



TREAA Chapter 39 Standing Rules

SEPTEMBER 28 2016

These Standing Rules Approved as of this date: 14 Oct 16

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President

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1 STANDING RULE NO. 1 CODE OF CONDUCT

1.1 PURPOSE

The purpose of the Code of Conduct is to set ethical standards to be followed by representatives of the Chapter (whether elected or appointed officials or paid employees) in the conduct of business, social, community, or other meaningful activities in the name of Chapter 39, TREA.

1.1.1 REPRESENTATIVES

All persons who represent the Chapter in any capacity will:

- a. Engage in no activity of any nature which will bring discredit upon the Chapter or the Association.
- b. Maintain complete loyalty to the Chapter and the Association.
- c. Hold confidential, the relationship between the members of the Chapter and themselves, and the information entrusted to them through the Chapter.
- d. Accept no compensation for the performance of acts on behalf of the Chapter from any member or any other person or organization except with the knowledge and consent of the Board of Directors.
- e. Recognize and discharge their responsibilities to uphold all local, state, and federal laws and regulations relating to Chapter and Association activities.
- f. Exercise and insist on sound business principles in the conduct of the affairs of the Chapter.
- g. Maintain the highest standards of personal conduct so that the Chapter will have an indisputable image of solid integrity.
- h. Endorse no product, venture, or service on behalf of the Chapter unless prior approval received by the general membership.
- i. Accept the introduction of no new enterprise on Chapter premises without approval of the Board of Directors.
- j. Make no deliberate attempt to circumvent the will of the members or elected officials, and show no semblance of attempting to circumvent the intent of any published directive.
- k. Avoid all conflicts of interest or the appearance thereof, and
- l. When employment involves the receipt of money or property on behalf of the Chapter, or the disposal of Chapter property, the employee will act prudently and keep an account of each transaction for presentation to proper authorities, along with such vouchers and receipts as good business practices.

1.1.2 FINANCIAL OR OTHER POSSIBLE CONFLICTS OF INTEREST

In order to avoid conflicts of interest or the appearance thereof, the following rules will apply:

- a. When requested, all officers, employees, and representatives of the chapter will provide the Board of Directors full disclosure of his/her financial interest in any entity doing business with the chapter. The Board of Directors will determine if a conflict exists and will act accordingly.
- b. No elected official of Chapter 39 shall work as a paid employee of the Chapter without the approval of the Board of Directors. This does not prohibit the payment of nominal

compensation for occasional tasks performed by officials. Such payments are defined in Standing Rule NO. 7 and authorized under Article VI of the Chapter Bylaws.

- c. Officials are not prohibited from bidding on contracts offered under Standing Rule NO. 21, providing they are not involved in, and make no attempt to influence the letting of the contract.
- d. No elected official, employee or representative shall be awarded a contract, a share of a contract, or any benefit from a contract that is greater than the benefit potentially available to all other chapter members.

1.1.3 PERSONAL CONDUCT

All persons (member and guests) on the Chapter premises will conduct themselves in a responsible and sober manner. Their actions should not be offensive to other members, guests or employees. Consideration for others is paramount. The following actions will be considered offensive acts or improper conduct and may be considered by the Grievance/Incident Committee and the Board of Directors under Standing Rule NO. 8, as possible grounds for disciplinary action under that Standing Rule.

- a. Cursing or Vulgar Language
- b. Fighting
- c. Under the influence of alcohol or disorderly Shouting and disturbing the peace
- d. Threatening others with violence
- e. Discourteous to others
- f. Making false accusations against innocent persons
- g. Willful Destruction of property on chapter premises
- h. Violation of any articles listed in Section 2 of this Standing Rule

Any other conduct or action which may be considered unbecoming a member or guest, or which violates the Chapter Bylaws or other Standing Rules, will be left to the discretion of the Grievance/Incident Committee and the Board of Directors for the determination of the appropriate category in cases of disciplinary actions against an individual.

2 STANDING RULE NO. 2 ELECTION AND APPOINTMENT OF OFFICERS AND DIRECTORS

2.1 PURPOSE

The purpose of this Standing Rule is to prescribe eligibility requirements and procedures for the nomination, election, and appointment of officials of Chapter 39. In the event of conflict between this Rule and the Bylaws, the By Laws shall prevail.

2.2 CHAPTER OFFICIALS

Chapter 39 shall elect and/or appoint members to fill the following offices

2.2.1 Elective Offices

Elective officers in descending order of precedence shall be: President; First, Second, and Third Vice President; Treasurer, Secretary; Sergeant-at-Arms; Chaplain; and three Directors.

2.2.2 Appointive Officers

The Chapter President shall appoint a Historian, and may appoint a Parliamentarian and Veterans Service Officer. He/she may also appoint members to elective positions when such positions are vacant and there are no candidates for election. Appointments to elective positions shall require the concurrence of the Board of Directors. No appointments shall exceed the remaining term of the President. (See exception below).

2.3 QUALIFICATION FOR OFFICE

Only members as defined by TREA National and affiliated with Chapter 39 may be elected or appointed to Chapter offices. Candidates must be in good standing (See Article III, Section 6 of Chapter 39 Bylaws) and must have been a member for at least one year. Additionally, Chapter 39 candidates must have attended at least four (4) meetings within twelve months preceding election or appointment. It is the responsibility of the membership to ensure that each nominee has the following qualifications:

- a. An understanding of the Chapter and TREA, gathered through active participation in related functions.
- b. Background, training, appearance, and personal qualities of leadership must be of such high caliber as to enable him/her to present a positive image to the public.
- c. A desire to serve in a leadership position and to accept and discharge the responsibility thereof.
- d. The time and energy required to perform all required tasks.
- e. A willingness to work with others and provide motivation to make the organization both enjoyable and productive.
- f. The ability to visualize and develop methods for accomplishing goals and see tasks through the completion, and;
- g. The vision to accept his/her role as a part of a total organization, rather than a one-person operation.

2.4 ELECTION PROCEDURES

All candidates must be present unless excused by the membership upon recommendation of the Nominating Committee. Chapter elections will be conducted in descending order of precedence as shown in the By Laws Article 4. Voting will be by secret ballot. Absentee or proxy voting will not be permitted. The Nominating committee and such other members as the President may appoint, shall act as Tellers to distribute, collect and count ballots. Nominees who are not elected may be subsequently nominated by the committee or from the floor for another office. If a member of the Nominating Committee seeks an elective office, he/she will be excused from normal duties during the election.

2.5 GUIDANCE FOR CHAPTER 39 ELECTIONS

(This informal guidance is suggested for use in conducting elections, in the sequence shown.)

- a. Tonight we will hold our annual elections for Chapter 39.
- b. Chapter officers will be elected in the following order: President; First, Second, and Third Vice President; Treasurer; Secretary; Sergeant-At-Arms; Chaplain; and two Directors (one Two- year Director and one One-year Director).

NOTE: Introduce members of the Nominating Committee and state that they will also act as Tellers to distribute, collect and count ballots.

