

The Retired Enlisted Association
National Auxiliary
Standing Rules



Revised SEPTEMBER 2009

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APPENDIX 1 - TREA NATIONAL AUXILIARY FORMS LIST

STANDING RULE #1 - CODE OF CONDUCT

1. National Auxiliary's Code of Conduct charts the course for the honorable and provides standards by which to judge the transgressor. Each individual who purports to act in the name of the Association or Auxiliary should aspire, by her/his conduct, to rise above the minimum standards, bearing in mind that the respect and confidence of the members of the National Auxiliary whom she/he serves requires the highest possible degree of ethical conduct. National Auxiliary's Code of Conduct, while having as its basis all the laws of the United States and their underlying moral and spiritual values, is not all inclusive. However, it shall focus upon certain general, ethical standards, which must be adhered to by those holding certain positions.
2. Representatives of The Retired Enlisted Association, Inc. Auxiliary, whether they are elected officials, paid employees and consultants, or other agents of the National Auxiliary, as guardians of the reputation, as well as the property of the National Auxiliary, play vital roles in its preservation and progress. The fulfillment of these roles requires an understanding of their relationship with the National Auxiliary, its membership, and those with whom the National Auxiliary engages in professional, business, social, community, governmental, and other meaningful activities. A subsequent obligation of all who act for and on behalf of the National Auxiliary is to maintain and adhere to the highest standards of ethical conduct.
3. All who represent National Auxiliary shall:
 - a. Engage in no activity of any nature which will bring discredit upon the National Auxiliary.
 - b. Maintain complete loyalty to The Retired Enlisted Association and Auxiliary.
 - c. Hold inviolate the confidential relationship between individual members of the National Auxiliary and self and the confidential information entrusted to her/him through Auxiliary National Headquarters.
 - d. Endorse no product or service on behalf of TREA or Auxiliary, unless approved by the National Board of Directors.
 - e. Work harmoniously with TREA in their association with governmental agencies and similar military organizations.
 - f. Uphold the independence of the Association and never permit it to become subservient to any other association or organization.
 - g. Accept no gratuities or special compensation for the performance of acts on behalf of National Auxiliary from an individual member, chapter, or any other person or organization, except with the knowledge and consent of National Auxiliary's governing body.
 - h. Neither engage in nor encourage any exploitation of National Auxiliary by any person or organization.
 - i. Recognize and discharge her/his responsibility and that of National Auxiliary to uphold all local, state and federal laws and regulations relating to the Association's activities.
 - j. Exercise and insist on sound business principles in the conduct of the affairs of National Auxiliary.

- k. Never use the name of National Auxiliary or its influence, directly or indirectly, to support any political party or candidate for nomination, election or selection to any federal, state, county, town, or other political office.
 - l. Use only legal and ethical means in any efforts to influence legislation, regulations, or administrative policies and determinations. In this regard, Auxiliary Chapters and/or members shall not use the name National Auxiliary, directly or indirectly to influence said governmental policies or determinations, unless specifically authorized to do so by the National Headquarters of TREA Auxiliary. Recommendations for proposed federal, state, or local governmental legislative or regulatory action shall be forwarded to the Executive Director, TREA, for evaluation and consideration of appropriate coordination and concerted action.
 - m. Issue no false or misleading statements of any nature, whether they affect National Auxiliary, or associations or other individuals and organizations.
 - n. Utilize every opportunity to promote public understanding of National Auxiliary and its objectives.
 - o. Maintain highest standards of personal conduct so that National Auxiliary shall have an indisputable image of integrity.
4. All paid employees, consultants, and other similar agents shall never participate in association politics. In this regard, some individuals shall:
- a. Refrain from using official authority or influence for the purpose of interfering with or affecting the results of any election or nomination for office within National Auxiliary.
 - b. Refuse to accept any elected office within National Auxiliary if elected without being a candidate.
 - c. Avoid taking part in political management or in political campaigns for an elected office within National Auxiliary.
 - d. Never directly or indirectly coerce, attempt to coerce, command, or advise any person to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes within National Auxiliary.
 - e. Decline to make or offer to make any expenditure to any person, either to vote or withhold her/his vote, or to vote for or against any candidate for office within National Auxiliary.
 - f. Request no information from any person within National Auxiliary with reference to her/his choice, or vote for any candidate for office within National Auxiliary.
 - g. Never directly or indirectly promise or pledge the appointment or use of her/his influence in support of the appointment of any person to any position within National Auxiliary for the purpose of securing support for any candidate for office within National Auxiliary.
 - h. Refrain from soliciting, receiving, or making any contributions, whatsoever, for any political purpose within National Auxiliary.
 - i. Enthusiastically pursue all of the national Auxiliary's objectives, regardless of any personal misgivings she/he may have.

- j. Serve all members of National Auxiliary impartially, granting no special favors or privileges to any member.
 - k. Cooperate fully in every reasonable and proper way with National Auxiliary's members, executives and other personnel.
 - l. Comply with lawful requests and instructions and give only reasonable and lawful requests and instructions if acting in a supervisory capacity.
 - m. Where employment involves the receipt of money or property on behalf of National Auxiliary, or disposal of National Auxiliary property, the employee shall act prudently and shall keep account of each transaction and present an accounting at the proper time or upon request with such vouchers and receipts as business usage customarily requires.
 - n. Not only exercise her/his duties loyally and skillfully, but refrain from deceiving National Auxiliary by entering into business relations with others creating a conflict of interest with National Auxiliary.
 - o. Accept no gift, compensation or other profit of any kind for the exercise of her/his employment beyond which she/he is entitled to by the terms of her/his contract or other agreement with National Auxiliary.
 - p. Never use knowledge acquired by her/him during her/his employment for her/his own advantage and to the detriment of National Auxiliary. In this regard, even after employment has ceased, an employee remains subject to a duty not to disclose or use for her/his own advantage, secret information confidentially entrusted to her/him.
5. Financial Conflicts of Interest
- a. Except as permitted by Paragraph b below, each elected or appointed officer, employee, consultant or other similar agent of National Auxiliary must never participate personally or substantially as a National Auxiliary representative, through decision, approval, disapproval, recommendation, the rendering of advice on investigation or otherwise in a determination, contract claim, controversy or other particular matter in which, to her/his knowledge, she/he has a financial interest; in which he or his spouse or other members of her/his immediate family household, partner or employee, or any person with whom she/he is negotiating or has any arrangement concerning prospective employment has a financial interest.
 - b. Paragraph a above shall not apply if, after full written disclosure of her/his financial interest by National Auxiliary's representative, written determination is made by the National Auxiliary Board of Directors as to all elected and appointed officers (as to all paid employees, consultants, and similar agents), that the financial interest is too remote or too inconsequential to affect the integrity of the National Auxiliary representative's service.
6. Other Possible Conflicts of Interest
- a. A spouse or other member of the immediate family or household of an employee, consultant or other paid representative of National Auxiliary, may be chosen for elective office, and in the performance of the duties of such elective office, she/he may act on all National Auxiliary matters except services to be performed. The members who elect National Auxiliary officers have the responsibility for deciding whether or not the individual should be chosen, based upon consideration of all relevant factors, including the nature of the relationship with the paid representative.

- b. A spouse or other member of the immediate family or household or one holding elective office within National Auxiliary may be a paid employee, consultant, or similar agent of National Auxiliary, and in performance of duties, she/he may act on all National Auxiliary matters except where there is a conflict of interest which affects the integrity of the services to be performed. National Auxiliary has the responsibility for deciding whether or not the individual should be employed or retained, based upon consideration of all relevant factors, including the nature of the relationship with the elected officer.

