



# **TREA: The ENLISTED Association** *National Auxiliary* **Standing Rules**

Revised SEPTEMBER 2014

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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. This candidate shall have access to a computer, possess the willingness to use the computer, and possess the knowledge of the Internet sufficient to use the e-mail and its properties to effectively communicate with the National Auxiliary Board of Directors and other business constituents (i.e. TREA National Headquarters) and TREA Stakeholders (members of TREA National Auxiliary).
    - (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 cutoff 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. However, as long as no expense or compensation is received from the local chapter, a non-voting member of the Board may serve as a delegate from her/his chapter and may cast a vote with his/her chapter while continuing to serve as a non-voting member of the Board of Directors.
- (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 year. The National President shall not serve additional years on the board (elected or appointed) once they have served as the Past National Auxiliary President Advisor on the Board, until four (4) years have expired. If a Vice President does not move from Vice President to National Auxiliary President by election, that person shall not return to the board until three (3) years have expired, and shall not return to a lower position.
  - 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; September 2012 (Para. 2.b.);  
September 2013 (Para. 2.b.(3)(c))  
September 2014 (Para 4.a.)

### **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. Assistant Secretary: The National Auxiliary President may appoint an Assistant Secretary with the approval of the Board of Directors. The term of office for Assistant Secretary shall coincide with the term of the Secretary. The Assistant Secretary shall assist the Secretary in his/her duties of responsibilities of the office to include correspondence, recordings and other duties for the assembly and the Board of Directors. This position is a non-voting position. The Assistant Secretary will not be compensated for his/her services unless the appointed Secretary is unable to perform the required duties of the office. However, he/she may be reimbursed for incidental and necessary expenses incurred in the performance of official National business.
3. Parliamentarian: The Parliamentarian shall:
  - a. As an appointed and non-voting position on the National Board of Directors, provide advice and assistance to the National Auxiliary President and Board of Directors to ensure that Board meetings and annual sessions are conducted in accordance with Auxiliary bylaws, standing rules, and the adopted parliamentary authority, except when such authority is inconsistent with the bylaws.
  - b. Provide guidance and assistance to auxiliary chapters in the formulation and/or amendment of their bylaws; but only the National Auxiliary Bylaws and Standing Rules Committee may approve auxiliary chapter bylaws and/or amendments thereto unless such authority is delegated to the Parliamentarian by majority vote of the Committee
  - c. Normally serve as a member of the Bylaws and Rules Committee and may serve on other committees that require her expertise.
  - d. or other organizations, and have kept abreast of the new *Roberts Rules of Order* designed specifically for conventions or large meetings. If a qualified parliamentarian is not available from within the membership, the President may, with the concurrence of the Board of Directors, hire a qualified parliamentarian when the need arises. In this case, the President shall hire according to the established rules provided and used prior to this current procedure.
4. 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; September 2010 (Insertion of new Para. 2);  
September 2012 (Insertion of new Para. 3. a. thru d.)

#### **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 accredited APNPC delegate and who is a member of the Auxiliary Past National Presidents Council. An APNPC member may assign her vote to another accredited APNPC member by completing TREA Auxiliary Form 100-1APNP- Auxiliary National Convention APNP Proxy. Accredited APNPC members may not carry more than one (1) proxy vote.
4. Loss of Voting Rights:
  - a. If an Auxiliary Past National President is also a delegate from her Chapter Auxiliary, she must relinquish her vote as an Auxiliary Past President and vote only as a Chapter Auxiliary Delegate. In doing so, she cannot exercise an APNPC Proxy vote.
  - b. If an Auxiliary Past National President is currently serving in a voting position on the Auxiliary Board of Directors, her allegiance is with the Board of Directors. She cannot exercise an APNPC vote or an APNPC Proxy Vote. She is required to vote as a member of the National Auxiliary Board of Directors.
  - c. If an Auxiliary Past National President is currently serving in a non-voting position on the Auxiliary Board of Directors and present at the National Convention, she must exercise her right to vote as an APNPC delegate and not assign her vote to another APNPC delegate. In addition, she cannot exercise an APNPC Proxy Vote. She may exercise her right to vote as a chapter delegate, thus eliminating the right to exercise an APNPC vote or APNPC proxy vote.
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; September 2012 (Para 3); September 2014 (Para 3, 4)

## **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, and further defined in Standing Rule #16.
- 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. Nominating Committee: A Nominating Committee Chairman shall be appointed by the National Auxiliary President at the time the Secretary is 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.