- c. To be eligible to HOLD OFFICE, you MUST be a REGULAR Chapter member in good standing. You MUST have been a Chapter member for a least one year, and MUST have attended at least four membership meetings within the past twelve months. If a nominee is absent, he or she will not be considered for election unless recommended by the committee and approved by the membership.
- d. Do we have ANYONE who is NOT a Chapter 39 member?
- e. Will the committee pass out ballot packets to those who are eligible to vote?
- f. If a person is nominated and elected, but is later determined to have been ineligible for election, the election of that person will be voided.

NOTE: Announce the name and term of office. Will the committee display the office and the names of nominated candidates?

- g. Are there any nominations from the floor? IF SO: Do you accept the nomination? NOTE: Close nominations after three consecutive calls.
- h. Will each candidate for (give office), give a brief resume, no more than two minutes and state why you wish to serve? Please use the Microphone.
- i. Are there any seconding speeches? (Limit to two minutes). Please use the Microphone:
- j. Mark you ballot for the candidate that you're voting for. You MUST use the ballot for (office) or your vote will not be counted.
- k. AFTER BALLOTS ARE MARKED: Will the Tellers please collect and count the ballots.
- l. ANNOUNCE RESULTS. If 'run-off is required, use 'Run-off ballots.

NOTE: Go back to "7" above, and start over for each separate office.

- m. Will the Secretary please enter the Teller's Report into the minutes?

NOTE: When elections are completed, if there is no call for immediate recount, instruct Tellers to destroy the ballots.

All officers, whether elected or appointed, will take the TREA Oath of Office before assuming their duties. Holdovers (officers previously elected for multiple years) need not re-take the oath, but may do so. President(s) will ensure that absentees receive the oath at a later date.

The oath will normally be administered by one of the past National or Chapter Presidents, and will be conducted in a solemn and dignified manner. When the President elect has assembled his elected officials, the person administering the oath should follow these guidelines:

"Mr. President Elect - you and your officers have been chosen by the membership to manage the affairs of this chapter for the coming year. You are assuming great responsibilities and it is your duty to fully understand and enforce all Bylaws and Rules to the best of your ability."

"Do all of your officers have access to copies of the Bylaws and Rules?"

"Have your officers received all Chapter records and property that was in the hands of their predecessors?"

"Have all financial accounts been examined and approved within the past six months?" "WILL YOU PLEASE REPEAT THE OATH AFTER ME?"

"I, (give name), having been elected or appointed to the office of (state office), do solemnly swear (or affirm), that I will faithfully execute said office - to the best of my ability; that I will support and defend the Constitution of the United States against all enemies; that I will uphold the ideals and traditions of TREA; and that I will abide by all rules and regulations to which I am subject. So help me God."

"CONGRATULATIONS AND GOOD LUCK". Turn to the membership and say:

"I also congratulate the membership for electing these officers, and I urge you to support them as they perform their duties."

3 STANDING RULE NO. 3 DUTIES OF CHAPTER OFFICERS & DIRECTORS

3.1 GENERAL

This Standing Rule prescribes the duties of Chapter 39 officials not covered in the By Laws Article V DUTIES OF OFFICERS, whether elected by general membership or appointed by the President.

3.2 ELECTED OFFICERS

The duties of the elected officers are to assist the President in the management of the affairs of the Chapter. Some of these duties are outlined below. Other duties are at the discretion of the President and the Board of Directors.

3.2.1 Other Elected Officials

Other officials, such as the Chapter Nominating Committee, are also elected by the general membership, but are not members of the Board of Directors. Such temporary committees are automatically dissolved when the purpose for which established no longer exists.

3.2.2 APPOINTED OFFICERS

In accordance with Chapter Bylaws, the President may appoint Chapter members as officers to assist him in the fulfillment of his responsibilities. Appointed officers will attend Board of Directors meetings in a non-voting status, except that those appointed to elective positions shall have the right to vote. Appointments will not exceed the remaining term of the President. Some duties of appointees are as shown below. Other duties are as prescribed by the President and the Board of Directors.

3.2.3 DELETED

3.2.4 Veterans Services Officer

The Veterans Service Officer will provide advice, guidance and assistance to chapter members and/or their dependents concerning veterans benefits to which they may be entitled.

3.2.5 Other Appointed Officers

The President will normally appoint only those officers listed herein, plus a Convention Committee each June to nominate delegates to the TREA National Convention. He/she may however, fill elective offices by appointment when no candidates choose to run for office(s) becoming vacant. Such appointments require the approval of the Board of Directors.

3.2.6 FACILITIES MANAGER

The Facilities Manager is an officer of the Chapter by virtue of his/her employment and is a non-voting member of the Board of Directors. He/she is responsible for the duties specified in his/her employment contract and such other reasonable duties as may be directed by the President and the Standing Rules of the Chapter. He/she will cooperate with the Activities and Entertainment Committee and all other committees that desire his/her assistance.

3.2.7 BOARD OF DIRECTORS

The Chapter 39 Board of Directors shall function in accordance with policies and procedures outlined in Article VI of the Chapter Bylaws and in the Standing Rules of the Chapter.

4 STANDING RULE NO. 4 STANDING AND SPECIALCOMMITTEES

4.1 STANDING COMMITTEES

The following is a ready reference to Standing and Special Committees. Col A shows the Committee Name; Col B the minimum number of committee members; Col C the official who normally chairs the committee, although any Officer or Director may do so; Col D the suggested areas of coordination; and Col E the Standing Rules references.

Committee Name	Min. # Members	Chair	Areas of Coordination	Standing Rules Reference
Activities & Entertainment	5	Vice President	Club Mgr; Finance W &M; Aux	Para 5a, SR 4 & 5
Awards	3	Comm.'s Choice	BOD	Para 5b, SR 4 & 9
Bingo	4	Bingo Chair	Treasurer, Club Mgr; BOD	Para 5c, SR 4, 6 & 7
By Laws & Rules	3	Parliamentarian	BOD; Comm. Chairs; TREA Nat	Para 5d, SR 4 & 20
Donations	3	1st Vice President	BOD; Treasurer, Bingo Chair	Para 5e, SR 4& 23
Finance Ways & Means	5	Treasurer	BOD; Club Mgr, Aux	Para 5f, SR 4 & 7
Grievance/ Incident	4	Vice President	Club Mgr, Plaintiff; Defendant; Witness; Aux	Para 5g SR 4 & 8
Membership	3	Vice President	BOD; Membership; Aux; PR	Para 5h, SR 4, 10 & 14
Mil Affairs/ Legislation	1	President's Choice	BOD; Membership; Aux; PR; TREA Nat; Vet Orgs	Para 5i, SR 4, 11 & 14
Parades/ Ceremonies	3	Sgt-At-Arms	BOD; Membership; AUX; Club Mgr	Para 5j, SR 4 &12
Relations	2	President's Choice	BOD; Club Mgr, AUX; Editor, TREA Nat; Vet Orgs	Para 5k, SR 4, 14 & 20

4.2 SPECIAL COMMITTEES

Special Committees are generally elected or appointed to perform a specific function and are then dissolved. Special Committees may be formed for any lawful purpose. The special committees listed below will be appointed or elected (as indicated) to perform duties specified in listed reference.

