

**UNITED STATES COAST GUARD AUXILIARY  
FIRST COAST GUARD DISTRICT – SOUTHERN REGION**



**STANDING RULES OF THE DISTRICT BOARD**

Effective 9/01/2005

**UNITED STATES COAST GUARD AUXILIARY  
FIRST COAST GUARD DISTRICT – SOUTHERN REGION  
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**ARTICLE I  
NAME AND PRINCIPAL OFFICE**

- 1.01** The name of this organization is: UNITED STATES COAST GUARD AUXILIARY, FIRST COAST GUARD DISTRICT – SOUTHERN REGION, herein referred to as the “District”.

**ARTICLE II  
LIMITATIONS OF STANDING RULES**

- 2.01** These Standing Rules (sometimes referred to herein as the “Rules”) shall govern the conduct of the business of the District Board.
- 2.02** Any provision contained in these Standing Rules in conflict with the Coast Guard Auxiliary Manual COMDINST M16790.1 (Series), hereinafter referred to as the “Manual”, and all amendments and additions thereto or new editions thereof, shall be null and void, or, where applicable, deemed to be amended to conform to the Manual. Any provision in these Standing Rules in conflict with any directive issued by the Commandant, United States Coast Guard, or the United States Coast Guard District Commander with jurisdiction over this District shall be null and void.
- 2.03** Any provision contained in these Standing Rules in conflict with the Standing Rules of the United States Coast Guard Auxiliary National Board and all amendments and additions thereto, shall be null and void, or, where applicable, deemed to be amended to conform thereto.
- 2.04** Approval of, addition to and any amendments to these Standing Rules shall be made as set forth in the Manual, as supplemented by these Rules.
- 2.05** In the event of any conflict between a provision in these Rules and a provision in an Appendix to these Rules, the provisions of these Rules shall govern.

**ARTICLE III  
ORGANIZATION**

- 3.01** The District Board shall be comprised of the District Commodore (“DCO”), District Vice Commodore (“VCO”), each District Rear Commodore (“RCO”), each District, Division Captain (“DCP”), the District Director of Auxiliary (“DIRAUX”), the Immediate Past District Commodore (“IPDCO”) and when present at a District meeting, the National Commodore (“NACO”), or NACO’s delegate when designated in writing by NACO.
- 3.02** The Executive Committee of the District Board (“EXCOM”) is comprised of the DCO as chairperson, the VCO, each RCO, DIRAUX, and the IPDCO. The EXCOM will:
- A. Conduct the day to day operations and business of this District
  - B. Meet as determined by the DCO
  - C. Review the progress of the District Auxiliary as a whole and constituent District Divisions and Flotillas as necessary.

The EXCOM will study suggestions received from the District members and will provide recommendations to Divisions and Flotillas where problems develop and when assistance is

requested or needed. All such requests and suggestions must be submitted through the proper use of the Auxiliary Chain of Leadership and Management.

#### **ARTICLE IV DISTRICT OFFICERS**

- 4.01** District Board Officers, eligibility, terms of office, removal and manner of election or appointment shall be as set forth in the Manual.
- 4.02** The District Commodore, in addition to the duties set forth in the Manual, shall have the following duties:
- A. On or before 1 November of each year, the DCO shall appoint all District Staff Officers 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.
  - B. Be an ex-officio voting member of each District Standing Committee.
- 4.03** The District Vice Commodore, 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.
- 4.04** The District Rear Commodores, 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.

This District shall have four District Rear Commodores: Rear Commodore (Sector New York-North), Rear Commodore (Sector New York-South), Rear Commodore (Sector Long Island Sound-North), and Rear Commodore (Sector Long Island Sound-South) and their responsibility shall be as follows:<sup>1</sup>

- A. The Rear Commodore (Sector New York – North) shall be responsible for the Divisions within the northern portion of the Sector New York “Area of Responsibility” (AOR). These Divisions currently are 5, 6, 10, 15 and 20.
- B. The Rear Commodore (Sector New York – South) shall be responsible for the Divisions within the southern portion of the Sector New York “Area of Responsibility” (AOR). These Divisions currently are 2, 4, 11, 12 and 14.
- C. The Rear Commodore (Sector Long Island Sound - North) shall be responsible for the Divisions within the northern portion of the Sector Long Island Sound “Area of Responsibility” (AOR). These Divisions currently are 7, 24 and 25.
- D. The Rear Commodore (Sector Long Island Sound - South) shall be responsible for the Divisions within the southern portion of the Sector Long Island Sound “Area of Responsibility” (AOR). These Divisions currently are 1, 13, 18 and 22.