- f. WEF/Benevolent Assistance Committee: It shall be the duty of this committee to administer the WEF/Benevolent Assistance Program in accordance with the policies and procedures established by the Board of Directors and further defined in Standing Rule #15.
  - g. TREA Auxiliary Spirit Award: The Auxiliary President shall appoint a Spirit Award Liaison who will have the responsibility of selecting a person from the community, unaffiliated with the National Auxiliary, who will solely review, evaluate and determine the recipient of the Auxiliary Spirit Award. This Evaluator will report back to the Liaison and the Auxiliary President with his/her determination. The duties and responsibilities of the Spirit Award Liaison will be in accordance with Standing Rule #17.
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;  
 September 2010; September 2012 (Changes to Para. 2); September 2013  
 (Addition to Para. 2)



## **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 twenty (20) 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;  
September 2011 (Para. 5)

## **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 Bylaws and Rules changes must be submitted to the National Auxiliary Bylaws Committee using TREA Auxiliary Form 100-6A, Proposed Amendment to Auxiliary Bylaws or Standing Rules. 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; September 2012 (Para. 3)

## **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. TREA Auxiliary Form 100-7A, National Auxiliary Claim for Expense, shall be used for submittal of expenses incurred in accordance with Para. 4 below.
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 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; September 2010; September 2012 (Para. 3)

## **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. TREA Auxiliary Form 100-4A, Notification of Death of TREA Auxiliary Member, or any other suitable method, such as e-mail or telephone call, may be used for notification. Address for submittal to TREA National Auxiliary shown on the form. Address, telephone/fax numbers, and email address for TREA National Auxiliary Administrator also shown on the most current TREA Auxiliary BOD Roster.
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;  
September 2012 (Para 1)

## **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 Award Recommendation to Auxiliary PNPC, 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.b.)
4. Presentation of Awards: The Outstanding Chapter Awards shall be presented by the immediate PNP and the current TREA National Auxiliary President.
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.
8. Gifts for Outgoing Board Members: The Vice President or another member of the Board shall be authorized to order a "Past National Auxiliary President's Plaque" with gavel for the "outgoing" President. Additionally, Certificates of Appreciation, along with a cash award not to exceed \$50 will be awarded to "outgoing" Board members.

Ratified: 1987 National Convention

Amended: July 1990; September 1996; September 1998; September 2000; August 2002; August 2003; September 2011 (Addition of Para. 8); September 2012 (Para. 3) September 2014 (Para 4)

### **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 MAL may assign her vote to another MAL by completing TREA Auxiliary Form 100-1AMAL, Auxiliary National Convention MAL Proxy.
  - 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; September 2012 (Para. 5)