4.2.1 National Convention Committee

This committee is appointed each June by the Chapter President to nominate qualified delegates to attend and represent the chapter at the annual TREA National Convention in accordance with Standing Rule NO. 17.

4.2.2 Chapter Nominating Committee

This Committee is elected by the membership each October for the purpose of selecting, screening, advising and nominating qualified candidates for election as Chapter 39 Officers and Directors for the ensuing Calendar Year. The committee shall perform duties as Tellers during the election process.

4.3 OTHER FUNCTIONAL BODIES

Some bodies of members, such as those listed below are not established as committees per se, but provide advice and essential services for the efficient operation of the Chapter. Memberships in these bodies are as indicated below.

4.3.1 Past President Advisory Council (PPAC)

Membership is by virtue of having been a Past Chapter President. Duties of the council are as outlined in Standing Rule NO. 13.

4.3.2 Chapter News Editor

The Chapter 39 News Editor(s) and supporting personnel are appointed and serve at the will of the Chapter President.

4.3.3 Veterans Service Officer

This officer is appointed by the President to advise and assist the membership in obtaining veterans benefits to which they may be entitled.

4.4 APPOINTMENT OF COMMITTEES

The Chapter President shall normally appoint all Standing and Special Committees except the Nominating Committee which is elected by the membership annually during the month of June. He/she should appoint the Chairman of each committee only. The Chairman should appoint all other members of their committees except those designated as members by virtue of their positions in the Chapter. It should be noted that all members of the Bingo and Convention Committees must be confirmed by the Board of Directors. Committee membership is open to all Chapter members.

Standing Committees shall be responsible for all of the duties outlined below or specified in other directives as indicated. Additionally, they shall perform such other duties as may be assigned by the President or Board of Directors. Committees shall have jurisdiction of all subject matters falling within the customary area that the committee name implies. Special committees will be given special instructions and mission requirements at time of appointment.

4.4.1 Activities and Entertainment Committee

This committee, consisting of at least five members, is responsible for performing the duties specified in Standing Rule NO. 5 and for ensuring that the Dress Code and Guest Policy outlined in Standing Rule NO. 18 and 22, respectively, are defined for all forthcoming events.

4.4.2 Awards Committee

The Awards Committee, consisting of at least three members and shall conduct a Chapter Awards Program in accordance with instructions contained in Standing Rule NO. 9.

Members of this committee may also be members of the Nominating Committee.

4.4.3 Bingo Committee

The Chapter President, assisted by the Board of Directors, shall be responsible for ensuring that all Bingo activities are operated in accordance with directives issued by the State of Colorado. The President, with the consent of the Board of Directors, shall nominate an active regular member of the Chapter as Bingo

Chairman. The nominee or the President shall name at least three additional regular members to serve on the committee, all of whom must be confirmed by the Board of Directors. The "Bingo Manager" shall supervise all activities for which he/she is in charge and is responsible for the handling and accounting for all Pull Tabs, accounting for and safeguarding off funds, ordering, stocking and safeguarding of supplies and equipment, and ensuring compliance with Colorado State Law and Standing Rule NO. 6.

4.4.4 Bylaws and Rules Committee

This committee, consisting of at least three members, shall ensure that all Standing Rules and the Bylaws of Chapter 39 are reviewed annually and that appropriate changes are proposed when necessary. The committee shall assist in the preparation of proposals and be responsible for securing approval from the Board of Directors and the membership.

Additionally, the committee shall review the Articles of Incorporation periodically and update as required. When appropriate, the committee shall also review and propose changes to the TREA National Bylaws.

4.4.5 Donations Committee

The Donations Committee, consisting of not less than three members, will be guided by the policy and procedures outlined in Standing Rule NO. 23. The committee will meet monthly to review, evaluate and make recommendations to the Board of Directors and the general membership on all donation requests that appear to have merit and for which approval is recommended.

4.4.6 Finance/Ways and Means Committee

This committee, consisting of at least three members, will be chaired by the Chapter Treasurer.

5 STANDING RULE NO. 5 ACTIVITIES AND ENTERTAINMENT

5.1 COMPOSITION

The President shall appoint an Activities and Entertainment Committee consisting of at least five Chapter 39 and Auxiliary members. Normally the Chairman shall be a Chapter 39 Vice President and the Vice Chairman may be a member of the Auxiliary. The Club Manager shall be a voting member.

5.2 PURPOSE

The purpose of this committee shall be to plan and supervise activities and entertainment, determine and coordinate costs, and to seek approval of their recommendations from the Board of Directors and membership, as necessary.

5.3 DUTIES

The duties of this committee shall include, but not be restricted to the following.

- a. Determine and schedule events and entertainment which meets the needs of the membership.
- b. Develop an annual calendar of approved events to include the Anniversary and Installation Dinner Dance and all other known annual functions which the Chapter regularly participates.
- c. Coordinate the proposed expenditure of funds with the Finance/Ways and Means Committee as required by Standing Rule NO. 7.
- d. Coordinate all activities with the Parade and Ceremonies Committee and the Chapter 39 auxiliary, if appropriate.
- e. Communicate to the Club Manager, in a timely manner, information regarding requirements for each event and the club role in the event.
- f. Ensure that membership is informed of all events through the Chapter 39 Website, and that information concerning reservations, if required, and appropriate dress for each event is included.
- g. Ensure compliance with the Chapter 39 Guest Policy as outlined in Standing Rule NO. 22, particularly Paragraph 5 and Paragraph 7 through 10.
- h. Meet monthly at the call of the Chairman or as directed by the President or the Board of Directors.
- i. Review suggestions and/or comments, as necessary, with the Board of Directors and refer non-pertinent matters to the President for assignment to another committee or other appropriate disposition.

6 STANDING RULE NO. 6 BINGO GAMES

6.1 GENERAL

The Chapter President, assisted by the Board of Directors, is directly responsible for all Bingo Activities. He/she will, with the approval of a majority of the Board, appoint a Bingo Chair who shall be in full charge and primarily responsible for the conduct of all Bingo activities. The appointee will also ensure that the net proceeds of all games are utilized in accordance with state law. If the appointee is not a member of the Board of Directors, he/ she shall become a non-voting member of that body. Three additional members of the Chapter shall be appointed to the Bingo Committee, one of whom shall be designated as the Assistant Bingo Chair. All committee members must be confirmed by the Board of Directors. Anyone of the Committee members may serve as the "Games Manager". The Chapter President may serve as the Bingo Chair only upon approval by the Board of Directors. The Chapter 39 Auxiliary will be guided by the rules herein.

6.2 RESPONSIBILITIES

The Bingo Committee shall be responsible for safeguarding funds, ordering, stocking, and safeguarding supplies and equipment, and with strict compliance with state and local laws.

6.3 CONTROLS

One member of the Bingo Committee will be designated "Games Manager" and shall assume all responsibilities associated therewith. He/she and Manager will have keys/ combination to the Bingo safes. The following controls, plus any other that may be deemed appropriate by the Committee and/or the Games Manager will be utilized.

a. Pull-Tabs.