Amended: September 2000; August 2003; September 2006

STANDING RULE #2 - NATIONAL OFFICERS AND BOARD OF DIRECTORS

1. National Auxiliary Board of Directors: The elected officers shall consist of the President, Vice President, Treasurer, and three Directors (during odd years, 1 - 2 year director will be elected; during even years, 2 - 2 year directors will be elected). Only the elected officers and the immediate Auxiliary Past National President shall have voting rights on the Board of Directors.
2. Criteria for Candidates Vying for any National Auxiliary Office:
 - a. General:
 - (1) The criteria set forth is based on several years observation of the incumbents holding the various offices and their contributions to the overall effectiveness and growth of National Auxiliary.
 - (2) Candidates seeking a national office based solely on personalities and without sufficient credentials shall find it difficult to win an office as the National Auxiliary is professionally oriented and requires solid leadership from within its membership to continue to be a viable and reputable association.
 - b. Candidate Criteria: Any National Auxiliary member who will be seeking the candidacy for an elected office on the National Auxiliary Board of Directors shall possess the following criteria as minimum requirements in order to more appropriately fulfill these responsible offices. Foremost, candidates shall meet the prerequisites set forth in the National Auxiliary bylaws. A prime consideration is that a candidate be a member in good standing.
 - (1) For the Office of National Auxiliary President: Candidates shall have served at least one year in a lesser office on the National Auxiliary Board of Directors. This experience will enable them to have the necessary "higher level" expertise and to have obtained working knowledge of the office's function.
 - (2) For Other Elected Offices:
 - (a) As a minimum requirement, candidates shall have served at least one year as a chapter auxiliary officer.
 - (b) It is desirable that candidates shall have served at least one year as a chapter auxiliary president to better understand the problems of chapter auxiliaries and to know best how to cope with them in providing appropriate solutions.
 - (3) Submission of Intent and Résumé to National Auxiliary:
 - (a) To ensure proper publicity for persons seeking office to the National Auxiliary, resumes submitted on TREA Auxiliary Form 100-3A (Résumé of Candidate for Elective Office), shall be received by the Chairman of the Nominating Committee at least ninety (90) days before the convention convening date to allow candidates to be listed in any TREA or TREA Auxiliary publication and have résumés sent to delegates to review/discuss before coming to the convention. Résumés received after the cut off date shall be announced at the annual session prior to any nominations from the floor at the **first** business meeting. Candidates shall present sufficient copies of their résumé, for each delegate to review, by the close of business on the **first** day or they shall not be listed on the ballot and shall not be considered as a candidate for office. No person's name shall be placed in nomination without her/his consent.
 - (b) The résumé shall cover involvement in National Auxiliary activities and military assignments which will reflect experience that can be applied toward National

Auxiliary leadership. Training and/or experience in business activities, together with civilian and military community involvement, shall not be overlooked. Neither shall involvement in fraternal organizations and offices held be omitted. All these contribute to better credentials for consideration by the membership.

- (c) Any member of the Board who receives compensation from the Board to attend the National Convention as a member of the Board owes her/his first loyalty to the Board and must serve in that capacity only.

(4) Qualifications for Office:

- (a) An understanding of The Retired Enlisted Association gathered through active participation in various Auxiliary functions.
- (b) Background, training, appearance and personal qualities of leadership of such caliber that it enables her/him to furnish a positive image to the public.
- (c) A desire to serve in a leadership position.
- (d) Time available and energy required to perform the tasks required of the job.
- (e) A desire to accept and discharge responsibilities.
- (f) A willingness to work with others and provide motivation to make the organization both enjoyable and productive.
- (g) The ability to visualize and develop methods of accomplishing goals and see tasks through to completion.
- (h) The National Auxiliary Treasurer shall have experience in accounting, business and financial management.

3. Nomination and Election of Officers:

- a. The general election of officers shall be held during the National Convention.
- b. A nominating committee of at least three (3) members shall strive to have at least two (2) firm candidates for each office to be filled. All officers except Directors shall be elected by a majority vote or acclamation when there is only one candidate. Directors shall be elected by plurality vote (largest number). Any qualified member may be a candidate for more than one office by submitting a resume for **each** office. If elected to the highest office, that candidate's name will automatically be deleted from other balloting. Tie votes or a lack of majority, except for Directors, shall require additional balloting. After the election is completed and the results have been announced, the ballots shall be destroyed by the Nominating Committee (see S.R. #5).
- c. The candidate receiving a majority of votes of the membership present, provided a quorum is obtained, shall be elected. A candidate shall not be elected by plurality vote. In the event three or more candidates are running for the same office and a majority vote cannot be obtained, the officer in charge of the election shall have a run-off election between the two candidates receiving the most votes.

4. Term of Office: Each elected officer shall take office immediately upon installation and shall serve the term of office indicated below or until a successor has been duly elected and has assumed office:

- a. National Auxiliary Offices: The National Auxiliary President and Vice President shall serve a one (1) year term and may be re-elected to one (1) additional term.
- b. National Auxiliary Directors: Directors shall serve two (2) years and shall not run for a

consecutive term as a Director; however, if no resumes are received for elective office of 2-Year Director(s), see Para 2.b.(3)(a) above, the current 1-Year Director would be requested to remain for an additional one (1) year term until a successor is elected at next Convention.

- c. National Auxiliary Treasurer: The Treasurer shall serve for unlimited terms until defeated in an election or dismissed for poor performance, emergencies or for other conditions that are not in keeping with the best interest of TREA National Auxiliary.
5. Vacancies: In the event of death, inability to serve, or resignation, such vacancy shall be filled as follows:
 - a. National Auxiliary President: A vacancy in the office of National Auxiliary President shall be filled by the Vice President for the unexpired term. The Vice President's position shall be filled by the person who received the second highest votes for Vice President during the election. If the position for Vice President had no other candidates at the time of the last election, then one of the Directors who is serving in the last year as a Director, may be appointed as Vice President by the outgoing National Auxiliary President if she is available to do so. If not, the incoming National Auxiliary President may perform this appointment.
 - b. Director Vacancy: The position of the Director who moves to Vice President shall be offered to the person who ran for Director during the election, and who received the second highest number of votes. If no such person exists, then the position may be filled by appointment.
 - c. Other Vacancies: All other vacancies shall be filled by appointment of the National Auxiliary President, subject to the approval of the National Auxiliary Board of Directors. If the unexpired term includes a period when a convention is held, the appointment shall be temporary. The position shall be filled by election for the balance of the unexpired term.
 - d. Vacancies During National Convention: Vacancies arising during convention shall be filled by election.
6. Removal of Officers: The National Auxiliary Board of Directors at its discretion, after due notice and hearing on sworn written allegations, may remove any elected officer for cause by a three-fourths vote of all its members.
7. Duties of National Auxiliary Officers:
 - a. President: The National Auxiliary President exercises the powers and performs the duties assigned to her/his office by the Bylaws. As National Auxiliary President, she/he serves as principal representative of the National Auxiliary in all matters pertaining to its affairs, particularly to the articulation of its established policies and objectives; guides the policy, philosophy and overall direction of the National Auxiliary within the mandates of the Bylaws, the Annual National Convention, the National Auxiliary Board of Directors; ensures that the will of the membership as a whole, within said mandates, is faithfully reflected in the management and operation of the National Auxiliary affairs; presides at National Conventions and meetings of the National Auxiliary Board of Directors; serves as ex-officio (voting) member of each standing committee and special committee, except the Nominating Committee. The National Auxiliary President shall maintain necessary communication with the Vice President so that continuity is preserved in the event that the Vice President must preside in the absence of the President.
 - b. Vice President: The National Auxiliary Vice President shall serve as chairman of one or more committees, of her/his choice when possible, or as directed by the National Auxiliary President and Board of Directors. The Vice President shall strive to keep abreast of the operation of National Auxiliary through communications with the National Auxiliary President.

- c. Treasurer: The National Auxiliary Treasurer shall be responsible for the custody and recording of funds. She/he shall chair the National Auxiliary Finance Committee.

