

**FLEET RESERVE ASSOCIATION  
RESERVE ASSOCIATION  
LOW COUNTRY BRANCH 269  
GOOSE CREEK , SC**

**BY-LAWS**

**ARTICLE I  
NAME**

Section 101 - The name of this Branch, as granted within the Charter dated 09March1998 of the FLEET RESERVE ASSOCIATION, hereinafter referred to as "FRA", is "Low Country Branch 269", hereinafter referred to as "the Branch".

Section 102 - Pursuant to Article 12, Section 1204, Constitution & By-Laws, hereinafter referred to as C&BL, of the FRA, all business transactions other than regular Branch procedures shall be in strict compliance with the laws and ordinances of the State of South Carolina and the County of Berkeley, within which this Branch is located.

**ARTICLE II  
OBJECTIVES**

Section 201 - The objectives of the Branch are synonymous with those of the National Body as defined in Article 2, C&BL, FRA.

Section 202 - The membership of the Branch is pledged to support the National Body and to represent to the National Body its aims and petitions. The membership will endeavor to enhance the well-being of its members on a local level; to assist in recruiting for the United States Navy, Marine Corps and Coast Guard; to assemble for social activities and to keep ourselves informed on Sea Services matters whereby we may continue to loyally serve the Nation.

**ARTICLE III  
MEMBERSHIP**

Section 301 - Membership in the Branch shall be in accordance with Article 3, C&BL, FRA.

Section 301(a) – Applicants into FRA Branch 269, who did not retire from the armed forces, must submit a copy of their DD-214 providing documentation of their discharge under honorable conditions.

Section 302 - Regulations governing amount of dues, payment of same and suspension of membership shall be in accordance with Article 4, C&BL, FRA.

**ARTICLE IV  
OFFICERS AND THEIR DUTIES**

Section 401 - In accordance with Section 1215, C&BL, FRA, the officers of the Branch shall be: President, Vice President, Secretary, Treasurer and not less than five Directors plus one additional Director for each one hundred members of the Branch. Collectively, together with the Junior Past President, they shall constitute the Branch Board of Directors.

Section 402 - In accordance with Section 1217, C&BL, FRA, nominations for Branch Officers shall be opened at the regular Branch meeting in April of each year and shall remain open until the election is held during the regular Branch meeting in May of each year. Nominees must be present or a letter of acceptance must be in the hands of the President prior to the vote or nominees will be removed from the ballot.

Section 403 - Elected Officers and Directors shall be installed no later than the last day of June of each year.

Section 403(a) The manager of the Fleet Reserve Association, Low Country Home, Incorporated shall not serve as an officer of Fleet Reserve Association, Low Country Branch 269.

Section 404 - Branch Officers and Directors who find that due to illness or for other reasons they cannot properly fulfill the duties of their office, shall resign, in writing to the Board of Directors, for the best interest of the Branch.

Section 405 - The Vice President, in the absence of the President, shall perform the duties of that office, and in the event of a vacancy in the office he/she shall complete the unexpired term.

Section 406 - In cases of a vacancy in other Branch offices, the Board of Directors shall appoint a successor who shall complete the unexpired term of office.

Section 407 - Any Officer or Director of the Branch who is absent from two (2) consecutive scheduled meetings, or three (3) scheduled meetings in one (1) year without legitimate excuse, shall have his/her post declared vacant.

Section 408(a) - **Duties of the President:** The Branch President may appoint the chairman of and maintain the following committees:

- (1) Committee on Audit, Budget, and Finance
- (2) Committee on Legislative Service
- (3) Committee on Membership and Retention
- (4) Committee on Americanism-Patriotism
- (5) Committee on Public Relations
- (6) Committee on Hospitals, Welfare and Rehabilitation
- (7) Committee on Youth Activities

Section 408(b) - The Branch President may appoint additional committees as needed.

Section 408(c) - The Branch President shall be an ex-officio member of all Branch committees.

Section 408(d) - The Branch President shall appoint a Parliamentarian, Historian, and a Master-at-Arms who shall perform such duties as the President may direct, and a Chaplain who shall perform non-sectarian devotional services for the Branch.

Section 408(e) - The Branch President shall preside at all meetings of the Branch and at all meetings of the Board of Directors.

Section 409(a) - **Duties of the Vice President:** The Vice President shall carry out such Branch duties as the President may direct and in the absence of the President shall assume the duties and obligations of the office of the President.

Section 409(b) - After each Branch meeting at which new member(s) have been initiated, it shall be the Vice President's responsibility to properly indoctrinate the new member(s) in the Low Country Branch 269 of the FRA.