The Games Manager will issue Pull-Tabs to sellers by noting on the Pull-Tabs Control Sheet the date, number and kind of tickets, serial number, and the dollar value of the tickets issued.

A separate Control Sheet reflecting the same information will be prepared by the seller. All data will be entered for each occasion. The Control Sheet and all winning tickets will be kept on file for a period of two months following submission of the date to the Secretary of State on the quarterly report. All winning tickets will be hole-punched to prevent later use. No person connected with Bingo Games or ticket sales shall make any statement concerning the number of winning tickets sold or the number of such tickets remaining. Records of all monthly activities will be retained for a period of three years and shall be available for inspection by the licensing authority. Control forms provided by the State of Colorado will be used to the maximum extent possible and may be supplemented as necessary to ensure proper record keeping.

b. Pull-Tab Machines.

Two members of the Bingo Committee will remove the proceeds from the Stamp Machines. They will count and verify the amount of money, retain the winning tickets, and record the proper data on the Monthly Report Form.

c. Segregation of Funds.

All Bingo and raffle receipts must be maintained in a "separate" checking or savings account (or both), and no other funds from any source may be deposited in either such account. Likewise, no Bingo/Raffle receipt may be deposited in any other Chapter Account (either by direct cash deposit, or withdrawal and re-deposit) from the Bingo "checking" account. To do so would constitute "mixing" of Bingo Revenue with other funds before the Bingo revenue is spent. Such revenue, withdrawn from the Bingo "savings" account, is considered "spent" at time of withdrawal, and may then be deposited in other accounts such as Scholarship and Death Gratuity. The withdrawal slip must specify the purpose of withdrawal. Bingo revenue may be used for any and all lawful purposes of the organization to include Annual Picnic expenses, etc., providing such expenses are paid by check from the "checking" account, and are paid directly to the supplier of goods and services (i.e., repairman, grocer, butcher, beer distributor, etc.) A question concerning the use of Bingo revenue to purchase alcoholic beverages was posed verbally. The answer was that if it is not for resale, and is free to all members participating in a social function, then the expenditure would be considered "lawful".

d. Re-deposits to Bingo Account.

When funds have been disbursed from the Bingo Checking Account, but are later returned for any reason, re-deposit in checking and savings accounts is prohibited without specific approval from the Secretary of State in each individual case. Again, this would constitute the "mixing" of funds since the returned funds were already spent. Such funds may however, be deposited to any other account.

e. Bingo Bookkeeper.

Chapter and Auxiliary Bingo Bookkeepers may be paid employees of the Chapter and/or Auxiliary providing the two jobs is kept completely separate from each other. However, the Bingo Bookkeeper may not sell Pull-Tab tickets or participate in any Bingo or Raffle activities.

f. Pull-Tab Sales.

Employees may not sell Pull-Tab tickets during paid periods of employment. However, they may volunteer to sell tickets at any other time. Care must be taken to prevent complaints or the appearance of impropriety.

g. Credit Card Use.

Credit Cards may not be used in any Bingo activities since the participation in games-of-chance on credit is prohibited by state law.

6.4 SECURITY

All Bingo officials and workers must be security conscious at all times to ensure that all money, supplies) equipment and property are properly safeguarded. Any person observing questionable acts by players, workers, or officials, will immediately notify the Games Manager, or the President for corrective action.

6.5 RULE CONFLICTS

In the event of conflict between this Standing Rule and Title 12, Article 9, of the Colorado Revised Statutes, commonly known as the "Bingo Rules", the state law will prevail.

7 STANDING RULE NO. 7 FINANCE / WAYS AND MEANS COMMITTEE

7.1 APPLICABILITY

This Standing Rule is applicable to, and encompasses all financial accounts of Chapter 39 and Chapter 39 Auxiliary. All references herein to "Chapter" shall include Chapter subsidiaries, i.e. Auxiliary, unless specifically excluded. The term "Chapter 39" excludes subsidiaries. This Standing Rule does not prohibit subsidiaries from establishing internal finance committees, if desired.

7.2 COMMITTEE COMPOSITION

The committee will be composed of a minimum of five voting members, one of whom shall be the Chapter 39 Treasurer, who will serve as Chair. The President or Chair will appoint such other members from Chapter 39 and Auxiliary, as may be necessary to comply with the provisions of the Standing Rule. At the time of appointment, the appointing authority shall designate which members have voting rights. The Club Manager shall attend all committee meetings, but shall have not voting rights.

7.3 RESPONSIBILITIES

The committee shall be responsible for reviewing and updating finance and account procedures, inspecting financial records and reports, and for developing and ensuring implementation of new procedures upon obtaining approval for same, if required. Such actions will encompass all Chapter financial accounts and will ensure that established accounting practices are being followed. Accounts shall be periodically reviewed and/or audited in accordance with Paragraph 5 below. The Chapter 39 Treasurer shall personally maintain or oversee the maintenance of all Chapter 39 accounts and shall provide guidance and assistance to the treasurer who maintains subsidiary accounts. It is he/she who must answer to the Internal Revenue Service on all accounts and who must be familiar with and conversant on all matters and entries on account ledgers. This will also provide a cross-check for accuracy of bookkeeping procedures.

7.4 FISCAL YEAR

The fiscal year for all Chapter financial accounts shall run from January 1st to December 31st.

7.5 AUDIT/REVIEW

This committee shall review all Chapter accounts and accounting procedures annually, during the month of November, prior to the installation of newly elected officers. An independent accounting firm will conduct a periodic audit of all Chapter 39 accounts upon recommendation of the Chapter 39 Board of Directors and approval of funding by the membership. When Auxiliary accounts are included in such an audit, expenses shall be prorated between Chapter 39 and the Auxiliary. A similar audit of the Club accounts only will be conducted immediately following the end of the calendar year which is December 31st. Review/audit results will be published in the monthly newsletter.

7.6 AUTHORITY TO INCUR EXPENSES

The Authority to obligate funds from Chapter 39 accounts and requirements for certification by this committee shall be as follows:

7.6.1 Club Account.

The Club Manager or Assistant Manager, when appropriate, shall control and approve all expenditures from this account. Operating expenses may include employee wage adjustments, but no employee salary benefit adjustments shall be made without the approval of the Chapter 39 Board of Directors. Funds certification by the Finance Committee shall not be required.

7.6.2 Membership Account.

Normal operating expenditures in amounts of \$200 or less may be made from the account without further membership approval. Expenditures/withdrawals in excess of

\$200 (except as provided in Paragraph 9 below) shall require membership approval and Finance Committee certification that funds are available.

7.6.3 Bingo Account.

The expenditure of bingo funds authorized in Paragraph 7a below, and other obligations in amounts of \$200 or less, shall not require further membership approval. However, the Finance Committee must certify that funds are available before expenditures may be made for membership promotions, volunteer worker parties/ dinners, ball room entertainment, costs associated with all printing and mailings (except the Chapter 39 Newsletter) and all other "non-emergency" miscellaneous expenses. Certification shall include all donations (regardless of the amount) except emergency donations (Paragraph 7b (2)), and all other expenditures not specifically exempt. Items listed in Paragraph 7a, but not listed in this paragraph, are exempt from fund certification.