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<sup>1</sup> In order to conform to the reconfiguration of Coast Guard Districts and conform to changed references, the word Activities was changed to Sector, and Division 22 was moved from Sector Long Island North to Sector Long Island South. This amendment was approved by a vote of the District Board at its regular meeting held on June 18, 2005.

## **ARTICLE V MEETINGS**

- 5.01** Regular meetings of the District Board shall be held no less than four times in each year and one of such meetings shall be held in each of the months of January and September. At the September meeting in each year, the District Commodore shall announce the dates, places and times of the meetings for the succeeding year. The District Commodore may change the date, place and time of any meeting at any time.
- 5.02** Special meetings of the District Board, for any purpose or purposes, may be called by the District Commodore and shall be called by the District Commodore or District Staff Officer – Secretary/Records at the request in writing of a majority of the District Board. Such request shall state the purpose of the meeting. Notice of any special meeting of the District Board, stating the date, time, place and purpose thereof, shall be given by the District Commodore or District Staff Officer-Secretary/Records by mail, to each member of the District Board at least (7) days before such meeting.
- 5.03** Where it is impractical to call a special meeting to vote on any matter, other than district elections, such vote may be conducted by registered or certified mail, return receipt requested. If any member of the District Board fails to respond in writing within the time limit fixed by the District Commodore (which shall not be less than seven (7) days) the member's vote shall be included for purposes of determining a quorum, but shall be counted as present and not voting. Such time limit shall be contained in the notice submitting the question(s). In order to be adopted any resolution so submitted must be approved by the vote of one more than fifty percent (50%) of the members who actually submit a ballot within the time prescribed unless a greater number is required by the "Manual" or these Standing Rules. The District Staff Officer-Secretary/Records shall retain all such return receipts and written evidence of the votes for and against the questions submitted, and affix the same to the minutes of the meeting thus held by mail, and shall make them available for inspection by any Board member at the next regularly scheduled meeting.
- 5.04** All resolutions to be presented for the first time shall be referred to the Executive Committee unless fifteen (15) days prior to the date of the meeting copies have been mailed to all District Board members. This rule may be suspended by a vote of a majority of the voting members present and voting at the meeting. The Executive Committee shall report at the next regularly scheduled meeting of the District Board on all resolutions referred to it.
- 5.05** Written reports by the members of the District Board and Staff shall be submitted at such times as the District Commodore may direct.
- 5.06** Unless otherwise provided for in the "Manual" or in these Standing Rules, all business of the District Board shall be conducted at meeting in accordance with Robert's Rules of Order, as last revised.

## **ARTICLE VI**

## **VOTING**

- 6.01** Each member of the District Board shall have one vote.
- 6.02** A simple majority of the members of the District Board shall constitute a quorum at all meetings. No meeting shall proceed without a quorum nor without the presence of the District Commodore or the District Vice Commodore. The action of a simple majority of those present and voting at a properly constituted meeting of the District Board at which a quorum is present shall be the action of the District Board unless a greater number of votes is required by the "Manual" or these Standing Rules.
- 6.03** Voting on routine matters at a regular or special meeting of the Board shall normally be by voice vote or by a show of hands. A roll call vote shall be taken upon request of any member of the District Board present and voting. Any member may request a vote by secret ballot on any motion or resolution. If the motion is seconded, the presiding officer must, without any further debate, let the members decide by voice vote or a show of hands, whether they prefer to vote by ballot. If the motion is passed by majority vote of those present the motion or resolution must be voted on by secret ballot.
- 6.04** No proxy voting will be allowed.