8. National Auxiliary Board of Directors:

- a. Quorum: At any meeting of the National Auxiliary Board of Directors, no fewer than four (4) voting members shall constitute a quorum for the transaction of the business of National Auxiliary, and any such business, thus transacted shall be valid, providing it is affirmatively passed upon by the majority of those present and voting.
- b. Meetings: A regular meeting of the National Auxiliary Board of Directors shall be held no less than twice annually, at such times and places as the National Auxiliary Board of Directors shall prescribe. Special meetings of the National Auxiliary Board of Directors may be called by the National Auxiliary President or at the written request of the members of the National Auxiliary Board of Directors by mailed notice, delivered, telephoned, or telegraphed to each member of the National Auxiliary Board of Directors, not less than ten (10) days before the meeting is held.
- c. Duties:
 - (1) The approval and amendment of the Annual budget figures shall be the responsibility of the National Auxiliary Board of Directors who shall provide an Annual Financial Report, duly audited, to the Annual Session of the general membership.
 - (2) Expenditures with budgetary allowances may be made without further approval. Expenditures in excess of such allowance shall require advance approval of the National Auxiliary Board of Directors.
 - (3) The National Auxiliary President shall designate members of the Board to serve as Chaplain, Sergeant-at-Arms and Historian. Those duties are as outlined below:
 - (a) Chaplain: Shall conduct opening and closing non-sectarian prayers at meetings of the National Convention, the Midterm Conference or any other special session. She/He shall open the Bible at the beginning of the Convention session and close it at the conclusion of any session.
 - (b) Sergeant-at-Arms: Shall appoint one or two delegates to assist in order to ensure that authorized persons are admitted to business meetings as directed by the Chair. The assistants shall perform whatever duties are requested to facilitate the business meetings.
 - (c) Historian: Shall compile and maintain the history of the National Auxiliary and shall be responsible for the taking of pictures at Auxiliary functions for the preservation of the event.
- d. National Auxiliary Standing Rules: The National Auxiliary Board of Directors may formulate and implement such standing rules as may be necessary in the operation and administration of National Auxiliary. The Standing Rules adopted by the Board must be ratified by the assembly of delegates at the Annual Session following their adoption or they become null and void. The Standing Rules may be amended by the delegates at the Annual Session.
- e. Voting Rights: Voting rights of the National Auxiliary Board of Directors shall not be delegated to another nor exercised by proxy.
- f. Voting by Mail or Telephone: When, in the opinion of the National Auxiliary President, prompt action is required, but the matter is not of sufficient importance to warrant the calling of a special meeting, a written ballot may be employed. When such a method of voting is employed, no action shall become effective unless it is

approved by the majority of the entire National Auxiliary Board of Directors. All members of the Board shall be given written notice of the results of the ballots within sixty (60) days after completing the voting and the results shall be duly recorded at the next regular meeting. Whenever the matter requires action sooner than can be accomplished by mail, the National Auxiliary President may secure the votes of the Board of Directors by telephone. Affirmation of each vote shall follow by mail.

- g. Compensation: Members of the National Auxiliary Board of Directors shall not receive any compensation for their services. However, they may be reimbursed for necessary expenses incurred in the performance of National Auxiliary business.

9. Dress Code:

a. Current National Auxiliary Board of Directors:

- (1) The official uniform for the BOD shall be the red blazer, white blouse, red TREA Auxiliary cap (optional); black TREA Auxiliary bow tie, and black slacks or skirt. The red blazer is to be worn only by current National Auxiliary Board of Directors on official business or at the discretion of the National Auxiliary President. The TREA Auxiliary President shall wear the white TREA Auxiliary cap.
- (2) At informal affairs or some business meetings, or as directed by the TREA National Auxiliary President, BOD members may wear the white TREA windbreaker, red or white blouse, black TREA Auxiliary bow tie (optional), TREA Auxiliary cap (optional), and black slacks or skirt.
- (3) Appropriate office held and name identification shall also be worn when representing TREA National Auxiliary.

- b. Auxiliary Past National Presidents: Auxiliary Past National Presidents are authorized to wear a white blazer, which can be purchased locally with the expense borne by the National Auxiliary. At time of purchase, the APNP should submit TREA Auxiliary Form 7, Auxiliary Claim for Expense, so that reimbursement can be made.

- c. Optional Attire: The white TREA windbreaker and the black TREA auxiliary bow tie may be worn as part of the official uniform or as prescribed by each chapter auxiliary's dress code or uniform.

Ratified: July 1986 at the National Convention held in Jacksonville, Florida
Amended: July 1988; July 1989; July 1990; September 1992; September 1993;
September 1994; September 1996; September 1997; September 1998;
September 2000; August 2003; September 2004; September 2006;
September 2008

STANDING RULE #3 - APPOINTED NATIONAL AUXILIARY OFFICERS

1. Secretary: The National Auxiliary President shall appoint a Secretary with the approval of the Board of Directors. The Secretary shall serve as both corresponding and recording secretary for the assembly and for the Board of Directors. This position is a non-voting position on the National Auxiliary Board of Directors. The Secretary is required to have all the minutes completed no later than 31 December of the year of the Convention, with distribution to the BOD and APNPC members immediately upon completion. Convention minutes are to be sent to the Auxiliary Chapters after confirmation of new officers have been completed, preferably by 1 February of the following year.
2. Parliamentarian:
 - a. A Parliamentarian shall be appointed and contracted by the National Auxiliary President to serve with the National Board in its meetings at the National Conventions by any of the two following methods: 1) select from the Registry of Parliamentarians in the city where the convention is held. This person shall have been provided a copy of the National Auxiliary Bylaws and Standing Rules 60 days prior to the convention; or 2) select a provenly qualified parliamentarian (one who has served on the TREA Auxiliary National Board, or in a local TREA Auxiliary Chapter). This person shall be a non-voting member of the National Auxiliary Board of Directors. However, when this person has been chosen as a delegate from her chapter, she may serve as a non-voting member of the Board of Directors, but shall vote as a delegate from her chapter with her chapter.
 - b. Compensation and Extent of Character of the Position: The appointed and contracted Parliamentarian would have paid her/his own expenses to the National Convention. The National Auxiliary shall pay \$100 per meeting session, with a maximum of \$300 during the Convention session. That person shall also join the National Auxiliary in luncheons and Auxiliary activities as a member of the National Board, which shall require the National Auxiliary to purchase the delegate packet which includes all activities. An **exception** could occur if the Parliamentarian is also a delegate from her Auxiliary and the registration fee is paid by the Auxiliary Chapter she will be representing.
 - c. The primary duty of the Parliamentarian is to advise the National Auxiliary President and Board of Directors in the conduct of business meetings of the National Auxiliary during the convention. This person may be called upon for clarification of an item that occurred during the meetings over which she/he presided..
 - d. If the Parliamentarian is a National Auxiliary member, she/he shall be a non-voting member of the Bylaws and Rules Committee, Membership (Chapter Charter) Committee, and other standing or special committees requiring her/his expertise as directed by the President.
 - e. The Parliamentarian of each local chapter shall assist their auxiliary chapters in the formulation and revision of Bylaws. If there are questions that cannot be answered at the local level, they may be forwarded to the National Auxiliary Bylaws and Standing Rules Committee for further evaluation and review.
 - f. The appointed and contracted Parliamentarian may be requested to review all revisions and amendments and make recommendations to the National Auxiliary Board of Directors, as required at the National Convention.
 - g. The appointed and contracted Parliamentarian, with the consent of the National President and Chairperson of the Bylaws and Rules Committee, shall be authorized to make corrections in composition, grammar, punctuation, cross-references, and such other technical and conforming changes as may be necessary to reflect the intent of the assembly as long as the meaning itself is not changed. Adopted amendments to the Bylaws shall constitute full authority to make appropriated changes to the standing rules to eliminate conflicting guidance and ensure conformity of these publications.