7.7 EXPENDITURE OF BINGO FUNDS

This paragraph sets forth specific guidance concerning the expenditures of Bingo funds and takes precedence over the instructions contained in Paragraph 2c, Standing Rule NO. 3 in the event of a conflict. The Chapter Treasurer shall ensure that all checks and withdrawal slips from Chapter Bingo Accounts have a notation on the face of the check or slip showing the nature of the expenditure. No checks or slips shall be drawn to "cash" or to a fictitious payee. Additionally, a notation will be made on the check or slip showing the date the expenditure was approved by the membership. Since the Chapter 39 membership authorized expenditures shown in a and b below when they approved the Standing Rule, the notation "Paragraph 7, SR #7" will suffice for date of approval on checks and withdrawal slips.

7.7.1 Supplies, Equipment, and Recurring Expenses.

Reasonable and necessary expenses may be incurred without further membership approval when such expenses are for the replenishment of Bingo supplies and the maintenance of Bingo equipment, when applicable, which must be in sound working condition at all times. And, further membership approval shall not be required for such recurring expenses as monthly mortgage payments on facilities, janitorial and cleaning expenses (to include carpets), utilities, insurance premiums, membership promotions, volunteer worker parties/dinners, accounting and bookkeeping expenses, ball room entertainment, attorney fees, the cost of preparation (publication and mailing) of Chapter 39 Newsletter, and the

printing of Bylaws and Standing Rules pamphlets, leaflets, and other documents which may be necessary.

7.7.2 Additional Expenditures/Obligations.

All Chapter 39 donations (regardless of the amount), and all obligations exceeding \$500 must be individually approved by both the Chapter 39 Board of Directors and the General Membership except as indicated in (1) and (2) below. The membership shall be advised of donations/expenditures under (2) below at the first membership meeting following such occurrence. No motion which proposes the expenditure of Bingo funds shall be accepted at a Chapter 39 General Membership meeting unless or until the Board of Directors has studied the proposal and has had the opportunity to take a specific stand for or against it

1. Operating expenses which were previously approved (Subparagraph "a" above), and;
2. Other expenses up to \$1,000 (in emergency situations only), when approved by two-thirds of the Board of Directors. (See Paragraph 5, Standing Rule No. 23 for emergency donations or donations to individuals.)

7.8 ACCOUNTING FOR BINGO FUNDS

All Bingo funds will be accounted for as prescribed by the Colorado Secretary of State. The segregation and re-deposit of Bingo funds shall be controlled as indicated below.

7.8.1 Segregation of Funds.

Chapter Bingo receipts must be maintained in a "separate" checking or savings account, and no funds from any other source may be deposited in such accounts. No Bingo receipts from the checking account may be deposited in any other Chapter account (either by direct cash deposit, or withdrawal and re-deposit.) To do so would constitute "mixing" of Bingo revenue with other funds before the Bingo revenue is spent. Such revenue, withdrawn from a Bingo "savings" account, is considered "spent" at the time of withdrawal, and may then be deposited in other accounts. The withdrawal slip must specify payee, amount and the purpose of withdrawal. Bingo may be used for any and all lawful purposes of the organization to include Annual Picnic expenses, etc., providing such expenses are paid by check from the "checking account", and are paid directly to the suppliers of goods and services, (i.e. repairman, grocer, butcher, beer distributor, etc. Concerning the use of Bingo revenue purchase alcoholic beverages, the answer is that if such beverages are not for resale, and to all members participating in a social function, then the expenditure would be considered "lawful".

7.8.2 Re-deposit to Bingo Account.

When funds have been disbursed or withdrawal from as Bingo Account and are later returned for any reason, re-deposit in checking or savings accounts is prohibited without specific approval from the Secretary of State in each individual case. Again, this would constitute the "mixing" of funds since the returned funds were already spent. Such funds may however, be deposited to any other account.

7.9 TRANSFER OF FUNDS

The Finance/Ways and Means Committee has the authority to transfer monies from the Chapter 39 Membership Account to any other account (except Bingo Account) in emergency situations only, and must be approved by the Board of Directors and reported to the General Membership.

7.10 SIGNATURE AUTHORIZATION

Checks drawn on all Chapter accounts require the signature of two officials as indicated below. All changes must be reported to this committee.

7.10.1 Chapter 39 Club Account.

Checks drawn on this account will be signed by the Club Manager (or Assistant Manager) and the Chapter 39 Treasurer. In the absence of either of these individuals, the Chapter President and/or one of the Vice Presidents shall sign in their stead.

7.10.2 All Other Chapter 39 Accounts.

All checks drawn on these accounts must be signed by both the President and the Treasurer of Chapter 39. In the absence of either of these officials, one or more of the Chapter 39 Vice Presidents shall sign in their stead.

7.10.3 Chapter 39 Auxiliary Account.

Checks drawn on the Auxiliary Account, or the Auxiliary Convention (if applicable) or General Accounts, shall be signed and/or countersigned by either the Auxiliary President, the Auxiliary Treasurer, or the Second or Third Vice President of the Auxiliary.

7.11 EXPENSE REIMBURSEMENT

Officers, employees, and certain Chapter 39 members may be authorized to make purchases from time to time and to receive reimbursement for same. However, a purchase order, signed by the Chapter President or in his absence a Vice President, shall be required prior to such a purchase in any amount being made on behalf of Chapter 39 - from any account (except Bingo)- either by an individual member or an employee. Examples of such purchases might be sympathy or get-well cards purchased by the Chaplain, or the purchase or processing of film by the Public Relations Committee. Purchases without a purchase order may be made only when emergency or unforeseen circumstances dictate that such purchases or obligations are in the best interest of Chapter 39. In this event, a written request for reimbursement shall be fully documented and submitted to the Finance Committee for consideration, reported to the Board of Directors and the General Membership.

7.12 BONDING

This committee shall ensure that the Chapter 39 Treasurer maintains a "trust" and "surety" bond in the amount of not less than \$100,000 to cover him/her and all other persons handling Chapter assets, by position rather than name. The cost of such bonds shall be paid from the Chapter 39 Membership Account.

7.13 BOOKS AND RECORDS

The Finance/Ways and Means Committee shall ensure the persons who maintain Chapter financial records keep such books and records as may be necessary to ensure the proper accounting of all funds and which

support standard accounting practices. All such records shall be made available to this committee at their convenience and for inspection by any member during normal office hours, after reasonable notification has been given. The inspection shall be conducted in privacy within the confines of the Chapter clubhouse only.

7.14 CORPORATE REPORT

The State of Colorado requires that each corporation update its corporate license biannually. Following an update notice being received for Chapter 39, the Treasurer shall ensure that the update fee and any other required documents are mailed before the deadline.

7.15 INDEMNIFICATION OF OFFICERS AND EMPLOYEES

All Officers, employees, and Chapter members (to include subsidiaries) will, when acting in an authorized capacity on behalf of the Chapter, be indemnified against all expenses and liabilities incurred or imposed upon them, except when adjudged guilty of willful malfeasance.