Section 410(a) - **Duties of the Secretary:** The Branch Secretary shall keep membership records, prepare all Branch correspondence and maintain all permanent Branch records. The Secretary shall take minutes of all Branch and Board of Directors meetings and shall maintain a permanent record of all such minutes.

Section 410(b) - The Branch Secretary is authorized a petty cash fund not to exceed fifty dollars (\$50.00) per month, for the purpose of handling miscellaneous expenditures in the execution of secretarial duties. All expenditures will be documented by the presentation of a receipted bill or other acceptable record to the Branch Treasurer.

Section 410(c) - The Branch Secretary shall perform duties as prescribed within Article 12 of the C&BL and the Administration Manual of the FRA.

Section 410 (d) – The Branch Secretary shall receive a secretarial expense fee in the amount of twenty-five cent per month for each member of the Branch in good standing as reported in the monthly membership report from the National Financial Secretary.

Section 411(a) - **Duties of the Treasurer:** The Branch Treasurer shall keep accurate accounts of all monies received and expended for five (5) years.

Section 411(b) - The Branch Treasurer shall pay all authorized bills by check within thirty days of receipt.

Section 411(c) - Checks drawn from the Branch checking account shall bear two signatures, normally the Branch Treasurer and the President. In the absence of the President and/or Treasurer, the Branch Vice President and/or Secretary shall sign.

Section 411(d) - The Branch Treasurer shall display a written and make an oral report at the monthly meeting, a listing of all receipts, expenditures, and balances of Branch funds.

Section 411(e) - The Branch Treasurer shall maintain the financial reports of the Branch in the form of income statements and balance sheets and prepare necessary reports to appropriate government agencies.

Section 412(a) - **Duties of the Board of Directors:** The members of the Branch Board of Directors will assist the Branch President and advise him in the conduct of the business of the Branch.

Section 412(b) - In case of an emergency arising between Branch meetings, the Branch Board of Directors shall have authority to act for the best interest of the Branch and the FRA. Such action shall remain in force until the first regular Branch meeting thereafter, at which time they must be ratified, amended, approved, or rescinded by the members in attendance for continuous action. Majority vote shall rule.

#### ARTICLE V MEETINGS

Section 501(a) - The regular business meeting of the Branch will be held at 1900 hours on the second Thursday of each month at the FRA, Low Country Home, Goose Creek, South Carolina.

Section 501(b) - No business may be conducted at a regular meeting of the Branch unless a quorum of no less than ten (10) Branch members are in attendance.

Section 501(c) - Branch meetings shall be conducted as prescribed in Rituals Article 25, 26, & 27, C&BL of the FRA.

Section 502(a) - The Board of Directors shall meet at least once each month at a time and place to be designated by a vote of the Board of Directors at the first meeting following the Installation of Officers. The initial meeting to be designated by the Branch President.

Section 502(b) - A quorum of not less than a majority of the Board of Directors and the Presiding Officer must be present to convene a meeting of the Board of Directors.

Section 502(c) - Members of the Branch and invited guests may attend the Board of Directors meeting, but shall have a voice only when recognized by the Presiding Officer. Under no circumstances shall they have a vote during a Board of Directors meeting.

Section 503 - The time and/or place of any single regular meeting of the Branch may be changed by a majority vote of the Board of Directors, provided the membership is notified in writing at least 24 hours prior to the time of the regular meeting or the time designated in the change, whichever is earlier.

Section 504 - A log book shall be maintained where all shipmates and visiting guests will register prior to attending a legally convened Branch meeting.

Section 505 - No alcoholic beverages shall be sold or purchased within the meeting hall nor shall an attendee be permitted to leave to make said purchase and return to the meeting during the time that the Holy Bible is opened at a regular meeting.

#### ARTICLE VI PARLIAMENTARY AUTHORITY

Section 601 - In the absence of a written rule governing debates and procedures, the Branch shall be governed by "Robert's Rules of Order Newly Revised."

#### ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 701(a) - **Duties of Audit, Budget and Finance Committee:** This committee is charged with the auditing of the Secretary and Treasurer and all other accounts and books as specified within Article IX of these By-Laws.

Section 701(b) - The committee shall be a minimum of three (3).

Section 701(c) - This committee shall audit the accounts of the Branch at the request of the President, in addition to the requirements of these By-Laws.

Section 702(a) - **Duties of Legislative Service Committee:** The primary duty of this committee is to study and inform Branch members of legislation pending in the Congress of the United States, and the State of South Carolina, which may affect personnel of the Navy, Marine Corps, and/or Coast Guard, active, retired, or reserve and their dependents.

Section 702(b) - He/She shall, when requested by the President, give excerpts on any subject of interest to the members or their dependents. A guest speaker may be used for this purpose, if previously arranged.