## **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

**STANDING RULE #15 - WIDOWS/WIDOWERS EMERGENCY FUND (WEF)**  
**AND BENEVOLENT ASSISTANCE PROGRAM**

1. **PURPOSE:** The Retired Enlisted Association (TREA) National Auxiliary provides financial assistance to widows and widowers eligible under the Widows/Widowers Emergency Fund (WEF). Assistance is also provided to other eligible Auxiliary members under the Benevolent Assistance Program.
2. **ELIGIBILITY:** Members of TREA National Auxiliary who are members in good standing with dues paid for the year in which assistance is requested. Assistance may be provided as follows:
  - a. **WEF PROGRAM:** Provides assistance to members in need who are without the financial support of a living spouse. The WEF provides assistance to military widows/widowers who need help to obtain quality of life necessities, such as medical equipment and supplies, dental services, hearing aids, vision care, etc. Assistance may also be provided to a member with a limited income which prevents the individual from meeting a financial obligation necessary to provide a basic quality of life environment.
  - b. **BENEVOLENT ASSISTANCE PROGRAM:** Provides financial relief in a caring, confidential, and respectful manner to National Auxiliary members facing extreme illness, catastrophic acts of nature, or other losses and who have limited or no resources to handle such occurrences. The Benevolent Assistance Program also provides financial assistance to alleviate a member's hardship or needs which extend beyond the limits of the WEF.
3. **COMMITTEE COMPOSITION:** The WEF/ Benevolent Assistance Program Committee shall be composed as follows:
  - a. The Chairperson, a member of the National Auxiliary Board, shall be announced by the National Auxiliary President at the yearly TREA National Convention.
  - b. The Chairperson may select, at the minimum, two Auxiliary members in good standing. Additionally, a Past National President shall be a member of the committee.
  - c. The fiscal year for the Committee will be from National Convention to National Convention.
4. **COMMITTEE RESPONSIBILITIES:** The Committee shall administer and be responsible for all aspects of the WEF/Benevolent Assistance Program as follows:
  - a. As the majority of Committee meetings are conducted by telephone, e-mail, or fax, the Chairperson should provide a ballot to each Committee member by e-mail or fax. The ballot should be returned to the Chairperson by the required date and signed by each Committee member. Requirements shall be the same as if a meeting was held face-to-face. A Memo for Record will be prepared by the Chairperson for each Committee action taken including approval/disapproval/ abstention. All ballots should be approved by the majority of the Committee members.
  - b. The Chairperson will insure the timely distribution of funds after a request has been approved by the Committee.
  - c. An applicant who submits an incomplete or illegible application form should be advised by telephone or in writing by the Chairperson that they will not be considered for a grant until all information is provided.



- d. The Committee will manage and/or conduct application form evaluations as defined in TREA National Auxiliary WEF/Benevolent Assistance Program Guidelines.
  - e. At the end of each month, the Chairperson shall mail the following documents to AMS:
    - (1) All Credit Union and bank statements assigned to the program with the bank reconciliation.
    - (2) Copies of all checks written during the month.
    - (3) Copy of all check registers or check stubs.
- NOTE: The source documents sent to AMS are used to record each transition in the Auxiliary's accounting system and produce monthly financial reports.
- f. The Chairperson shall insure that all records and equipment of the outgoing WEF/Benevolent Assistance Program are provided to the incoming Chairperson at the earliest possible date.

5. REQUEST FOR ASSISTANCE:

- a. An applicant requesting assistance must be a member of TREA National Auxiliary for one year with dues paid for the year in which assistance is requested. Verification of a member's eligibility will be made by the Chairperson through the contracted vendor providing membership and marketing services to the Auxiliary.
- b. An applicant must submit TREA National Auxiliary WEF/Benevolent Assistance Program Form 105-15A to the Chairperson. The form is available on the TREA National Auxiliary Web Site, by fax, e-mail or USPS mail. The form must include a statement of need and an estimate of needed services, medical needs or equipment. The applicant must advise the Chairperson whether or not she received a grant from another source, i.e., an insurance company, Federal Emergency Management Administration (FEMA), etc. The form must be completed and returned to the Chairperson for processing by the Committee.
- c. A grant may be provided to an eligible Auxiliary member every five years (from Convention to Convention). In extreme circumstances, the five year period may be waived for a member experiencing an extremely dire financial crisis.

6. REVIEW AND RECOMMENDATIONS: Upon receipt of a request for a WEF/ Benevolent Assistance Program grant submitted on Auxiliary Form 105-15A, the Chairperson will review the application and provide copies to the Committee members. The Chairperson will prepare a Memo for Record and all information will be kept on file. If the amount for assistance being considered is less than requested, the Chairperson will either call the member or send a letter indicating the reason for the lesser amount and state that any further requests must be fully justified.

7. COMMITTEE VOTING: All Committee actions require a majority vote. Voting may be conducted by a meeting, mail, fax, telephone, or e-mail. The Chairperson will prepare a Memo for Record for each grant application.

8. GRANT CONSIDERATION: All requests for assistance will be given close scrutiny and careful consideration and will be provided based on the circumstances of each individual case. All assistance will be based on the availability of funds. Funds will be disbursed in accordance with these guidelines and the most current award limits as reviewed and established by the WEF/Benevolent Committee. The decision of the Committee regarding financial assistance and the amounts thereof shall be final.