7.16 MILEAGE AND TRAVEL EXPENSE

Chapter members and employees who use their privately owned vehicles for official Chapter business shall be paid a standard mileage rate not to exceed the maximum rate authorized by the IRS for business car expenses when claims are submitted within 30 days of completion of authorized travel. Members traveling by commercial or other means shall be reimbursed for necessary and reasonable costs of transportation, billeting and meals upon submission of supporting documents. The Chapter President shall approve all travel in advance and shall sign the "Approval By" section of the "Claim for Expenses" (ANNEX 3) prior to payment of the claim.

7.17 BUDGET

A Budget will be prepared annually by the Ways & Means Committee and Treasurer. The Budget will be presented to the Board of Directors no later than December 1st. The Board of Directors must approve, disapprove or change proposed Budget no later than January 1st with copies presented to the General Membership no later than February 1st.

8 STANDING RULE NO. 8 GRIEVANCE / INCIDENT PROCEDURES

8.1 GENERAL

The Chapter President will appoint a Grievance/Incident Committee Chairperson. The duties of the committee are as outlined herein. When an accusation/complaint has been made against a member of the Auxiliary, the Auxiliary President may appoint two members of the Auxiliary to serve as committee members. Grievance/Incident reports (hereinafter re- referred to as accusations or complaints) may be submitted by any person who is legally on the Chapter premises, against any other person, whether such other person is legally on the premises, or not. The committee will review and/or investigate as appropriate; all complaints received and will follow the procedure outlined in this rule and the Chapter Bylaws. It must be borne in mind that all Chapter and Auxiliary members are responsible for the conduct of their dependents and invited guests.

8.2 COMPLAINTS

Complaints may be made by letter or by use of an Official Complaint Form, Chapter 39 Form SR-8-1 which may be obtained from the Club Manager, or the on-duty bartender. The complaint must contain, at the minimum, the date, time, place of occurrence, and a list of all witnesses. It must also contain the names of all persons involved, and a factual and legible sequence of events. All complaints must be made in a timely manner, normally within seven days of occurrence. Complaints should normally be placed in a sealed envelope and submitted to one of the officials listed above.

8.2.1 COMMITTEE ACTIONS

Complaints against Chapter/Auxiliary members, to include their dependents and guests, will be processed in accordance with the procedures outlined below. Complaints against all other persons (i.e., uninvited persons, non-member employees, members-at-large, etc.), will be referred to the Chapter President and/or the Board of Directors. Other complaints, such as safety violations, bar and food prices and quality, parking lot violations, etc., will be referred to the President or the appropriate committee.

8.2.2 Investigation.

The Committee Chair will appoint a member of the committee to investigate all complaints against Chapter/Auxiliary members, their dependents, and invited guests. To prevent the appearance of being both Investigator and Judge, the investigator will advise the committee but will not vote on any matters involving a case that he/she has investigated. All complaints will be classified as "improper conduct" or "offensive acts" and the definition for "improper" or "offensive" (to include synonyms) as found in the American Heritage Dictionary will be used. The investigator will contact all persons concerned, i.e., complainant, accused, and all known witnesses (except as indicated in "c" below.) If the accused is a non-member dependent or guest, and the responsible member fails to cooperate with the committee, then the member shall become the accused and be subject to the penalties provided for herein. The investigator will attempt to resolve the problem without referral to the full committee. When this cannot be done, each witness and the accused will be requested to prepare a written statement concerning the matter. Based on these statements, the Committee Chair may also attempt to resolve the problem without further action. If unsuccessful, the actions outlined in b, c, or d, below, will be initiated.

8.2.3 Written Notification to Member.

When a case has not been completely resolved within 14 days of receipt of the complaint by the Committee Chair, he/she will cause a Certified Letter, Chapter 39 Form SR- 8-2, Return Receipt Requested, signed by the President, to be sent to the member at his/her last known address. A copy of the written complaint(s) will accompany the letter (see "d" below, when complaint is against a sponsored member.) The letter will advise the accused that he/she is temporarily suspended from the Chapter premises pending a hearing before the committee. It will also specify the date, time, and place of the hearing and will give the accused ten days from the date of receipt to reply, stating his/her intent to appear or forego appearance before the committee. If appearance is desired, the reply must include the names and addresses of all witnesses who will appear on behalf of the accused. If the letter is returned as "undeliverable" for any cause, or if the member fails to reply, or replies but fails to appear before the committee as schedule, he/she will be considered for disciplinary action which may include automatic suspension for up to 12 months, or expulsion from membership if the case so warrants. Notification of suspension or expulsion will be given to the Club Manager. When punitive action is taken against a member whose notification was undeliverable, a copy of the action will be attached to the returned letter and retained in the Chapter files for a period of two years.

8.2.4 Complaints Against Dependent and/or Guests.

As previously stated, a Chapter/Auxiliary member is responsible for the actions and conduct of his/her non-member dependents and guests (hereinafter referred to as guests.) When a complaint is received against a non- member guest, the investigator will initially contact the responsible Chapter/Auxiliary member in an attempt to resolve the case. If the case is not resolved in the investigative stage, the responsible member will be advised by certified letter, from the Chapter President, that the guest is temporarily barred from the premises pending a hearing before the committee. A copy of the complaint(s) will be attached to the letter. The date, time, and place of the hearing will be specified, and the member will have ten days from receipt of the letter to reply, furnishing the names and addresses of all witnesses who will be called. If the member does not reply, replies but declines to appear before the committee, states his/her intent to appear but fails to do so without extenuating circumstances, or if the letter is undeliverable, the non-member may be barred from the premises for a reasonable period as determined by the committee. In lieu of appearing before the committee, or in lieu of accepting automatic bar of the non-member guest, the member may be given the option of voluntarily signing a Certificate (Chapter 39 Form SR-8-3) agreeing to refrain from accompanying or authorizing the non-member to visit the Chapter premises for a specified period as determined by the committee. The voluntary bar period may be shorter than the automatically imposed period. If the member refuses to cooperate, or exhibits a negative attitude, he/she may be thusly accused and become subject to disciplinary action by the committee. In this event, the letter (Chapter 39 Form SR-8-2 - modified if appropriate) will be used to advise the member of these accusations.

8.2.5 Complaints Against Sponsored Members.

Complaints against sponsored members will be handled in the same manner as all other members with one important exception. Within three days of receipt of the complaint by the Committee Chair, he/she will advise the sponsor by certified letter, (Chapter 39 Form SR-8- 4), and will give him/her (the Sponsor) ten days to respond. A copy of the complaint(s) will be attached to the letter, as will a blank "Sponsor's Reply Form", Chapter 39 Form SR-8-5. If the Sponsor's Reply is not received" within ten days, or "is received" but sponsorship is not withdrawn, the letter in Chapter 39 Form SR-8-2 will be sent to the

sponsored member and he/she will be temporarily suspended from membership, pending a hearing as outlined herein. If "sponsorship" is withdrawn, the letter "WITHDRAWAL OF SPONSORSHIP" (Chapter 39 Form SR-8-6) will be used to advise the sponsored member of this fact. If sponsorship is not withdrawn, and the sponsored member wishes to appear before the committee, the sponsor must, also appear. If the sponsor fails to cooperate then he/she becomes the accused as outlined in "c" above.