## **ARTICLE VII ELECTION OF OFFICERS**

- 7.01** Nomination for office
- A. Each individual seeking election to a District office at any annual election shall submit a letter to the District Commodore stating the office sought by the candidate, together with such other information that the candidate deems relevant. No candidate may seek election to more than one District office. The letter must contain a statement signed by the candidate certifying his or her eligibility to be elected to the office sought and his or her willingness to serve if elected. The letter and 35 copies must be received by the District Commodore at his or her home, not later than 1 July.
- B. The District Commodore shall obtain the certification of the Director of Auxiliary as to each candidate's qualification for election to the office which the candidate seeks. If a candidate is certified to be ineligible, the District Commodore shall immediately notify the candidate in writing of the reason for such disqualification and such candidate shall have the right within ten (10) days thereafter to submit evidence of eligibility. Such evidence shall be submitted to the Director of Auxiliary, who shall make the final determination of the candidate's eligibility within ten (10) days thereafter.
- C. Not later than 25 July, the District Commodore shall mail, by First Class Mail, copies of all letters from candidates who have been determined to be eligible for election to all members of the District Board and to all candidates.
- D. In the event that any candidate dies or withdraws his or her candidacy, or is determined to be ineligible for election, the District Commodore shall inform all members of the District Board and all remaining candidates, in writing, within ten (10) days after such death, withdrawal or determination of ineligibility.

- E. No nominations for election to any District office shall be made except as provided for in this section, provided however, that nothing herein contained shall be deemed to prohibit consideration and action upon a motion, at the meeting at which the election is held, to set aside these Standing Rules so as to permit nominations from the floor for one or more District offices. If these Standing Rules are set aside, as set forth in Article XVI, 16.03 of these Standing Rules, to allow one or more of such nominations, the District Commodore shall require a written statement signed by each person so nominated to the effect that they will serve if elected and shall immediately ask the Director of Auxiliary to certify that the nominee(s) is an Active member of the Auxiliary in good standing and otherwise qualified for election to the office for which they were nominated. If such statement and such certification are not furnished the nomination dies. The person making the nomination and the person seconding the nomination must be members of the District Board eligible to vote for the person nominated.
- 7.02** The election of District officers shall be held at the regular meeting of the District Board held in the month of September in accordance with the provisions of the "Manual".
- 7.03** In addition to the requirements for District elective office prescribed in the "Manual", each candidate for Area Rear Commodore shall have been for at least one year preceding the election and must remain during his or her term of office a member of a Flotilla in the "Area" for which he or she seeks responsibility.
- 7.04** The election of officers shall be by secret ballot unless only one (1) member is nominated for an elective office, in which event the District Staff Officer-Secretary/Records shall cast a unanimous vote on behalf of the members of the Board for the person nominated.
- 7.05** A majority (more than 50%) of those members of the District Board eligible to vote for the office, who are present and voting, shall be necessary to elect any member of the Auxiliary to a District office.
- 7.06** The National Commodore is an ex-officio member of all District Boards when present, or his or her designated representative, as provided for in the "Manual", if present, may vote in the election of the District Commodore and District Vice Commodore. The National Commodore or his or her designated representative shall only be considered in determining a majority to elect the District Commodore and District Vice Commodore when in fact such officer is in attendance and is actually voting.
- 7.07** In the elections of Area Rear Commodore, the following members of the District Board shall be eligible to vote, if present: the District Commodore, the District Vice Commodore, the Immediate Past District Commodore, the incumbent District Rear Commodore for the "Area" for which the election is being held, the Division Captains in the "Area" for which the election is being held, or their Division Vice Captains, or their Division Immediate Past Captains.
- 7.08** The District Commodore or, in his or her absence, the District Vice Commodore (if not a candidate for District office), the Immediate Past District Commodore or any Past District Commodore (if not a candidate for District office) designated by the District Commodore shall preside at the elections.
- 7.09** Three (3) election tellers shall be selected by the presiding officer from the present or past membership of the District Board or present District Staff who themselves are not candidates for District elective office. The tellers shall collect and tally the ballots. In the case of a majority vote for one of the candidates, the presiding officer shall announce the fact but shall not announce the vote. If no candidate obtains a majority, the count for each candidate shall be announce by the presiding officer.