9. APPROVED GRANTS: The Chairperson/Committee shall:
- a. After approval of the grant by the Committee, the Chairperson will mail a letter to the provider of services, including a check and a request for a receipt from them, stamped "Paid in Full" for our records. Checks will not be sent directly to the applicant. In the event an individual's application has been disapproved, the individual will also be notified by telephone or letter from the Chairperson of the disapproval action.
  - b. Prepare a Memo for Record which includes all documentation including the name of the applicant, the company providing services, and doctor providing needed medical needs (dental, hearing aids, etc.).
  - c. Ensure timely distribution of funds after a request has been approved by the Committee.
  - d. Notify an applicant, by telephone or in writing, who submitted an incomplete or illegible application form that they will not be considered for a grant until all information is provided.
10. DISBURSEMENT OF FUNDS: Approved funds will be disbursed in one lump sum payment. When assistance is made specifically to assist in the payment of expenses already incurred, or about to be incurred, funds shall normally be disbursed directly to the creditor. As indicated above, loans will not be considered and no funds shall be disbursed in the form a loan.
11. FUNDING:
- a. Funding will be provided from monies raised from National Auxiliary promotional fund-raisers, and other donations. The Chairperson will advise the TREA National Auxiliary President of the dollar amount of funds available for distribution by the WEF/Benevolent Assistance Program no later than National Convention of each year. Funds will be disbursed in accordance with these guidelines and the most current award limits as reviewed and established by the WEF/Benevolent Committee.
  - b. Checks and Drafts: All checks, drafts, or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of WEF/Benevolent Assistance Program shall be signed by such officer(s), agents of the Programs or as deemed appropriate by the Chairperson.
  - c. Deposit of Funds: All funds of the WEF/Benevolent Assistance Program not otherwise employed shall be deposited to the credit of the Program in such banks, trust companies, or other depositories as the Committee members select. The funds of the WEF/Benevolent Assistance Program shall not be commingled with the TREA National Auxiliary funds.
12. AUDIT: The financial records of the WEF/Benevolent Assistance Program will be included in the audit requirements of the TREA National Auxiliary Treasurer.

Adopted: September 2012 (Jacksonville, FL)

### **STANDING RULE #16 – SCHOLARSHIP PROGRAM**

1. **PURPOSE:** The objective of the TREA National Auxiliary Scholarship Program is to provide yearly scholarships to dependent children, grandchildren and great grandchildren of TREA Auxiliary regular and associate members. The Auxiliary member must have been in good standing for at least 12 months prior to the June 1 deadline for return of the scholarship application. Children/grandchildren may also apply if their parent or grandparent was an Auxiliary member in good standing prior to their demise.
2. **ELIGIBILITY:**
  - a. The dependent children, grandchildren, and great grandchildren of TREA Auxiliary members as stated above are eligible to submit an application for scholarship consideration.
  - b. An applicant must be a graduating high school senior or graduate, or currently enrolled in a college/university or a vocational/technical school as a full time student.
3. **APPLICANT REQUIREMENTS:**
  - a. Scholastic achievement minimum of 2.5.
  - b. An applicant must provide the following completed forms and documents not later than June 1 to the Chairperson:
    - (1) TREA National Auxiliary Scholarship Program Applicant Release Form
    - (2) Supporting Documentation Checklist (with Certification Statement) Form
    - (3) Education Information Form
    - (4) Application for TREA National Auxiliary Scholarship Form
    - (5) Essay - All applicants must provide a typewritten essay on a topic selected by the Committee with a minimum of 250 words. Submission of an essay implies consent to publish or display as TREA National Auxiliary deems appropriate.
    - (6) A copy of an applicant's current official high school or college transcript. If the school plans to send the transcript under separate cover, that should be stated in the application.
    - (7) A copy of the letter with the date of acceptance from the institution the applicant plans to attend.
    - (8) An applicant must provide at least one letter of recommendation by an instructor or counselor. The letter must accompany the application, but may be enclosed in a sealed envelope.
    - (9) A recent 2" x 3" (no larger) photograph of the applicant which will be used for publicity.
4. **COMMITTEE COMPOSITION:** The program is administered by the Scholarship Committee under the direction and guidance of the National Auxiliary Board of Directors. The Committee shall be composed as follows:
  - a. The Chairperson, a member of the National Auxiliary Board, shall be announced by the National Auxiliary President at the yearly TREA National Convention.
  - b. The Chairperson may select up to five Auxiliary members in good standing for the Committee.
  - c. The fiscal year for the Committee will be January 1 through December 31.
5. **COMMITTEE RESPONSIBILITIES:** The Committee shall administer and be responsible for all aspects of the Scholarship Program as follows:
  - a. Each year, one \$3,000.00 scholarship grant will be awarded in honor of the Auxiliary Past National Presidents.
  - b. At each TREA National Convention, members will approve the amount to be awarded as recommended by the Finance Committee for the coming CY.
  - c. The Committee shall publicize the availability of scholarships and shall be tasked with the responsibility for overall operation of the program.
  - d. The Committee shall prepare and assemble the scholarship packets, insure that all scholarship information is received by the required deadline and screen all applications for eligibility and completeness.
  - e. The Chairperson shall notify applicants concerning selection.
  - f. The Chairperson shall arrange for the disbursement of funds through the National Auxiliary Treasurer and insure all required tasks are completed.