8.3 HEARING BEFORE THE COMMITTEE

Each accused person who desires an impartial hearing before the committee, and who has complied with the instructions contained herein, will be given that opportunity. Witnesses who have knowledge of the matter may appear when prior arrangements have been made. If a guest or sponsored member desires to appear before the committee, then the responsible member must also appear. Hearing procedures will generally be conducted as follows:

8.3.1 Appearance of the Accused.

When the accused appears before the committee, the chair will open the hearing by informing him/her of allegations, the name(s) of the accused, and the date, time, and place of the alleged improprieties. The accused will be encouraged to give his/her unbiased version of the facts and then rebut any accusations with verifiable facts. Following the presentation of all testimony, witnesses (if any), may be called on behalf of the accused. Following each witness, the plaintiff will be given an opportunity to rebut or clarify any statements made by either the accused or his/her witnesses. Witnesses for the plaintiff may also be called when prior arrangements for the appearance have been made.

8.3.2 Committee Action.

When testimony is completed and all persons have been excused, including the accused. The committee will deliberate the facts and will, by majority vote, determine whether the accusations have been proven to the satisfaction of the committee (hereinafter referred to as guilty.) Once guilt has been established, the findings are then referred to the Board of Directors for the determination and imposition of penalties. The penalty may consist of a verbal warning, a reprimand, suspension, expulsion, or such other suitable penalty as determined by the Board of Directors. A finding of guilty against a guest or sponsored member will not affect the good standing of a responsible member who has fully cooperated with the committee. Each person found guilty will be verbally advised of the findings and the assessed penalty. Additionally, when the penalty includes a written reprimand, suspension or expulsion, the member will be so advised by Certified Letter (Return Receipt Requested), a copy of which shall be retained in the Chapter files for at least five years. The letter (Chapter 39 Form SR-8-7), will set forth the findings, the penalty assessed, the date suspension will terminate (if applicable), the date that application may be made for new membership (if expelled), and procedures for appealing the penalty. An expelled member may not re-apply for new membership for a period of at least one year from the date of expulsion. If re-application (which must be considered by the Chapter Board of Directors) is approved, the applicant becomes a new member and shall become entitled only to those appropriate benefits accorded new members.

8.4 APPEAL PROCEDURE

Guilty persons who are barred, suspended or expelled may appeal the penalty only to the Chapter 39 Board of Directors. The finding of guilt will not be appealed. The appeal must be made in writing within 30 days of

receipt of the letter promulgating the penalty. The Chapter President must receive the request at least ten days prior to the Board Meeting at which the accused wishes to appear and be heard. The President will advise the accused of the date, time, and place of the hearing, by use of Chapter 39 Form SR-8-8 and shall require confirmation of intent to appear.

8.5 APPEAL HEARING

The Board of Directors will hear all appeals and will impartially weigh the facts and circumstances. All previous complaints and/or adverse actions against the appellant will be considered. Both the Committee Chair and the appellant shall attend and make statements regarding the finding of guilt against the appellant. By majority vote, the Board may sustain or amend (lessen) the penalty and such action shall be final and binding against all parties concerned. The Chapter President will verbally advise the appellant of the Board's decision and, whether the penalty is amended or not, he/she will be advised in writing (Chapter 39 Form SR-8-9) within five working days.

8.6 ENFORCEMENT PROCEDURES

When a member, dependent, or guest has been suspended, expelled, or barred from the Chapter premises, their names will be added to the list of persons whose privileges have been terminated. The list will be provided to bartenders and other persons on a need-to-know basis, along with instructions on actions to be taken in the event such persons are observed on the premises. All correspondence

8.7 EFFECTS OF SUSPENSION OR EXPULSION

Suspension or expulsion from Chapter/Auxiliary membership terminates certain rights, benefits, and privileges. The suspension or termination of check cashing privileges only is not considered to be suspension or expulsion the Chapter. Likewise, the barring of a member's dependent(s) or guest(s) does not in itself; affect the member's good standing in the Chapter. Some effects of suspension or expulsion are as follows:

8.7.1 Suspension.

Suspended members retain membership status but lose all rights, benefits, and privileges. Suspension from Chapter 39 does not affect benefits available through TREA National Headquarters. Membership longevity continues to accrue, and Chapter entitlements are automatically restored upon termination of the period of suspension.

8.7.2 Expulsion.

Expulsion severs all relationship with the Chapter/Auxiliary, and may result in termination of TREA membership. A copy of each expulsion letter will be forwarded to TREA National Headquarters, and, upon recommendation of the Board of Directors, may be accompanied by a request for expulsion from the Association. If such a person is not expelled from TREA, he/she becomes a TREA Member-At-Large. Never the less, he/ she will not be accorded Chapter privileges that are normally available to TREA Members- At-Large.

8.8 REINSTATEMENT

Suspended members retain membership status, and upon termination of the period of suspension, regain all membership entitlements. The future status of expelled members and those who failed to immediately renew their expired membership is as follows:

8.8.1 Expelled Former Members.

Former members who were expelled are not reinstated as such, but may be considered for new membership after a period one year from date of expulsion. Application must be made in writing and approved by the Board of Directors. Final approval shall be by two-thirds vote of the Regular membership present at the membership meeting when the application is presented for consideration. Former members who were expelled due to financial irresponsibility (Paragraph 10 below) will not be considered for new membership until all financial obligations to the Chapter have been satisfied.

8.8.2 Non-Payment of Chapter Dues.

Notwithstanding the fact that TREA does not terminate membership for thirty days following membership expiration date, no person shall be eligible for any Chapter entitlements after membership expiration until such time as Chapter 39 dues, if applicable, are paid in full. Also, TREA permits retroactive reinstatement (with no time limit specified) upon payment of dues in arrears. In Chapter 39, reinstatement with continuous membership occurs only when any appropriate delinquent dues are paid within ninety days. Former members who pay dues more than ninety days after the expiration of membership become new members and longevity credit for prior membership will not be granted. They must also reapply for membership and be approved for membership the same as any new member.

8.9 FINANCIAL IRRESPONSIBILITY

Presentation of a bad check with intent to defraud is a pecuniary offense. Failure to redeem a bad check in accordance with these instructions will subject the check writer to possible prosecution and/or expulsion from membership. Persons who habitually write bad checks, even though they may be promptly redeemed, will have their check cashing and/or membership privileges suspended or terminated in accordance with paragraph "c" or "d" below. The Club Manager or Bingo Chair (as appropriate) will be responsible for ensuring that action is taken under this paragraph.

8.9.1 Bad Check Notification.

When a check is not honored by the institution on which it is drawn, the Club Manager or Bingo Chair (as appropriate), will advise the check writer (or the responsible member) by Certified Mail (Return Receipt Requested) that he/she has twenty days (from the date of receipt) to redeem the bad check (Chapter 39 Form SR-8-10). Chapter/Auxiliary members will be assessed a \$20 processing fee which may be waived in unusual circumstances. Bad checks may be referred to a collection agency only after other appropriate action has been taken.