3. Immediate Auxiliary Past National President: The Immediate Past National President shall serve as an advisor and counselor to the Auxiliary President and the National Auxiliary Board of Directors.

Ratified: July 1986 at the National Convention held in Jacksonville, Florida
Amended: July 1988; July 1989; July 1990; September 1993; September 1996;
September 1997; September 1998; August 2003; September 2004;
September 2006; September 2007

STANDING RULE #4 - AUXILIARY PAST NATIONAL PRESIDENTS COUNCIL

1. General: The Auxiliary Past National Presidents shall serve as an advisory council whom the National Auxiliary and Board of Directors may consult for advice.
2. Chairperson: The Immediate Auxiliary Past National President shall serve as the Chairperson of the Auxiliary Past National Presidents Council (APNPC).
3. Voting Rights: The Auxiliary Past National Presidents Council shall be authorized one (1) vote for each Past National President who attends the National Convention as an APNPC delegate and who is a member of the Auxiliary Past National Presidents Council, but no more votes than the smallest chapter in attendance. Proxy votes are allowed for no more votes than the smaller chapters are allowed, and only when exercised in accordance with Standing Rule 7, Paragraph 4.g.
4. Loss of Voting Rights: If an Auxiliary Past National President is also a delegate from her Chapter Auxiliary, she must relinquish her vote as an Auxiliary Past National President and vote only as a Chapter Auxiliary delegate.
5. Compensation: Members of the Auxiliary Past National Presidents Council shall not be compensated for their services. However, they may be reimbursed for incidental and necessary expenses incurred in the performance of official National Auxiliary business. The National Auxiliary shall pay for the packet of those Auxiliary Past National Presidents who attend the National Auxiliary Convention in that capacity only.

Ratified: July 1988 at the National Convention held in Rapid City, South Dakota
Amended: July 1990; September 1997; September 1998; September 2000; September 2006;
September 2007; September 2008

STANDING RULE #5 - STANDING AND SPECIAL COMMITTEES

1. Appointment of Committees:
 - a. The National Auxiliary President shall appoint a Board member as the Chairperson of each of the Standing Committees.
 - b. The Chairperson of each Standing Committee must name a Vice-Chairperson from among the membership of that committee.
 - c. TREA Auxiliary Form 100-14A, Roster of National Auxiliary Committees, shall be made out by the Chairperson and forwarded to the National Auxiliary President (or) National Auxiliary Secretary, as instructed by specific correspondence.

2. Functions of Standing Committees:
 - a. Bylaws and Rules Committee: It shall be the duty of this committee to review recommended changes to the National Auxiliary bylaws and standing rules and draft the necessary amendments to be forwarded to the National Auxiliary Board of Directors for review and presentation to the general membership at the National Convention.
 - b. Scholarship Committee: It shall be the duty of this committee to raise funds for and administer the National Auxiliary scholarship program in accordance with the policies and procedures established by the Board of Directors.
 - c. Finance Committee: It shall be the duty of this committee to advise on all matters concerning the administration and financial affairs of National Auxiliary. The Committee shall review the budget and make suggestions to the National Board of Directors on the allocation of National Auxiliary funds. The Committee shall oversee the procurement of high cost items of equipment, services and supplies. The Committee shall perform other duties as prescribed by the President. In addition to the Treasurer being the Chairman of the Committee, voting members shall be the current Vice President, the Board member who is serving as the Chairman of the WEF Program, the Auxiliary Past National President, and two Auxiliary members in good standing. The current National Auxiliary President shall act as an advisor to the Committee.
 - d. Membership/Credentials Committee: It shall be the duty of this committee to promote membership in National Auxiliary and advise the National Auxiliary Board of Directors on policy matters pertaining to the membership, recruiting and retention of members and aid in establishing programs favorable to expanding growth of the National Auxiliary. It shall also be the duty of this committee to verify membership in the Auxiliary and to make recommendations to the National Auxiliary Board of Directors as to the eligibility of each delegate for election and right to participate in debates. It shall verify chapter auxiliary strength as provided in the bylaws. It shall be available to the auxiliary chapter delegates at the Annual National Convention after the introductory addresses and prior to the enactment of any business. The committee shall perform such other duties as directed by the National Auxiliary President.
 - e. Public Relations Committee: It shall be the duty of this committee to formulate and implement public and community relations programs. This committee shall oversee the National Auxiliary newsletter and/or magazine and perform such other duties as prescribed by the National Auxiliary President.

- f. Legislative: It shall be the duty of this committee to advise the National Auxiliary Board of Directors and Auxiliary Chapter Presidents on the parent association's reaction and/or stand on legislative matters pertinent to TREA members.
 - g. Nominating Committee: A Nominating Committee Chairman shall be appointed by the National Auxiliary President at the time the Parliamentarian and Secretary are appointed. Selection shall be made from the National Auxiliary Board of Directors. The Chairman shall select at least two members to establish a committee. The committee shall attempt to have at least two (2) candidates for each office for which there is a vacancy. The Chairman must be familiar with Standing Rule #2, particularly Paragraph 3.
3. Committee Reports: All committees shall submit a report on their activities and any recommendations at each annual session and to the National Auxiliary Board of Directors at such time as the Board may direct. TREA Auxiliary Form 100-12A, Auxiliary National Committee Report, shall be used for this purpose.
 4. Quorum: A majority of the voting members of a committee shall constitute a quorum.
 5. Rules of Order: Committee meetings shall be conducted in a business-like manner without undue reliance on formal parliamentary procedures.
 6. Compensation: Members appointed or assigned to National Auxiliary Committees shall not be compensated for their services. However, they may be reimbursed for incidental and necessary expenses incurred in the performance of official National Auxiliary business.
 7. Special Committees, Ad Hoc or Task Forces: The National Auxiliary President is authorized to establish special committees, ad hoc groups or task forces when appropriate in order to accomplish a given task which cannot be accomplished by established Standing Committees.
 8. Committee Budgets: All Committee Chairpersons shall annually prepare and submit TREA Auxiliary Form 100-13A, Auxiliary Budget Request Form, to the National Auxiliary Treasurer by 15 May of each year, **or** as instructed by the National Auxiliary Treasurer. The previous year expenses as well as the current year objectives must be considered in preparing said budget.

Ratified: July 1986 at the National Convention in Jacksonville, Florida
Amended: July 1989; July 1990; September 1995; September 1996; September 1998;
September 2000; September 2006; September 2007; September 2009