6. APPLICATION PROCEDURES:
  - a. A packet containing the Scholarship Application Forms, complete with instructions, may be obtained through the applicant's local Chapter Auxiliary, or by downloading the form on the Internet, or an applicant may request by telephone to the Chairperson that the forms be mailed by US Post Office.
  - b. The packet will contain one pre-addressed stamped envelope for use by the school official and one pre-addressed stamped envelope for use by the applicant to return the completed documents to the Scholarship Chairperson.
  - c. All documents must be returned to the Chairperson no later than the June 1 deadline preceding the beginning of the school year.
  - d. All financial data shall be treated as confidential information.
7. EDUCATION SELECTION COMMITTEE: If considered necessary, the Scholarship Committee shall arrange with a local school district to establish or have access to an Educator Selection Committee consisting of no less than three educators. This Committee shall review the applications and independently select an appropriate number of ranked applicants to be granted scholarships. Such selections shall be based on the applications and written guidance furnished to the Educator Selection Committee by the Scholarship Committee. Final selection by the Educator Committee shall provide for an objective, impartial selection process, and shall insure that the integrity of the Auxiliary Scholarship Program is maintained.
8. NOTIFICATION: All applicants shall be notified in writing regarding the selection or non-selection for a scholarship grant. A copy of the notification for a selected applicant shall be furnished the institution of higher education which the applicant will be attending.
9. DISBURSEMENT AND RETURN OF GRANT FUNDS:
  - a. After selection of the scholarship applicants, the Scholarship Chairperson shall forward a Memo to the National Auxiliary President providing the names of grant selectees, education institutions, and the amount of the awards.
  - b. Checks for the full scholarship amount will be made payable to the educational institution with the student's name and identification number shown.
  - c. Checks will be mailed to the Office of Registrar or Admissions of the educational institution involved.
  - d. Scholarship awards may be applied to payment of tuition, textbooks, instructional materials, room and board, fees and other incidentals directly related to the field of study.
  - e. In the event a student fails to attend, withdraws, or transfers from the institution, a proportional amount of the award will be returned to the National Auxiliary Scholarship Chairperson. The Chairperson will return the funds to the National Auxiliary Treasurer for deposit in the Scholarship Fund.
10. RETURN OF GRANT FUNDS: In the event scholarship grant funds are returned to the Scholarship Fund, consideration should be given to awarding the returned funds to the next rated applicant, if applicable.
11. FUNDING: The National Auxiliary conducts and funds its Scholarship Program. Funding is reviewed annually by the Auxiliary Finance Committee and included in the Projected Budget for the following year, which is presented to the National Auxiliary Board for approval at the National Auxiliary Mid-Term meeting.
12. AUDIT: The financial records of the Scholarship Program will be included in the audit requirements of the TREA National Auxiliary Treasurer.

Adopted: September 2012 (Jacksonville, FL)

## **STANDING RULE 17 – TREA AUXILIARY SPIRIT AWARD**

1. **PURPOSE:** The TREA Auxiliary Spirit Award is the most prestigious acknowledgment that the National Auxiliary can bestow on one of its members. The award will be presented at the National Auxiliary Convention. The Spirit Award is established as a means of honoring and recognizing an individual member for service and dedication to others, to the community, and to the local Auxiliary Chapter and TREA National Auxiliary. The award shall be publicized through *The VOICE* Magazine.
2. **NOMINATIONS:** Nominations for this award are to be submitted in résumé form by a “second party auxiliary member”, stating the qualifications of the member being nominated for this award. The following guidelines are to be followed for the correct submission of an application for consideration.