Section 703(a) - **Duties of Membership and Retention Committee:** The two-fold purpose of this committee shall be:

- (1) To recruit new members for the FRA,
- (2) To do everything possible to reduce the number of Shipmates who let their FRA membership lapse.

Section 703(b) - The Secretary is automatically a member of this committee.

Section 703(c) - It shall be the responsibility of this Committee to organize and direct all Branch membership drives, campaigns or other activities designed for the purpose of recruiting new members.

Section 703(d) - Each month the Chairman shall obtain a list of Shipmates whose dues are in arrears or delinquent, and attempt to personally contact these Shipmates and endeavour to persuade them to renew their membership.

Section 704(a) - **Duties of Americanism-Patriotism Committee:** The Chairman has the duty to encourage shipmates, as well as all fellow citizens:

- (1) To honor the flag of the United States of America,
- (2) To observe all patriotic days and anniversaries of distinguished persons and events in our nation's history,
- (3) To promote the Constitution of the United States and to instill and foster the principles of our founding fathers to our youth,
- (4) To plan appropriate activities, often in participation with other veteran organizations and encourage participation in all local patriotic programs and celebrations,
- (5) To conduct an annual Americanism Essay Contest, in accordance with all branch, regional, and national guidelines, and
- (6) To honor our departed Shipmates and their families.

Section 704(b) - Prepare an annual report, as prescribed in the Administration Manual, for submission to Regional President and Chairman.

Section 705(a) - **Duties of Public Relations Committee:** The Chairman shall be responsible for the preparation of any and all mediums and reports on Branch publicity.

Section 705(b) - Promulgate recommendation to the Board of Directors on methods of developing good public relations with the FRA, at all levels, and the community consistent with aims and principles of the Preamble to the Constitution of the FRA.

Section 705(c) - Prepare an annual report, as prescribed in the Administration Manual, for submission to Regional President and Chairman.

Section 706(a) - **Duties of Hospitals, Welfare and Rehabilitation Committee:** The Chairman shall administer to the welfare needs of Branch members and be the Veterans Affairs/Voluntary Services (VAVS) representative for the Branch.

Section 706(b) - He/She shall be furnished with a log, which shall be maintained on each and every assistance fulfilled and/or requested, giving a brief report of the undertaking.

Section 706(c) - Be responsible for giving assistance to FRA members and their dependents on the following:

- (1) Legal problems
- (2) Financial problems
- (3) Housing problems
- (4) Travel problems
- (5) Hospitalization problems
- (6) Motel/Hotel reservations

Section 706(d) - Maintain a current listing of persons, offices or firms which may be contacted to assist in the proper performance of this office.

Section 706(e) - See to the mailing of a Branch Get-Well Card to all members of the Branch who are hospitalized, and, if possible, visit all sick and shut-ins.

Section 706(f) - The chairman is authorized to purchase at his discretion, cards, flowers, and refreshments for the VAVS quarterly meetings. Upon producing receipts to the Board of Directors for approval, reimbursement shall be made monthly by the Treasurer.

Section 706(g) - Prepare an annual report, as prescribed in the Administration Manual, for submission to Regional President and Chairman.

Section 707(a) - **Duties of Youth Activities Committee:** Duties shall be to study various methods by which the members may best serve the youth in their community to the end that these young people may be properly guided in their endeavours to become better and more useful citizens and to solicit the full cooperation of all members in assisting in carrying out these duties.

Section 707(b) - Prepare an annual report, as prescribed in the Administration Manual, for submission to Regional President and Chairman.

#### **ARTICLE VIII** **APPOINTEES AND THEIR DUTIES**

Section 801(a) - **Duties of Branch Master-at-Arms:** Shall be familiar with the FRA Rituals and Standing Rules and Branch By-Laws.

Section 801(b) - Shall arrive at the appointed meeting place at least one half hour in advance of scheduled meeting time and shall arrange the meeting hall.

Section 801(c) - Shall have the following information, if called for by the President, and announce to the members:

- (1) Visiting National or Regional Officers (name, title and Branch number).
- (2) Visiting Shipmates and Guests (name and Branch number).

Section 801(d) - If the Colors are placed in position before the meeting, shall attend to the unfurling of the Colors and furling of same, or ensure that the Color Guard is standing by ready to accept that responsibility.

Section 802(a) - **Duties of Branch Parliamentarian:** Assist the President in the conduct of meetings and other matters requiring parliamentary guidance.

Section 803(a) - **Duties of Branch Chaplain:** Shall perform non-sectarian devotional services.

Section 803(b) - Assure that the Holy Bible and Alter are placed in the proper position prior to the opening of the regular Branch meeting.

Section 803(c) - Shall be familiar with the FRA Rituals and Standing Rules.