STANDING RULE #6 - MEMBERSHIP

1. Application for Membership:
 - a. Membership through Chapter Auxiliaries: Applicants for membership ascertained and accepted by chapter auxiliaries shall become by that very fact, members of National Auxiliary. The membership chairperson or treasurer of the chapter auxiliary shall submit Auxiliary Form 100-10A, Auxiliary Membership Dues Transmittal, and remit dues to TREA National Auxiliary.
 - b. Members-at-Large (MALs): Applicants for membership not associated with a chapter auxiliary shall submit and sign a form provided by the National Auxiliary or its designee. Membership shall be effective upon approval of National Auxiliary, or its designee, and receipt of dues.
2. Removal for Cause (except for non-payment of dues): Members of any classification may be removed from membership by the National Auxiliary Board of Directors by two-thirds (2/3) vote. Upon receipt of any written allegations and request for removal against any member of National Auxiliary, the matter will be referred by National Auxiliary Headquarters to an appropriate committee for investigation and submission of a written report with the recommendations to the National Auxiliary Board of Directors. An accused member may submit her/his defense in writing or in person and may be represented at a hearing by counsel of her/his choice. No person whose membership is so terminated shall be entitled to any benefits of membership.
3. Removal for Non-Payment of Dues: If the dues of any member remain unpaid at the expiration of ninety (90) days from the time when such dues are due and payable, the membership of said member shall be terminated by the National Auxiliary Board of Directors, or its designee. No person whose membership is so terminated shall be entitled to any benefits of membership thereafter unless reinstated.
4. Reinstatement: A former member, desiring a continuous membership record, may be reinstated on showing proof of qualifications and payment of all dues in arrears. If, however, a continuous membership record is not desired, the member may be reinstated as a new member on showing proof of qualifications and paying the current year's dues. Upon reinstatement, a member may re-apply for all benefits of membership, except those automatically provided.
5. Membership Dues: Dues for all classes of membership shall be established by the National Auxiliary Board of Directors and ratified by the delegates at the Annual Session. Annual membership dues are currently fifteen (15) dollars.
6. Refund of Dues: Upon removal of a member from National Auxiliary, whether for cause or resignation, no dues shall be refunded.
7. Transfer From Another Chapter Auxiliary: If a member transfers from one chapter auxiliary to another, Auxiliary Form 100-8A, Change of Address/Auxiliary Chapter Assignment, must be filled out and signed by the transferee. The membership chairman of the receiving chapter auxiliary must remit this form to TREA National Auxiliary. This transfer must be in accordance with the bylaws of the receiving chapter auxiliary.

Ratified: July 1986 at the National Convention held in Jacksonville, Florida

Amended: July 1989; July 1990; September 1998; September 2000; August 2002

STANDING RULE #7 - ANNUAL NATIONAL CONVENTIONS AND SPECIAL SESSIONS

1. Introduction: The assembled delegates (provided a quorum is present) under the chairmanship of the National Auxiliary President shall be the governing body of the National Auxiliary upon convening of the Convention and until final adjournment. The Annual General Sessions of TREA National Auxiliary are convened in conjunction with the National Convention for the purpose of conducting the official business of TREA National Auxiliary and the election of officers.
2. Management of Annual National Convention: TREA National Headquarters shall manage and finance the Annual National Convention. If an active chapter is located in the vicinity of the convention site, the chapter auxiliary may be requested to assist in the planning and conduct of the Convention. The National Auxiliary President shall prepare and submit to the National Auxiliary Board of Directors (at least six (6) months in advance of the Convention) a proposed Convention Plan for the forthcoming Annual Convention.
3. Special Sessions:
 - a. Special: A special session of the general membership can be called by the National Auxiliary President or by a majority vote of the National Auxiliary Board of Directors.
 - b. Notice: The official notice of each session shall be mailed to all auxiliary chapters and members-at-large (via Newsletter) at least twenty (20) but no more than ninety (90) days before the session and, in the event of a special session, the reason for the subject(s) to be discussed.
 - c. Quorum: A majority of the registered and accredited delegates shall constitute a quorum.
4. Delegates to the Annual Convention: Delegates to the Annual Session (National Convention) or Special Session shall be determined as follows:
 - a. Election of Delegates: Delegates shall be elected by the chapter auxiliary membership at either a regular or special meeting. A **minimum** of six (6) delegates, **or combination of delegate and proxy votes**, per chapter auxiliary shall be authorized, **with** one (1) additional delegate for each twenty-five (25) members, or fraction thereof, **exceeding** one hundred fifty (150) members and up to five hundred (500) members. Additionally, one delegate, **or proxy vote**, shall be authorized for each one hundred (100) members, or fraction thereof, **exceeding** five hundred (500) members. The number of delegates shall be determined by Auxiliary dues paid to and entered on the records of TREA National Auxiliary Headquarters as of March 31, or to coincide with TREA's cut off date, of the year of the Annual Session, or the end of the month prior to the date of a Special Session. Voting at the National Convention shall be one (1) vote for each auxiliary chapter delegate present. See subparagraph g. below for proxy votes. Other votes shall be determined as outlined in Standing Rules #2, #4, and #13.
 - b. Chief Delegate: The auxiliary chapter President shall normally be the Chief Delegate. However, if she/he is unable to attend the convention or does not desire to be the Chief Delegate, chapter auxiliary membership shall elect one from among the other elected delegates.
 - c. Accreditation of Delegates: Each Chief Delegate to the Annual National Convention must be in possession of a properly prepared TREA Auxiliary Form 100-2A, Accreditation of Auxiliary Chapter Delegates. This form, and any proxy forms, TREA Auxiliary Form 100-1A, Auxiliary National Convention Proxy, in her/his possession must be presented by the delegate to the National Auxiliary Credentials Committee immediately following registration. The credentials of the delegates must be presented to the Credentials Committee at the convention site prior to the close of the Registration Desk. The Credentials Committee may accept credentials presented at a later time if extenuating circumstances prevail. To attend the National Convention as an Auxiliary delegate, a

member-at-large must follow the procedure of auxiliary chapter delegates and possess a properly prepared TREA Auxiliary Form 100-2A.

- d. Roster of Delegates: The National Auxiliary Credentials Committee shall prepare a roster of delegates and present it to the National Auxiliary President.
 - e. Membership Lists: The National Auxiliary Credentials Committee shall utilize the most current alphabetical roster of National Auxiliary members (normally as of the end of August) for accreditation purposes.
 - f. Attendance: Business meetings of the Annual National Convention are public sessions except when otherwise mandated by the delegates. Delegates shall attend each general session at the National Convention, unless the delegate has been excused by the Chief Delegate of The Chapter Auxiliary she/he is representing. Delegates-at-large shall notify the Credentials Committee Chairman should an emergency arise to prevent attendance at any particular session. Roll call shall be taken at all meetings and such roll calls made a part of the convention minutes.
 - g. Proxies: If an elected delegate is unable to attend the convention, she/he may assign her/his vote to another delegate of her/his chapter auxiliary by completing TREA Auxiliary Form 100-1A, Auxiliary National Convention Proxy. A proxy is actually a power of attorney which entitles the holder to vote for the assignor. The assignor may instruct the proxy holder on how her/his vote is to be used. In the event a delegate in attendance at the convention becomes ill or must leave the convention because of unavoidable circumstances, she/he may transfer her/his vote by proxy to another delegate from her/his chapter auxiliary. Additionally, if a delegate is carrying one or more proxy votes at the time that her/his vote is transferred by proxy to another delegate from her/his chapter auxiliary, the proxy vote(s) may also be transferred to another delegate from her/his chapter auxiliary. If necessary, the chief delegate or alternate chief delegate from the auxiliary chapter will be authorized to make the call as to who will take the new or transferred proxy vote. Authorization for proxy votes and casting of same shall be in accordance with Bylaws Article VIII, Section 3.
5. Presiding Officer: The National Auxiliary President (or Vice President) shall preside at all business meetings of the assembly. If the National Auxiliary President vacates the chair during such meetings, the Vice President shall assume the chairmanship. If the Vice President is not present, the President shall appoint another member of the National Auxiliary Board of Directors as chairman. The appointment of "temporary chairman" terminates when the National Auxiliary President returns to the chair.
- a. Duties of the Presiding Officer:
 - (1) Preserve order. She/he may appoint a Sergeant-At-Arms and other members to assist her/him in doing so. All doors shall be closed before business convenes and the Sergeant-At-Arms shall clear persons desiring to leave or enter during business meetings.
 - (2) Require that Rules of Order be followed.
 - (3) Decide questions of order and procedure.
 - b. Order of Business: Having called the meeting to order, the Presiding Officer of the National Auxiliary Annual Session shall follow the order of business as listed below:
 - (1) Invocation
 - (2) Pledge of Allegiance
 - (3) Report of Credentials Committee
 - (4) Roll Call to Determine Quorum

- (5) Adoption of Convention Rules of Order and Agenda
- (6) Reports of Board of Directors
- (7) Reports of Standing Committees
- (8) Reports of Special Committees
- (9) Auxiliary Chapter Reports
- (10) Special Orders, including Election of Officers
- (11) Unfinished Business and General Orders
- (12) New Business
- (13) Closing Prayer
- (14) Adjournment

Note: The above order of procedure prescribes only the sequence of business, not the time allotted to each item, nor must the assembly stay in continuous session to complete all of the program. Any item on the agenda may be suspended or changed by a two-thirds (2/3) vote of the delegates or by general consent.