- A. All nomination forms must be submitted in legible handwritten or typewritten form, giving all pertinent information as to why the member or members feel that the nominee should be considered for this prestigious award.

**(1) The completed Spirit Award Nomination Form (ANNEX A)**

**(2) A nominating letter (or a narrative in bullet form) which consists of 500 words (or less) describing the contributions for which the person is nominated**

**(3) No more than two letters of support from persons or organizations unrelated to the National Auxiliary**

- B. All applications must be submitted by a member in good standing. No individual member shall submit his or her name as a nominee for this award.
- C. Nominees should be considered on the basis of service to others, to the community as well as involvement in the auxiliary both locally and nationally (Note: emphasis being placed on service to others and to community).
- D. Only active auxiliary members, currently a member in good standing, shall be considered for the award.
- E. The Spirit Award Liaison will select a person from the community who will be the Evaluator for the current year. The Evaluator will be a person who is unaffiliated with the Auxiliary.
- F. All applications must be received by the Spirit Award Liaison no later than July 15, of the year. The Liaison will provide a copy of all properly submitted nomination packages, along with a copy of these Guidelines and Instructions. The Liaison will also provide any additional information or direction to the Evaluator, when necessary.
- G. The Evaluator will assign a point value to each category for each nominee, using ANNEX B, and select the recipient of the award, based on the most accumulated points. The Evaluator will notify the Liaison and the Auxiliary President of the recipient, and return all grading and documents to the Liaison.
- H. The Spirit Award Liaison will then prepare the narrative, order the plaque, and script the presentation, according to the directives of the National President.
- I. The President of TREA National Auxiliary shall present the plaque to the recipient of the Spirit Award at the annual Convention.

- J. The Spirit Award Liaison will not be eligible for this award while acting as Liaison.
3. **EVALUATOR RESPONSIBILITIES:** The Evaluator shall make all decisions based upon the documentation submitted, and shall rank all eligible nominations based on the evaluation criteria. Each criterion has an assigned maximum value of points, as shown below. To receive the award, the member must have an accumulated score of 75 points or higher with at least half of the accumulated points being from “**service to community and others**”. The recipient will be the nominee with the highest accumulated score. **If there are no appropriate candidates, in a particular year, the award need not be given. This award cannot be won by the same person, in consecutive years.**

### **POINT STRUCTURE FOR NOMINEE**

Community involvement and service to others - maximum of <b>50 points</b>	_____
Offices held: Local and/or National - maximum of <b>10 points</b>	_____
Participation and Contribution to Auxiliary Programs or Committees (local and/or National level) - maximum of <b>20 points</b>	_____
Participation in Chapter Social Projects - maximum of <b>10 points</b>	_____
Recruitment of New Members - maximum of <b>10 points</b>	_____

ANNEX A – Nomination Form

ANNEX B – Evaluation Form

Adopted: September 2013 (Colorado Springs, CO)

## SPIRIT AWARD NOMINATION FORM

**Date** \_\_\_\_\_

**Nominee:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Chapter \_\_\_\_\_

Please include:

- A nominating letter which consists of a 500 word (or less) description of the contributions for which the person is nominated
- The completed Spirit Award Nomination Form
- No more than two letters of support or supporting documents

**Activities of Nominee**

- Community involvement and service to others past and present (place emphasis here)
- Offices held: Local and/or National
- Participation and Contribution to Auxiliary Programs or Committees (local and/or national level)
- Participation in Chapter Social Projects
- Recruitment of New Members

**Nominator:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Chapter \_\_\_\_\_

Signature \_\_\_\_\_

**YEAR:**

**Date:**

**EVALUATOR:**

**SPIRIT AWARD EVALUATION FORM**

**Nominee**

**Nominee**

**Nominee**

**Nominee**

<b>EVALUATION CRITERIA</b>	<b>Maximum Points</b>				
<b>Community Involvement and Services to Others - Past/Present</b>	<b>50</b>				
<b>Offices held: Local and/or National</b>	<b>10</b>				
<b>Participation/Contribution to Auxiliary Programs or Committees</b>	<b>20</b>				
<b>Participation in Chapter Social Projects</b>	<b>10</b>				
<b>Recruitment of New Members</b>	<b>10</b>				
<b>TOTALS</b>	<b>100</b>				