- 7.10** In the event that there are more than two (2) candidates for an office and one (1) candidate does not receive a majority on the first ballot, the candidate receiving the least number of votes shall be dropped from the next succeeding ballots until only two (2) candidates remain.
- 7.11** In elections where an even number of eligible voters exists the following officers will be added to the list of eligible voters making it an odd number. This will occur prior to the election being conducted:
- A. Election of District Commodore and District Vice Commodore – The National Commodore or his or her designated representative will be asked to vote.
  - B. Election of District Rear Commodores – The Director of Auxiliary will be eligible to vote.
- 7.12** At all elections, Flotilla, Division and District, the election of the senior position to be filled shall be held first, followed in descending order of precedence by other offices.
- 7.13** The results of all elections at the Flotilla and Division level shall be certified to the Director of Auxiliary by the presiding officer. Certification shall be submitted by the certifying officer on a “Certification of Election” form prepared by the Director.
- 7.14** The presiding officer at all Division elections shall be the District Commodore, or the District Vice Commodore or a District Rear Commodore (preferably the Rear Commodore for the “Area” in which the Division is situated) designated by the District Commodore. If no such elected officer can attend, the District Commodore shall designate in writing any Past District Commodore, district Vice Commodore or District Rear Commodore to preside, or if none of those are available, a Past Captain of the Division.

## **ARTICLE VIII DUTIES OF OFFICERS**

- 8.01** The District Commodore, in addition to the duties set forth in the “Manual”, shall have the following duties:
- A. The District Commodore shall insure that all orders and resolutions of the District Board are carried into effect and shall execute all business affairs of the District.
  - B. The District Commodore shall submit to the District Board at the January meeting of the Board a budget for the ensuing fiscal year for its approval. Approval of the aforesaid budget by a majority of the members of the District Board shall constitute approval for the expenditure of the sums set out in the aforesaid budget for the purposes therein set forth.
  - C. The District Commodore is an ex-officio voting member of all Division Boards in this District as provided in the “Manual”. This ex-officio voting privilege may be delegated as provided in the “Manual”.
  - D. The District Commodore shall be circumspect in the exercise of his or her authority, but shall consider that the confidence which is reposed in him or her is sufficiently broad to enable him or her to act for the District Board in all matters which require prompt or summary action.

**8.02** The District Vice Commodore, in addition to the duties set forth in the “Manual” and other duties assigned by the District Commodore, shall have the following duties:

- A. The District Vice Commodore shall preside at all meetings of the District Board at which the District Commodore is not present.
- B. The District Vice Commodore shall act for the District Commodore during his or her absence or incapacity and when requested by him or her to do so.
- C. The District Vice Commodore shall preside at all meetings of the District Operating Committee.
- D. The primary duty of the District Vice Commodore is to assist the District Commodore in the execution of the duties of that office and to serve as the Chief of Staff of the District.

**8.03** The District Rear Commodores, in addition to the duties set forth in the “Manual”, are responsible for the supervision of the Divisions in their respective areas, and, may be assigned additional duties by the District Commodore.

## **ARTICLE IX DISTRICT STAFF**

**9.01** The District Commodore shall appoint, in accordance with the provisions of the “Manual” and these Standing Rules, District Directorate Officers, District Staff Officers and Assistant District Staff Officers to assist him or her in the execution of the duties of his or her office and the implementation of nationally approved Auxiliary programs.

**9.02** The District Commodores may appoint District Staff Committees to assist District Staff or to have responsibility for program area projects.

## **ARTICLE X COMMITTEES**

**10.01** There shall be an Executive Committee consisting of the District Commodore, the District Vice Commodore, the District Rear Commodores, the Immediate Past District Commodore and the Director of Auxiliary.

- A. The District Commodore shall be chairman and the committee shall meet regularly to oversee all routine functions of the District, discuss policy to be represented to the District Board, organize activities and propose changes to these Standing Rules.
- B. The further function of the Executive Committee shall be:
  - 1. To consider matters presented for administrative decision and to advise the District Commodore;
  - 2. To prepare in proper form resolutions to be considered by the District Board;
  - 3. To approve as to form and procedure matters to be recommended for consideration by the National Board; and

4. To discuss and resolve such other matters not exclusively within the domain of any other committee or office to which they may be directed by the District Commodore

C. To the extent feasible, the District Staff Officer-Legal/Parliamentarian shall be available to attend meetings of the executive Committee to provide legal advice but shall not have a vote on the Committee.