6. Decorum, Privileges, and Time Limitation:

- a. When a delegate desires the privilege of the floor, she/he shall rise, face the chair as Madam/Mr. President (or Madam/Mr. Chairman), and when recognized, take her/his place at the microphone, and state her/his name and the name and number of her/his chapter auxiliary or her/his status as a delegate-at-large.
- b. A delegate granted the privilege of the floor shall address the chair and limit her/his remarks to the pertinent question. In speaking, she/he shall discuss the issues in a calm, dignified, and logical manner, and shall endeavor to avoid personalities whenever possible. If called to order by the chair, she/he must stop and wait until permission to proceed further is given by the chair.
- c. Business coming before the convention is primarily the concern of duly accredited chapter auxiliary delegates. However, the National Auxiliary President, at her/his discretion, may grant the National Board of Directors, Auxiliary Past National Presidents, and other key individuals who are not delegates, the privilege of the floor. The privilege of vote shall be granted to delegates and to others who may be granted the privilege in specific Standing Rules.
- d. Unless specifically authorized, no person may speak more than once on the same question except the maker of the motion who may introduce and close the discussion on the question. However, National Auxiliary committee chairpersons are specifically authorized to speak more than once on matters pertaining to the committee's report. After being recognized, a person may not speak more than three (3) minutes at one time on a question. This limitation does not apply to a person presenting a report with recommendations, although she/he should endeavor to do so in no more than five (5) minutes. In this respect, unless the chair otherwise directs, written reports shall not be read orally. Time limits may be extended or decreased, for good cause, at the discretion of the chair.

7. Voting:

- a. Voting shall be by voice vote. When the chair is in doubt, she/he may call for a show of hands or ask the delegates to rise.
- b. All proposals adopted by the convention shall become effective immediately upon adjournment unless otherwise specified by the convention delegates.
- c. A motion to commit, re-commit, postpone indefinitely, postpone to a certain time, lay on the table, take from the table, reconsider, or rescind, shall require a second.

- d. A roll call vote shall be held only if a voice or similar vote is determined by the chair to be in doubt. Except for election of officers, roll call voting of auxiliary chapter delegates shall be in accordance with the numerical sequence of the auxiliary chapter's number. The votes of the delegates-at-large shall be cast alternately before and after the call of the auxiliary chapters. The sequence of votes of the delegates-at-large shall be in accordance with the sequence of accreditation as determined by the Credentials Committee.
 - e. On a roll call vote, the Chief Delegate (or acting Chief Delegate) of the auxiliary chapter or delegate-at-large shall rise, face the chair, announce her/his name, state the vote of the auxiliary chapter or unit represented, and remain standing until the chair confirms, recording the auxiliary chapter number and vote by repeating same.
8. Election Procedures:
- a. Voting shall be by secret ballot of the auxiliary chapter delegates (as authorized herein), delegates-at-large (as authorized in S.R. #13, Paragraph 5), Auxiliary Past National Presidents (as authorized in S.R. #4, Paragraph 3), elected officers of the National Auxiliary Board of Directors and the immediate Auxiliary Past National President (as authorized in S.R. #2, Paragraph 1).
 - b. The Chief Delegate of each auxiliary chapter shall forward the ballots to the tellers who shall then tally the votes.
 - c. Prior to the vote, the chairman of the Nominating Committee shall announce the name of the office for which a vacancy exists (i.e., the office of President, Directors, etc.). She/he shall then report to the delegation the names of nominees from that office as submitted and approved by the Nominating Committee. The chair shall then open the floor for nominations for that office. The chair shall call for additional nominations three (3) times from the floor prior to closing nominations for each office. Nominations from the floor shall be closed upon motion, properly seconded and approved by voice vote. Once nominations have been closed they may not be reopened at a later time during the convention.
 - d. Candidates for the office of president may have their names formally entered into nomination by a five (5) minute speech and a three (3) minute seconding speech. Demonstrations, not to exceed five (5) minutes, shall be allowed to follow the nominating speech.
 - e. Nominating speech for the vice president shall be limited to one (1) three (3) minute speech and one (1) two (2) minute speech seconding. Demonstrations shall not be allowed.
 - f. Upon conclusion of balloting for each office, the non-elected candidates shall be afforded the opportunity to address the convention.
 - g. Following the close of nominations for each office, the chair shall announce that balloting will proceed. The teller shall announce the number of votes allowed.

- h. If a candidate fails to be elected for the office to which she/he was nominated, she/he may be nominated from the floor for any other office, at such time as nominations are open for that office.
 - i. If a member of the National Auxiliary Board is nominated and elected to an office other than the one she/he holds, such election shall automatically terminate the unexpired term of the held office. In such event, the delegation shall proceed to elect a successor to serve the unexpired term of the other office.
 - j. All officers, elected and appointed, shall be installed at the convention. Prior to installation, the president-elect shall call a special meeting of the Board (if necessary) to secure the Board's approval of appointed officers.
9. Duties of the Auxiliary Past National Presidents:
- a. Administration of the National Auxiliary Awards Program in accordance with S.R. #12.
 - b. Perform other convention duties as assigned by the National Auxiliary President.

Amended: July 1989; July 1990; September 1992; September 1993; September 1995; September 1998; September 2000; August 2002; August 2003; September 2004; September 2006; September 2008

STANDING RULE #8 - OFFICIAL CORRESPONDENCE

1. General: Copies of all official National Auxiliary correspondence shall be made available to all members of National Auxiliary. Copies of specific correspondence shall be furnished upon request.
2. Distribution: Copies of official correspondence shall be furnished to all members of the National Auxiliary Board of Directors, Auxiliary Chapter Presidents, and to members of the Auxiliary Past National Presidents Council, as applicable.
3. Official Correspondence: Proposals for Bylaw and Rules changes must be submitted to the National Auxiliary Bylaws Committee using TREA Auxiliary Form 100-6A, Auxiliary Bylaws and Standing Rules Proposed Amendments - Submittal Form. It must be submitted at least forty-five (45) days prior to the scheduled Midterm Conference.

Ratified: July 1985 at the National Convention held in Colorado Springs, Colorado
Amended: July 1990; September 1993; September 1998

STANDING RULE #9 - PUBLICATIONS

1. National Auxiliary Bylaws: The National Auxiliary Bylaws is the basic governing document of National Auxiliary. This document shall be amended only by a two-thirds (2/3) vote of the delegates attending the Annual National Convention.
2. Standing Rules: Standing Rules are issued by the National Auxiliary Board of Directors to promulgate policies necessary to the orderly and effective administration of the National Auxiliary.
3. Distribution: The National Auxiliary Bylaws and Standing Rules Chairman shall distribute two copies of the National Auxiliary Bylaws, Standing Rules, and changes or amendments thereto to TREA Headquarters, with one copy to each Auxiliary Chapter and member of the Auxiliary Past National Presidents Council, upon adoption by the General Membership. It shall be the Auxiliary Chapter's responsibility to recopy and distribute the same to its membership as needed.
4. The **Voicette**: This is the official news document of TREA National Auxiliary and shall be published and distributed to the membership and other interested persons as determined by the Board of Directors. Official notices, such as meetings, convention dates, etc. shall be published in the **Voicette** and shall constitute official notification to the membership as required by TREA National Auxiliary Bylaws. Should the **Voicette** not be in publication for any reason, as determined by the Board of Directors, all official information will be included in **The Voice**, under the "Auxiliary News" Section.

