfers shall be as directed by the National Constitution and Bylaws. (Article 3)

ARTICLE V – MEETINGS

Section 1. The Unit shall hold a regular business meeting at least once a month. A quorum may be declared at the completion of the reading of the minutes of the previous meeting. The quorum for Unit 269 shall be at least one half of the Board of Directors.

Section 2. In the event of a vacancy in the Office of Unit President, the Vice President shall complete the unexpired term. In the case of a vacancy in other Unit offices, the Unit Board of Directors shall appoint a successor who shall complete the unexpired term of office [Ref. Article 14, Section 1408[a]]

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President presides at all meetings of the Unit and Board of Directors. The President represents the Unit in public ceremonies and in contact with other organizations. The President has the authority to designate the Vice President or other Unit Officers to represent her/him if necessary. The President shall perform such other duties as may be required. (Ref. Unit Instructions, Chapter 11, Section 1113-1118)

Section 2. The Vice President assists the President and assumes the duties of the President in her/his absence or disability. The Vice President shall perform such duties as may be required.

Section 3. The Secretary records the proceedings of the Unit and Board meetings. The Secretary receives and answers all Unit mail as directed by the President and the Unit. The Secretary keeps record of all monies received by her/him. She/he turns money to the Treasurer and receives a receipt. **The Secretary's books are audited by a committee of three, every three months, which are Sept., Dec., Mar., and June. However, when Installation is in June the books must be audited before Installation.** She has custody of the Unit Archives. The Secretary shall perform such other duties as may be required. (Ref. Unit Instructions, Chapter 3, Section 304 [a]-[r].)

Section 4. The Treasurer has custody of all money belonging to the Unit and gives a statement of the condition of the Treasury at each regular meeting. All monies are properly cared for and disbursed according to rule. The Treasurer's books are audited, by a Committee of three, every three months which are Sept., Dec., Mar., and June. However, when Installation is in June the books must be audited before Installation. **She/He files the annual I-990 Report.** The Treasurer shall perform such other duties as may be required. (Ref. Unit Instructions, Chapter 3, Section 305).

Section 5. The Chaplain shall offer invocations at the Opening and Closing Ceremonies of the meetings. The Chaplain takes part in the Initiation Ceremony, the Burial Rituals, the Ceremony for Draping the Charter, the Memorial Services, and such other Rituals as may be directed. She/he officiates at the arrangements of the Altar and has charge of the Bible during the meetings. The Chaplain records deaths and reports to the National Chaplain, Regional Chaplain, and National Financial Secretary (NFS). The Chaplain provides spiritual comfort and aid to those in distress, and shall perform such other duties as may be required.

Section 6. The Board of Directors meets at the call of the President, or upon written request of not less than a majority of members of the Unit. They have the authority to act in emergency for the best interest of the Unit and the Ladies Auxiliary of the Fleet Reserve Association; and to issue such rules as they deem necessary for conducting Unit business between meetings, subject to Unit ratification at the next meeting.

ARTICLE VII – NOTICES

Section 1. Every member shall furnish to the Secretary, a current mailing address, email address and phone number.

Section 2. The outgoing Secretary of Unit 269 shall send a list of all names and addresses of Unit officers as soon as they are elected to the Regional President, National Executive Secretary and National Financial Secretary (NFS). Any changes of Unit offices during the year shall be reported to the same people immediately.

Section 3. Endorsement of Regional and National Offices should be mailed to the Regional President, National Executive Secretary and the candidate by the Unit Secretary.

Section 4. Thirty days' notice shall be given all members in good standing when a vote is to be held changing the Unit Bylaws.

ARTICLE VIII – CHECKING ACCOUNT AND EXPENSES

Section 1. All checks drawn on the bank account of the Unit shall be signed by two of the following Officers – President, Treasurer, or Vice President.

Section 2. A sum of money for expenses may be advanced from the Unit treasury to the Chairman of Activities and/or any other Unit committee. The chairman of such Committee shall be responsible for all cash taken in. After the event has been held, the Chairman shall turn in all cash and vouchers to the treasurer as soon as possible.

Section 3. No monies are expended without the Unit's prior approval if not covered by a Standing Rule.

ARTICLE IX – CONTRACTS AND SOLICITATIONS OF FUNDS

Section 1. Approval for donation of funds for any Unit activity shall be by the direction of the Unit.

Section 2. No member shall commit the Unit to any contract or other financial obligations without the express authority and instruction from the Unit and/or Board of Directors.

Section 3. All Officers, Chairmen, and Members of Committees shall carry a Unit Membership Card when conducting Unit business.

ARTICLE X – DELEGATES

Section 1. Delegates to the Regional and National Conventions shall be volunteers of the Unit.

Section 2. First to be considered as delegates to Convention shall be Unit Officers, namely the President, Vice-President, Secretary, Treasurer, and then other members.

Section 3. Delegates shall be elected by majority vote at a Unit meeting prior to the deadline for submission of delegates to Regional or National Convention.