**10.02** There shall be an Operating Committee consisting of the District Vice Commodore, the District Rear Commodores and the District Directorate Officers.

A. The District Vice Commodore shall be chairman and the committee shall meet regularly to oversee all Auxiliary Program related matters. All recommendations would be presented to the District Executive Committee for action.

## **ARTICLE XI FINANCES**

**11.01** There shall be a separate charge per member for National dues in an amount set by the National Board. National dues shall be paid from the District treasury when due.

**11.02** The annual District dues per member shall be such sum of money as shall be fixed by a majority vote at any regular or special meeting of the District Board and shall remain fixed at such sum in ensuing years until otherwise changed by the District Board.

**11.03** The District Staff Officer-Finance shall bill each Division for District and National dues within twenty (20) days of receipt of dues billing from the Comptroller of the Coast Guard Auxiliary Association, Inc. The amount of each bill shall be determined by the number of active members on the Division's rolls (broken out by Flotilla) as of the previous 31 December multiplied by the amount of the District dues plus whatever amount is set by the National Board as National dues. Computations shall be based on the official enrollment of each Division as of 31 December of the previous year as determined by rosters maintained in AUXDATA. Dues for members not disenrolled prior to 31 December shall be the liability of the Flotilla regardless of the reasons for failure of the Flotilla to collect dues from the member.

**11.04** Dues are payable within thirty (30) days of the date of billing. Payment shall be in a lump sum and in the full amount billed regardless of the number of members on the rolls of the Division at the time of payment. Checks or money orders must be made payable to: U.S. COAST GUARD AUXILIARY-FIRST COAST GUARD DISTRICT (SR) and forwarded to the District Staff Officer-Finance. Notation must appear on the check or money order indicating the Division number and the fact that it is for the annual dues payment.

A. Each Division Captain shall establish a system of billing that will ensure enough time to bill each flotilla for District and National dues, have the funds sent from the Flotilla to the Division Captain or Division Staff Officer-Finance, for remittance to the District Staff Officer-Finance within the thirty (30) day period following the billing of the Division. The Division Captain or Division Staff Officer-Finance will then remit to the District Staff Officer-Finance per the directions in section 11.04 of these Standing Rules.

**11.05** The billing procedure for new members is as follows:

- A. For all newly added members during the period from 1 January through 31 March, Divisions shall be billed at the rate of one hundred percent (100%) of the annual District and National dues.
- B. For all newly added members during the period from 1 April through 30 June, Divisions shall be billed at the rate of seventy-five percent (75%) of the annual District and National dues.
- C. For all newly added members during the period from 1 July through 30 September, Divisions shall be billed at the rate of fifty percent (50%) of the District and National dues.
- D. The billing shall be based on the AUXDATA printout obtained by the Comptroller of the Coast Guard Auxiliary Association, Inc., indicating the date of enrollment of each member. These dues so billed shall be payable within thirty (30) days of the billing to the Flotilla
- E. The collection procedure for quarterly dues shall be the same as that for the collection of annual dues as described in section 11.04A of these Standing Rules.

**11.06** It shall be incumbent upon the Division Captain to remit the proper dues for each Flotilla in their Division regardless of whether the appropriate funds are remitted to the Division Captain or Division Staff Officer-Finance by a particular Flotilla. If a particular Flotilla cannot, or will not remit dues, then the Division Captain will refer the matter to the District Board, within twenty (20) days of such refusal, for appropriate action. District and National dues remaining unpaid must be acted upon by the District Executive Committee. This action may take the form of recommending disestablishment of the Flotilla to the Director of Auxiliary or such other action as is deemed appropriate.

**11.07** When a Flotilla is disestablished, the payment of all outstanding dues and other obligations shall be the responsibility of the Division Captain and Division Board. Satisfying said obligations shall be, to the extent possible, from the funds received from the Flotilla treasury. Such obligation shall in no way act as a bar to the transfer to another flotilla of such members in good standing who have personally satisfied their own dues obligations to the Flotilla or have paid them directly to the Division.