Ratified: July 1985 at the National Convention held in Colorado Springs, Colorado
Amended: July 1989; July 1990; September 1998; September 2000

STANDING RULE #10 - ACCOUNTING AND FINANCE

1. National Auxiliary Fiscal Year: The National Auxiliary fiscal year shall be from January 1st through December 31st (calendar year).
2. Bonding: The National Auxiliary Treasurer shall obtain a trust and surety bond for herself and for each person designated by the National Auxiliary Board of Directors. The payment for such bonds shall be made by the National Auxiliary.
3. Authority to Incur Expenses: The National Auxiliary Board of Directors shall formulate and administer National Auxiliary policy respective to authorized expenditures for reimbursement. The National Auxiliary Treasurer shall pay only authorized expenditures that are within the budget appropriations and financial ceilings prescribed by the National Auxiliary Board of Directors.
4. Travel and Per Diem:
 - a. National Auxiliary shall ordinarily reimburse members of the National Auxiliary Board of Directors performing official business for National Auxiliary as funds are available and as needed for the cost of common carrier or reimbursement for mileage not to exceed IRS standard rate for volunteers, including tolls when privately owned vehicles are used, except for local travel less than 25 miles. However, the least expensive means of transportation should be employed whenever practicable.
 - (1) When use of a privately owned vehicle is for the individual's convenience and is more expensive than regular economy coach air fare, the reimbursement shall be based on the air fare rather than the mileage. Travel by National Auxiliary Board members shall be approved by the National Auxiliary President.
 - (2) When a Board member travels in one privately owned vehicle with another Board member in the same vehicle, only one person shall be reimbursed as per Paragraph 4a above. When an Auxiliary Board member travels in the same vehicle with a spouse who is reimbursed for mileage travel by TREA, the Auxiliary Board member shall not be, again, reimbursed for mileage by the National Auxiliary.
 - (3) When two Board members share a room at a National Convention, or any other business where the business of the National Auxiliary is the main purpose of the lodging, only one room rate shall be paid.
 - b. Members of the National Auxiliary Board of Directors shall be reimbursed for a round-trip to and from the National Convention site, and for lodging and meals in accordance with the provisions outlined in paragraphs 4a and 4c. Those officers elected, appointed or installed at the National Convention shall be reimbursed for meals and lodging subsequent to the Convention in order to attend the Post Convention National Auxiliary Board of Directors meeting.
 - c. National Auxiliary, with the approval of the National President, shall reimburse members of the National Auxiliary Board of Directors and the two appointed officials performing official business for National Auxiliary for necessary and reasonable costs of meals, miscellaneous expenses and billeting at the meeting site, during that period of time away from domicile. Reimbursement for personal meals will not exceed \$50.00 per day at the following rates when destination exceeds 40 miles from domicile or place of business: Breakfast - \$10.00, Lunch \$15.00, and Dinner \$25.00. A traveler departing her/his domicile before 9:00 A.M., and/or returning after 4:00 P.M., will be paid for both breakfast and dinner at the rates shown above.

5. Books And Records: All books and records of National Auxiliary may be inspected by any member of the National Auxiliary Board of Directors, National Auxiliary Committees and/or any member of National Auxiliary (on application to the National Auxiliary Board of Directors), for any purpose at any reasonable time.

Ratified: July 1986 at the National Convention held in Jacksonville, Florida
Amended: July 1989; July 1990; September 1995; September 2001; August 2002;
September 2004

STANDING RULE #11 - DECEASED MEMBERS

Deceased member, National Auxiliary responsibilities.

1. **Notification:** Any member learning of the death of a National Auxiliary Member shall immediately notify the National Auxiliary President and/or Chaplain, who in turn shall contact the remainder of the National Auxiliary Board members who were not notified.
2. **Chaplain:** Upon notification of the death of a National Auxiliary Member, the Chaplain shall initiate these actions as follows:
 - a. Flowers (not to exceed \$75.00), or a \$75.00 memorial contribution, for a deceased member if the member is a Past President of the National Auxiliary, a current member of the National Auxiliary Board of Directors, or a current Auxiliary Chapter President.
 - b. To all other members of the National Auxiliary a card of condolence to the family of the deceased.
 - c. The Chaplain of TREA National Auxiliary shall contact all Auxiliary Chapter Chaplains for names of any deceased members, so that a Memorial Service may be held at the next Convention.
 - d. Upon the notification of the death of a spouse, a \$50.00 memorial contribution shall be sent to a National Auxiliary Board Member or an Auxiliary Past National Presidents Council (APNPC) member.
 - e. Special memorials may be given at the discretion of the National Auxiliary President and/or the Board of Directors.

Ratified: 1987 National Convention

Amended: July 1990; September 1993; September 1996; September 2006

STANDING RULE #12 - TREA AUXILIARY AWARDS PROGRAM

1. Administration of the National Auxiliary Awards Program: The Auxiliary Past National Presidents Council shall be responsible for the administration of the National Auxiliary Awards Program.
2. Authorized National Auxiliary Awards: National Auxiliary Outstanding Chapter of the Year Awards shall be granted for overall chapter auxiliary management, community relations, public relations projects, social programs, and percentage of growth between annual national conventions. All National Auxiliary Chapters are eligible for these awards. (Categories to be determined by the Auxiliary PNPC according to size of membership each year.)
3. Recommendation for An Award: Recommendations for awards shall be submitted to the Auxiliary PNPC for consideration a minimum of sixty (60) days prior to the scheduled presentation date. TREA Auxiliary Form 100-5A, Annual Auxiliary Chapter Report, shall be used for making recommendations. A check mark shall be placed in the proper category area. Specific instructions for award categories, including possibility of recognition of outstanding achievements by individuals, shall be given to Auxiliary Chapters by the Auxiliary PNPC Chairman by letter approximately 120 days prior to the scheduled presentation date. Reminder that when this form is used for this purpose, it does not take the place of the Annual Chapter Report which is sent at the call of the TREA National Auxiliary President or Secretary for inclusion in the convention packet (See S.R. #14, Paragraph 6.a.)
4. Presentation of Awards: The Outstanding Chapter Awards shall be presented by the Auxiliary PNPC.
5. Presentation Ceremonies: Ceremonies may range from formal presentations at National Conventions, Auxiliary Chapter meetings, or other similar functions or at a small office ceremony at which the citation is read and the award presented to the recipient.
6. National Auxiliary Role of Honor: A National Auxiliary roll of honor shall be maintained by the Auxiliary Past National Presidents Council and shall consist of deceased members of the National Auxiliary Board of Directors and outstanding Auxiliary Chapter Presidents.
7. Gift for National Auxiliary President: The Vice President or another member of the Board shall be authorized to purchase a gift each year (not to exceed \$100.00) for the National Auxiliary President.

Ratified: 1987 National Convention

Amended: July 1990; September 1996; September 1998; September 2000; August 2002;
August 2003

STANDING RULE #13 - MEMBERS-AT-LARGE (MALs)

1. General: National Auxiliary members, as defined in the Bylaws, Article III, MEMBERSHIP, Sections 1 (Regular and Associate) and 2 (Active Military), shall be designated as members-at-large (MALs).
2. Assignment: Members-at-large are encouraged to join a Chapter Auxiliary. To transfer to a Chapter Auxiliary, the member-at-large must fill out and sign TREA Auxiliary Form 100-8A, Change of Address/Auxiliary Chapter Assignment, which can be secured from National Auxiliary Headquarters. The membership chairman of the receiving Chapter Auxiliary must remit this signed form to TREA Auxiliary.
3. Rights: National Auxiliary members-at-large shall have all the rights exercised by those with the same membership classification assigned to a Chapter Auxiliary. Participation in Chapter Auxiliary activities by members-at-large shall be at the discretion of each Chapter Auxiliary concerned.
4. National Convention: Members-at-large may attend National Auxiliary Conventions. The National Auxiliary encourages attendance and participation by all members-at-large.
5. Delegate Status and Voting Rights: Any member-at-large attending a TREA Auxiliary National Convention as a Delegate shall be entitled to cast one vote and may carry as many proxy votes as the smaller chapters are allowed, and only when exercised in accordance with SR 7, Paragraph 4.g.
 - a. The Credentials Committee shall verify the accreditation of a member-at-large as a delegate-at-large to the National Auxiliary Convention.
 - b. Registration fees and other requirements expected of duly elected delegates must be fulfilled.
6. Expenses: Expenses incurred by members-at-large, to, from, and at National Conventions shall be the responsibility of the member-at-large.