**Evaluator - Insert names across from  
"Maximum Points"**

**Evaluator - Use "Not addressed" when  
appropriate**

**Evaluator's Comments -**



## TREA NATIONAL AUXILIARY FORMS

Title	Form Number	Reference(s) Bylaws/Standing Rules
Auxiliary National Convention Chapter Proxy	TREA Auxiliary Form 100-1A	Bylaws - ART VIII, Sec 3; SR 7, Para 4.c
Auxiliary National Convention MAL Proxy	TREA Auxiliary Form 100-1AMAL	Bylaws - ART VIII, Sec 4; SR 7, Para 4.g; SR 13, Para 5
Auxiliary National Convention APNP Proxy	TREA Auxiliary Form 100-1APNP	SR 4, Para 3; SR 7, Para 4.g
Accreditation of Auxiliary Chapter Delegates	TREA Auxiliary Form 100-2A	SR 7, Para 4.c
Résumé of Candidate for Elective Office (2 pages)	TREA Auxiliary Form 100-3A	SR 2, Para 2.b(3)(a)
Notification of Death of TREA Auxiliary Member	TREA Auxiliary Form 100-4A	SR 11, Para 1
Annual Chapter Report for inclusion in Convention Packet	TREA Auxiliary Form 100-5A	SR 14, Para 6.b
Annual Award Recommendation to Auxiliary APNP	TREA Auxiliary Form 100-5A	SR 12, Para 3
Proposed Amendment to TREA National Auxiliary Bylaws or SRs	TREA Auxiliary Form 100-6A	SR 8, Para 3
National Auxiliary Claim for Expense	TREA Auxiliary Form 100-7A	SR 2, Para 9.b. SR 10, Para 3
National Auxiliary Change of Address/Auxiliary Chapter Assignment	TREA Auxiliary Form 100-8A	Bylaws – ART III, Secs 7, 8, 11 SRs 6, 13
Petition for Auxiliary Chapter Charter (2 pages)	TREA Auxiliary Form 100-9A	Bylaws – ART XII, Sec 2a SR 14, Para 4
Auxiliary Membership Dues Transmittal	TREA Auxiliary Form 100-10A	Bylaws – ART IV, Sec 2 SR 6, Para 1.a
Financial Statement for Auxiliary Chapters	TREA Auxiliary Form 100-11A	SR 14, Para 4.d
National Auxiliary Committee Report	TREA Auxiliary Form 100-12	SR 5, Para 3
Auxiliary Budget Request Form	TREA Auxiliary Form 100-13	SR 5, Para 8
Roster of National Auxiliary Committees	TREA Auxiliary Form 100-14	SR 5, Para 1.c.
Roster of Auxiliary Chapter Officers (2 pages)	TREA Auxiliary Form 100-16A	SR 14, Para 6.c.
Application for WEF/Benevolent Assistance (Application available on TREA Website, TREA NATIONAL AUXILIARY, WEF/Benevolent Assistance)	TREA Auxiliary Form 100-15A	SR 15
Application for National Auxiliary Scholarship (Latest Application available on TREA Website, TREA NATIONAL AUXILIARY, Scholarship, after January 1 year)		SR 16
Official Approval of Auxiliary Chapter Bylaws and SRs	TREA Auxiliary Form A100-101	SR 14, Para 5
TREA Auxiliary Spirit Award (Nomination Form/Spirit Award - Evaluation Form – Sent with correspondence from Spirit Award Liaison)	ANNEXES A and B	SR 17

**NOTE:** Forms and applications are subject to periodic revision by the National Auxiliary Board of Directors or Committee Chairmen. Latest versions are available on the TREA website at <http://trea.org>. Scroll down and click on TREA NATIONAL AUXILIARY and PUBLICATIONS/FORMS. To fill out a form or application, you first “save” it onto your computer (which requires Adobe Reader 8 – normally a free download). Form or application is now available for inserting information, changing and updating information as applicable, printing hard copies, or sending by Attachment to the appropriate Board member or Committee Chairman. Specific guidance may also be sent through correspondence, along with the applicable form(s) or applications.

Added as Appendix 1 - SRs September 1997

Revised: September 1998; September 2000; August 2002; December 2002; September 2004; September 2008; May 2009; September 2012; September 2013