**11.08** Payment of District obligations shall be made as follows:

- A. All checks shall be signed by both the District Staff Officer-Finance and the District Commodore except when payment of the District obligations may be unduly delayed by the temporary absence of either of them, the signature of the District Vice Commodore may be substituted.
- B. The District Staff Officer-Finance shall not pay out money except under the direction of the District Commodore or of the District Vice Commodore who is authorized to act for the District Commodore during his or her absence.

**11.09** Separate funds may be allocated from the general fund to enable committee chairpersons to carry out the committee's responsibilities. Amounts set aside for such purposes shall be set forth in the approved District budget or otherwise authorized by vote of the District Board. The District Commodore may authorize payment of bills from these funds not to exceed the amount set aside for that purpose by the District Board. When the fund is depleted, no further expenses may be contracted for or authorized for payment without prior approval from the District Board. Committee chairpersons shall endeavor to finance all functions in such manner as to stay within any budgetary

limitations established for that function by the District Board. The District Board shall determine to what extent the District shall underwrite the expense of any District function.

- 11.10** The District Staff Officer-Finance shall keep the accounts so that financial statements may be submitted to the members of the District Board on a monthly basis. The chairperson of a duly appointed committee to which District funds have been allocated shall furnish the District Staff Officer-Finance with a statement of the financial transactions of the committee and shall turn in the balance of all monies collected in connection with said function within thirty (30) days of completion of the committee's assignment.
- 11.11** The accounts of the District Staff Officer-Finance shall be audited by a practicing accountant or auditing committee appointed by the District Commodore with the approval of the Executive Committee. Said audit shall include the period 1 January through 31 December each year. Copies of the audit shall be made available to all members of the District Board.
- 11.12** Upon the appointment of a succeeding District Staff Officer-Finance, the retiring Officer shall promptly deliver to his or her successor all the District funds, books, records and checkbooks.
- 11.13** The banking institution in which District funds are deposited shall be selected by the District Staff Officer-Finance with the consent of the District Commodore and shall be a legally constituted and recognized banking institution and one which is insured under the Federal Deposit Insurance Corporation in a location convenient to the District Staff Officer-Finance. All monies in the District treasury shall be kept in accounts known as: U.S. Coast Guard Auxiliary, First Coast Guard District (SR). Signatures of the District Staff Officer-Finance, the District Commodore, and the District Vice Commodore shall be filed with the bank. Signatures of officers relieved shall be replaced by those of the relieving officers.
- 11.14** The District Staff Officer-Finance may rent a safe deposit box in the name of the U.S. Coast Guard Auxiliary, First Coast Guard District (SR) in a legally recognized banking institution. All valuable instruments shall be deposited therein and a current record of its contents maintained.
- 11.15** The District Commodore, District Staff Officer-Finance and the District Staff Officer-Materials shall each be bonded for \$50,000. The premium shall be paid by the District.
- 11.16** Monies collected in any manner whatsoever in the name of U.S. Coast Guard Auxiliary, First Coast Guard District (SR) or in connection with any function or for any purpose duly authorized by the District Board as being a District responsibility shall be considered as District funds and shall promptly be deposited in a District bank account.

## **ARTICLE XII MATERIALS**

- 12.01** The District Staff Officer-Materials shall assume staff responsibility for all matters relating to material for sale to members or Auxiliary units, shall report monthly to the District Board, Shall maintain a stock of Auxiliary material and shall disseminate as required, lists of supplies available from the National Materials Center and other sources with the prices thereof, shall keep correspondence files and shall maintain accurate books and records in accordance with acceptable accounting practice and shall deliver the same to his or her successor upon assumption of office, shall submit inventory reports and other reports as directed by the District Commodore or the District Board, shall maintain a separate bank account in a bank accessible to him or her in the name of the District requiring only

his or her signature, and shall submit appropriate accounts at the end of each year to the District Staff Officer-Finance.

- 12.02** Upon the death of a Division Captain, Division Vice Captain, Past Division Captain, Past Division Vice Captain or present or past holder of a higher elected office, the District Staff Officer-Materials shall obtain and supply the appropriate presenting officer with a flag, pennant or burgee of the deceased officer's office for presentation to the deceased member's family at his or her funeral, if possible, as a remembrance of the deceased officer's past service. A supply of these flags, pennants or burgees are to be kept available by the District Staff Officer-Materials for the foregoing purpose.