ARTICLE XI – PARLIAMENTARIAN DUTIES

Section 1. The Parliamentarian shall acquaint herself with the National Constitution and Bylaws, National Guidelines, Unit Bylaws and other rules pertaining to government of the Unit, such as Robert's Rules of Order, Newly Revised.

ARTICLE XII – ELECTIONS

Section 1. Unit 269 shall elect the following officers: President, Vice President, Secretary, Treasurer and directors, not to exceed five in number, unless Unit desires to add one additional director for each one hundred members of the Unit.

Section 2. The above elected Officers and Directors including the Junior Past President, shall constitute the Unit Board of Directors.

Section 3. First call for Nominations of Unit Officers shall be at the April business meeting and published in the May newsletter.

Section 4. Final call for Nominations and elections of Unit Officers takes place in the month of May with installation taking place in June. Nominees not present at time of nomination will not be eligible unless presiding officer has a written acceptance. (Ref Section 616)

Section 5. Elections will be conducted by ballot with only paid-up members in good standing being allowed to vote.

Section 6. The Tally Committee shall be three members who have not accepted a nomination.

Section 7. In the event there is but a single nominee for an office the Unit Secretary will cast one unanimous vote to elect that person.

Section 8. The Tally Committee Chairman shall give the ballots to the President. After the President announces the newly elected Officer or Officers the President gives the ballots to the Secretary to be destroyed. The Presiding Officer will not announce the count.

ARTICLE XIII – ADOPTION AND AMENDMENTS

Section 1. These Bylaws will cancel and supersede all previous Unit Bylaws in effect as of the date of adoption, and approval by Branch 269 Board of Directors.

Section 2. Unit 269 Bylaws may be revised or updated every 3 years, or as soon as feasible following the National Convention in which National Bylaws are changed, and when necessary.

Section 3. These Bylaws shall automatically be amended to conform to any changes to the National Constitution and Bylaws.

Section 4. Upon adoption and approval by Branch 269 Board of Directors these Bylaws shall be in full force and effect.

Section 5. The Bylaws may be amended by a two-thirds vote of those attending any regular or special business meeting provided notice of the proposed amendment is given at the previous meeting. If approved, the amendment shall be submitted to the Branch 269 Board of Directors for approval.

STANDING RULES – UNIT 269 (With Markups)
Revised February 2025

1. A Committee shall be appointed by the President each year to study proposed changes to the Unit Bylaws and Standing Rules of the LAFRA.
2. On election night, every member's name must appear on the roster and be verified by the Sergeant-At-Arms. No guests shall be allowed on election night.
3. Any member in good standing may attend Regional and National Conventions as a Delegate or member. The President of the Unit shall always be the Chairman of the Delegation, in her absence she shall appoint a representative, with the approval of the Board of Directors, to act in her behalf.
4. Any elected officer of the Unit will receive a pin for the first year served and a guard for any other year served in the same office.
5. All correspondence will be made as follows.
 - a. One for mailing
 - b. One for the Secretary's file.
6. An allowance of \$100 per month will be given to the Secretary. From this, she/he will purchase any supplies needed, with receipts/documentation kept for record. The balance each month will be considered a gift to the Secretary as recognition of the unseen and undocumented efforts on the Unit's behalf.
7. An allowance of **\$80** per month will be available for purchases of supplies/flowers/stamps at the Chaplain's discretion with proper receipts submitted.
8. A gift not to exceed \$20 will be given to the outgoing Regional President.
9. The following amounts will be allowed to visiting Officers:
 - a. Regional President -- \$75 check as a gift
 - b. National President -- \$100 check as a gift
10. A \$10 donation will be made to the annual National Pilgrimage.
11. Unit 269 shall present a love gift, not to exceed \$50, to newly instituted Units in the Southeast Region, if funds are available.

12. Unit 269 will pay the dues of any member who is 80 years old and has 20 years of continuous membership.
13. No alcoholic beverage shall be purchased during the meeting nor should a member leave during Unit General Assembly unless a break has been called by President.
14. Any member of the Board of Directors missing 3 consecutive meetings will be replaced.
15. In the event of a Unit member's death the Unit will send flowers or make a donation of \$50 through the primary next-of-kin, or being none, the point-of-contact for the family. This will be at the President's discretion without Board of Directors approval. The President will ask family if a LAFRA service would be wanted.
16. At the Presidents President's discretion, a Petty Cash allowance of not more than \$100 shall be made available for emergencies that cannot wait for the next meeting. The President will provide receipts and an explanation to the General Assembly at the next meeting.
17. Allocate **\$150** to members attending the Southeast/Regional Conventions and National Conventions held in the southeast region, if the meeting is held outside the Charleston area, to help toward their travel expenses. Allocate **\$200** to members attending any National Convention held outside of the region to help toward their travel expenses. To be entitled to this, members must attend a minimum of six (monthly) unit meetings during the fiscal year and also must attend the Opening Ceremony and all Auxiliary meetings during the convention. If funds are available.
18. In the event of a Unit member's death, the Unit will make a donation of \$10 to the Regional Scholarship Fund.