Amended: July 1989; July 1990; September 1998; September 2000; August 2003;
September 2007; September 2008

STANDING RULE #14 - AUXILIARY CHAPTERS

1. Service: National Auxiliary shall strive to give effective service to its Auxiliary Chapters.
2. Eligibility: TREA Chapters that wish to form an Auxiliary to that Chapter may request an organizational kit from the National Auxiliary Chapter Charter Chairman..
3. Organizational Kit: The organizational kit shall contain the following:
 - a. "Guide To Organizing A Chapter Auxiliary" (to include all necessary forms for organizing an auxiliary)
 - b. Auxiliary Handbook
 - c. National Auxiliary Bylaws and Standing Rules
 - d. Fundraising Ideas
 - e. Unsigned copy of affiliation agreement between TREA National Auxiliary and Auxiliary Chapter.
 - f. Explanation of the Scholarship Program, WEF/Benevolent Program, and TREA Memorial Foundation.
 - g. Auxiliary Membership Applications and Auxiliary Chapter Assignment forms
 - h. Copies of the current **Voicette** (if in publication) and **The Voice** (when Auxiliary News is included on a regular basis).
 - i. Roster of the National Auxiliary Board of Directors, including addresses and telephone numbers
4. Assistance: After the petition (TREA Auxiliary Form 100-9A) for a Chapter Auxiliary has been approved by the TREA National Auxiliary President and officers of the new Auxiliary have been installed, and the affiliation agreement between TREA National Auxiliary and the Chapter Auxiliary has been signed, the National Auxiliary shall grant the newly organized Chapter Auxiliary the following:
 - a. Three hundred dollars (\$300.00)
 - b. Auxiliary Banner. The Chapter Auxiliary shall pay for any additional lettering.
 - c. Five hundred dollars (\$500.00), plus Convention packet, to assist the Chapter Auxiliary President, or representative, with expenses to attend the National Convention, providing funds are available.
 - d. Annually, the National Auxiliary shall send one delegate from an Auxiliary Chapter on a **one time basis** to the National Convention, with all expenses paid, providing funds are available, and after verification and evaluation of the Auxiliary Chapter's current income statement. TREA Form 100-11A, Financial Statement For Small Chapter Auxiliaries, will be used for this purpose. This process shall be the responsibility of the Auxiliary PNPC, and coordinated through the National Auxiliary Finance Committee. Specific instructions shall be given to Auxiliary Chapters by the Auxiliary PNPC Chairman by letter approximately 120 days prior to the National Convention. Auxiliary Chapters wishing to be considered must respond sixty (60) days prior to the National Convention.

5. Bylaws and Standing Rules: Any Chapter Auxiliary that adopts or revises its bylaws shall submit same to National Auxiliary Headquarters for review and approval for compliance by National Auxiliary Bylaws and Rules Committee. TREA Form A100-101 shall be used for this purpose. Copies of Chapter Auxiliary adopted or revised bylaws shall be kept on file at National Auxiliary Headquarters.

6. Chapter Auxiliary Reporting Requirements: TREA National Auxiliary provides a limited amount of financial assistance to its auxiliary chapters to enable them to support the National Auxiliary's aims and objectives and to comply with its reporting and other administrative requirements. Thus, when a chapter auxiliary fails to meet the requirements shown in the following subparagraphs, semi-annual chapter auxiliary rebates may be withheld.
 - a. Signed copy of affiliation agreement between TREA National Auxiliary and the Chapter Auxiliary on file at National Headquarters as well as on file with the Chapter Auxiliary.

 - b. Annual Auxiliary Chapter Report (TREA Auxiliary Form 100-5A). Due on the call of the National Auxiliary President, normally about six weeks preceding the Annual Convention. Report shall be written to show both accomplishments and activities from Convention to Convention, and is included in the Convention packet for review by the delegation.

 - c. Roster of Auxiliary Chapter Officers (TREA Auxiliary Form 100-16A). Due 30 days after installation of new officers, or whenever there is a change in officers during the year.

 - d. Other TREA Auxiliary Forms are identified throughout the Standing Rules and shall be submitted as soon as possible, and no later than 30 days following an action that requires their submission.

7. Dissolution: In the event an Auxiliary Chapter must dissolve, the banner must be returned to TREA Auxiliary Headquarters to hold (in case of reopening) or for 3 years, then destroyed.

Ratified: July 1989 at the National Convention in Alexandria, Virginia
Amended: July 1990; September 1995; September 1996; September 1998; September 2000;
August 2002; August 2003; September 2006; September 2008, September 2009

THE RETIRED ENLISTED ASSOCIATION

NATIONAL AUXILIARY HEADQUARTERS

1111 SOUTH ABILENE COURT
AURORA, COLORADO 80012

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TREA NATIONAL AUXILIARY FORMS LIST

Title	Form Number	Reference(s)
TREA National Auxiliary - Official Approval of Auxiliary Chapter Bylaws and Standing Rules	A100-101-2004	Standing Rule 14
Auxiliary National Convention Proxy	100-1A-2002	Standing Rules 4, 7
Auxiliary Accreditation of Auxiliary Chapter Delegates	100-2A-2002	Standing Rule 7
Resume of Candidate for Elective Office (2 pages)	100-3A-2002	Standing Rule 2
Notification of Death - TREA Auxiliary Member	100-4A-2009	Standing Rule 11
Annual Auxiliary Chapter Report	100-5A-4/98	Standing Rules 12, 14
National Auxiliary Bylaw and Standing Rules Proposed Amendments - Submittal Form	100-6A	Standing Rule 8
Auxiliary Claim for Expense	100-7A	Standing Rule 10
Change of Address/Auxiliary Chapter Assignment	100-8A-2009	Bylaws - Article III Standing Rules 6, 13
Petition for Auxiliary Chapter Charter (2 pages)	100-9A-2009	Standing Rule 14
Auxiliary Membership Dues Transmittal With Instructions (2 pages)	100-10A-2009	Bylaws - Article IV Standing Rule 6
Auxiliary Financial Statement Small Chapter Auxiliaries	100-11A-2002	Standing Rule 14
Auxiliary National Committee Report	100-12A	Standing Rule 5
Auxiliary Budget Request Form	100-13A	Standing Rule 5
Roster of National Auxiliary Committees	100-14A-2002	Standing Rule 5
Application for WEF/Benevolent Assistance included in this	100-15A-2002	WEF/Benevolent Program (Form not package)
Roster of Auxiliary Chapter Officers (2 pages)	100-16A-2002	Standing Rule 14

NOTE: Forms are subject to periodic revision by the National Auxiliary Board of Directors or Committee Chairmen. Revised forms will be distributed when applicable. Normally, specific guidance will be sent through correspondence, along with the applicable form(s). All forms are also available on the TREA website at <http://trea.org>. Scroll down and click on TREA AUXILIARY and TREA AUXILIARY FORMS.

Added as Appendix 1 - Standing Rules September 1997

Revised: September 1998; September 2000; August 2002; December 2002; September 2004;
September 2008; May 2009

UNITED WE STAND