### **ARTICLE XIII DISTRICT PUBLICATION**

- 13.01** The official publication of the District shall be titled "Over the Bow".
- 13.02** The District Staff Officer-Publications shall be the Editor of "Over the Bow" and shall be assisted as necessary by one or more Assistant District Staff Officers and by the Division and Flotilla Staff Officers-Publications.
- 13.03** The appropriation for the printing of "Over the Bow" shall be included in the annual budget submitted by the District Commodore for approval by the District Board.
- 13.04** The choice of printer for "Over the Bow" shall be subject to District Commodore approval. The District Commodore shall consider in making this choice such items as convenience for the Editor, quality of work and the relative cost.
- 13.05** "Over the Bow" shall not contain advertising or commercial material.
- 13.06** No material shall be printed in "Over the Bow" until it has been approved by the Director of Auxiliary and the District Commodore. It shall be the responsibility of the Editor to obtain this approval prior to inclusion in "Over the Bow". It is the policy of the District that the material contained in "Over the Bow" shall be of such nature as will promote the authorized activities of the Auxiliary, its objectives, policies and programs, and of no other nature.
- 13.07** All pictures and articles appearing in "Over the Bow" may be copied by other publications and a statement to such effect shall be contained in each issue with the request that a credit be given to "Over the Bow" for material reproduced therefrom.
- 13.08** All articles submitted for publication from the membership will be considered as original articles, unless otherwise indicated, and the member's name will appear as having written the article. Any article may be edited for content or length by the Editor. Any person submitting an article for publication will be responsible for obtaining permission to quote material from other publications and/or will credit such sources requiring same in order that copyright laws not be violated. When the Editor copies any article from another publication, he or she shall obtain permission to do so if required by said publication and shall give credit to all publications from which material is copied in whole or in part.

**ARTICLE XIV  
AWARDS**

- 14.01** There shall be an annual District Awards Program which shall be promulgated by the District Board. The annual District Awards Program shall not be changed except by vote of the District Board.

**ARTICLE XV  
GENDER**

- 15.01** Whenever words of the masculine or feminine gender appear in these Standing Rules, unless the sense of the sentence indicates otherwise, they shall be deemed to refer to both male and female persons.

**ARTICLE XVI  
AMENDMENT OF THESE STANDING RULES**

- 16.01** These Standing Rules may be amended in whole or in part at any regular or special meeting of the District Board by two-thirds (2/3) vote of the members of the District Board provided the amendment or change is in writing and has been distributed to the District Board members at least two (2) weeks prior to the vote.
- 16.02** These Standing Rules or any amendments thereof shall not be effective until approved by the National Commodore.
- 16.03** A motion to suspend these Standing Rules must be seconded and must be approved by the District Board by a two-thirds (2/3) vote of the District Board members present.

**ARTICLE XVII  
MISCELLANEOUS**

- 17.01** Only the Flotilla Commanders, Division Captains and District Commodore are authorized to sign licenses, contracts or other agreements. All such documents must first be reviewed and approved by the District Staff Officer-Legal/Parliamentarian, or in the case where this Officer is not a licensed attorney, by an attorney designated by the Department Chief-Legal.
- 17.02** Should a Division or Flotilla decide to have Standing Rules, they shall be submitted in the same format as contained in the Auxiliary Procedures Guides and all amendments and additions thereto as to titles, section numbers and paragraphs in so far as possible.

**ARTICLE XVIII  
ADOPTION**

**18.01** These Standing Rules were duly adopted at a meeting of the District Board held on the 18<sup>th</sup> day of June 2005, and shall take effect upon the date of approval by the National Commodore.

Reviewed: s/Herman H. Tietjen Dated: 7/21/2005  
Herman H. Tietjen  
District Staff Officer-Legal/Parliamentarian  
First Coast Guard District (SR)  
. Seibert

Submitted: s/Como Charles Sferra Dated: 8/2/2005  
COMO Charles Sferra  
District Commodore  
First Coast Guard District (SR)

Approved: s/Elizabeth Young Dated: 8/4/2005  
CDR Elizabeth Young  
Director of Auxiliary  
First Coast Guard District (SR)

Reviewed: s/Donald A. Krispin Dated: 8/31/2005  
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