Section 803(d) - Shall perform any special duties in connection with this office and as directed by the President.

Section 804(a) - **Duties of Branch Historian:** Maintain a scrap book of memorable moments of Low Country Branch 269.

#### **ARTICLE IX** **FINANCES**

Section 901 - Bank accounts, bonds, securities, property and goods, insurance policies, fidelity bonds and any and all valuables belonging to the Branch, shall be registered or listed in the name of "Fleet Reserve Association, Low Country Branch 269" and all business transactions, of whatever nature, shall be transacted in the same.

Section 902 - All funds belonging to the Branch, and documents which deserve a high degree of security, are to be deposited in a bank; said bank shall be designated annually, or in January of each year, by the Board of Directors.

Section 903 - The position fidelity bond authorized in Standing Rule 10, C&BL of the FRA, shall be applied to the President, Vice President, Secretary, and Treasurer.

Section 904 - The Board of Directors has the authority to expend monies up to the amount of two hundred dollars (\$200) monthly with the exception that the BOD may expend monies up to one thousand dollars (\$1000) for resale items. All other expenditures must have the approval of the majority in attendance at a regular Branch meeting. Any disbursement over five hundred dollars (\$500) must be approved by a two-third vote.

Section 905 - It shall be mandatory that the accounts of the Secretary and Treasurer be audited quarterly by an audit board and a written report furnished the Secretary, with the signatures of the Treasurer and the Chairman of the audit board thereon, for the files and a verbal report made to the Branch at the next regular meeting.

#### **ARTICLE X** **AWARDS/ MEDALLIONS**

Section 1001 - Each of the elected outgoing Officers shall be presented with appropriate pins, in recognition for their services to the Branch, provided they have properly fulfilled the duties of office to which elected. Cost of pins and necessary engraving to be defrayed by the Branch.

Section 1002 - Any member of the Branch who successfully completes 20, 30, 40, 50, 60 and 70 continuous years in the FRA shall be presented with the applicable pin at the Branch meeting in their anniversary month or mailed to them. Cost of the pin and mailing to be defrayed by the Branch. Any member of the Branch who successfully completes 5, 10, 15, 25, 35, 45, 55 and 65 continuous years in the FRA shall be presented with the applicable pin at the Branch meeting in their anniversary month. Cost of the pin to be defrayed by the Branch. Members not in attendance to receive 5, 10, 15, 25, 35, 45, 55 and 65 year pin may obtain pin from the Branch at member's expense.

Section 1003 - Any new member joining and initiated by the Branch shall receive the FRA lapel pin. Cost of pin to be defrayed by the Branch.

Section 1004 - Any member of the Branch will have one year of dues paid by the Branch for each group of ten paid new or reinstated members recruited for the Branch. If new or reinstated member join under free or discount promotion, recruiters will be credited when such new or reinstated member renews.

Section 1005 - Gold lapel button award, silver pendant award, and silver anchor squadron award will be awarded in accordance with Section 312, C&BL of the FRA to any member of the Branch. Cost of pin/pendant to be defrayed by the Branch.

Section 1006 - The spouse of any deceased Branch member shall receive the FRA Widow's/Widower's Medallion. The cost of the medallion and its engraving to be defrayed by the Branch.

Section 1007 - Americanism and Patriotism essay awards shall be in the form of 'I Bonds'. There shall be up to six third place in the amount of \$75, six second place in the amount \$100, five first place in the amount of \$200, and one overall winner in the amount \$500.

#### **ARTICLE XI** **BRANCH REPRESENTATIVE**

Section 1101 - This Branch shall be entitled to elect the number of delegates to the National Convention based on members in good standing as of 31 March of each year.

Section 1102 - Delegates of this Branch shall be governed by Article 6, C&BL, of the FRA.

#### **ARTICLE XII** **AMENDMENTS TO BY-LAWS**

Section 1201 - These By-Laws may be amended by a two-thirds (2/3) vote at any regular Branch meeting, provided that the written proposed amendment or amendments was given at the previous meeting.

#### **ARTICLE XIII** **BRANCH HOME**

Section 1301 - The election of Home Committee and the operation of the Branch Home shall be in accordance with the Home By-Laws, Code of Conduct, and Home Rules.

## RATIFICATION

At a general assembly meeting held on 24 September 1998, a quorum being present, these By-Laws were presented to the membership and were ratified as required herein:

President:

**Charles Hines**

Vice President:

**Robert Bailey**

Secretary:

**Darlene Hines**

Treasurer:

**Gerald Monnat**

Director:

**Arthur Ludwig**

Director:

**James Pearson**

Director:

**James William**

Director:

**Marvin Brigman**

Director:

**Jimmie Allen**