8.9.2 Expulsion From Membership.

When Chapter/Auxiliary members do not reply to a bad check notification, do not redeem the bad check within the twenty-day period, and there are no known extenuating circumstances, a second letter (Chapter 39 Form 8-11), signed by the Chapter President, will be dispatched to the member. This letter will advise the member that he/she is expelled from membership and that re-application for new membership may not be made until the indebtedness is satisfied and a minimum of one year has

elapsed. A copy of this letter will be forwarded to TREA National Headquarters and copies of all related documents will be retained in Chapter files for at least five years. Expulsion does not relieve the member of the obligation to satisfy unpaid accounts. The Board of Directors will be informed of all expulsions of members under this paragraph. If the expulsion is appealed, the letter, Chapter 39 Form SR-8-8, will be used to advise the appellant of the date, time, and place of the hearing.

8.9.3 Suspension of Check Cashing Privileges.

All persons, members, and non-member Bingo players (see paragraph 7, Standing Rule NO. 6) who may or may not promptly redeem their bad check(s) should have their check-cashing privileges suspended or permanently terminated, if they are habitual offenders of our check cashing policies. The Club Manager and/or Bingo Chair may temporarily suspend such privileges for periods of up to six months, or may recommend that the Board of Directors permanently suspend all check cashing privileges of any person.

8.9.4 Suspension From Membership.

In lieu of suspension of check cashing privileges only, when a flagrant violator is a member (or the dependent of a Chapter/Auxiliary member), the Club Manager/Bingo Chair may submit a written complaint (Chapter 39 Form SR-8-1) against the member, accusing him/ her of misconduct and financial irresponsibility. This complaint will be processed through the Grievance/Incident Committee for final action by the Board of Directors.

9 STANDING RULE NO. 9 AWARDS AND COMMORATION

9.1 AWARDS

9.1.1 GENERAL

This Standing Rule consists of two sections. Section 1 (Awards) outlines the Chapter 39 awards program and Section 2 (Commemorations) outlines the Chapter 39 policy regarding memorializing the names of certain current or deceased former Chapter/Auxiliary members by commemorating chapter programs, functions, activities, or resources in their memory.

9.1.2 PURPOSE

The purpose of this Chapter 39 Awards Program is to foster morale, incentive, and esprit-de-corps and to recognize Chapter members and others who have made significant contributions to the Chapter, or who, through their conduct or actions have enhanced the image of the Chapter in the local community.

9.1.3 APPLICABILITY

The Chapter Awards Program is binding only on the Chapter. These policies may however, be adopted in whole or in part by the Chapter 39 Auxiliary. Also, certain Chapter awards may be approved for Auxiliary members in the same manner as for Chapter members, when the recommendation is submitted by a Chapter member.

9.1.4 AWARDS RECOMMENDATIONS

Recommendations for Chapter awards listed in Paragraph 7 (except 7i) will be submitted on the awards form shown in Form SR 9-1. Submissions may be made by any person having knowledge of a Chapter member's outstanding conduct, accomplishments, or contributions, which reflect favorably upon the Chapter, TREA, or the local community. A recommendation should be submitted at least 90 days prior to the desired date of presentation. Members of the Awards Committee may also make award recommendations. However, a committee member who submits an award recommendation for another committee member shall be excused during the debate and voting on the award. Likewise, a committee member who is being considered for an award will be excused during debate and voting. Such committee members may be temporarily replaced, if necessary.

9.1.5 CITATION

When a citation is required, the person who submits the award recommendation must prepare an appropriate citation.

9.1.6 AWARD APPROVAL

The Chapter 39 President may approve and a Certificate of Appreciation with or without a formal recommendation. All other awards listed herein must be approved by the Chapter 39 Board of Directors, and in some cases by the membership (where indicated) by majority vote of both bodies. The Awards Committee shall normally seek Board approval at regular monthly Board meetings, but may, in the interest of time, or when a Board member is being considered for an award, seek such approval by polling and obtaining approval of a majority of tile voting members of the Board by telephone. In this event, the names of the "yea" voters shall become a part of the file which must be maintained in the

Chapter office for a period of two years. If deemed appropriate by the Board of Directors, award recipients may be recommended to TREA for a similar award.

9.1.7 TYPE OF AWARDS

Each recommendation must specify the type of award recommended based on the actions or accomplishments of the person being recommended. If the committee determines that a nominee is deserving of an award, but not the award for which recommended, it may recommend an appropriate award or certificate. All authorized awards are listed below. Each award shall be accompanied by a distinctive Chapter 39 pin. Recommendations to alter these awards or to establish new awards must be in writing.

a. Heroism Award.

Awards to Chapter/Auxiliary members, active duty military personnel or members of the community who have performed brave, courageous, gallant or valiant acts involving risk such as lifesaving or other admirable acts under difficult Conditions. This award should be a distinctive one-of-a-kind plaque with an appropriate inscription (i.e., Awarded for Valorous Actions in Saving the Life of a Fellow Man.)

b. Award of Excellence.

Awarded to Chapter Chapter/Auxiliary members whose deeds and achievements have been of the highest order; who have unselfishly devoted an enormous amount of time, energy and skill toward the development of the Chapter; and whose contributions have made a significant improvements in Chapter operations, recognition or overall well-being. The award should be a distinctive plaque accompanied by a citation certificate.

c. Citizen of the Year Award.

Normally awarded only to prominent citizens of the local community who are eligible for Regular or Associate TREA membership. Recipients must have manifested support for the aims and objectives of Chapter 39 and TREA and/or those of the Armed Forces of the United States. The award should be distinctive plaque with an appropriate inscription (i.e., For Supporting the Aims and Objectives of The Retired Enlisted Association and Chapter 39.) A monetary contribution to the nominee's favorite charity, in his or her name, may accompany the award. This award may also be accompanied by a Certificate of Appreciation with an appropriate citation bestowing Honorary Membership. This award shall require the approval of both the Board of Directors and the membership. Honorary Chapter 39 Membership Award. Normally awarded only to prominent citizens of the local community who meet the requirements of "c" above. May also be awarded to Senior Officers of the Armed Forces who have demonstrated special concern for the well-being of active duty and retired enlisted personnel of the Armed Forces. This award should be made a part of the citation on the Chapter 39 Certificate of Appreciation at Annex B which is pre-printed in multicolor. As indicated in "c" above, this award may be combined the Citizen of the Year Award. This award shall require both the approval of the Board of Directors and the membership.

d. Chapter Member of the Year Award.

Awarded to Chapter members who, in the year immediately preceding the award have demonstrated by their actions, their concerns and their performance, their dedication to Chapter 39. The purpose of this award is to recognize members who regularly and continuously perform with distinction, a myriad of tasks and duties to the benefit of Chapter 39. It is normally presented on the occasion of the annual installation of officers and covers the preceding 12 months.

e. Volunteer of the Year Award.

Awarded to Chapter members such as Bingo or other volunteer workers who consistently and professionally perform tasks that are vital to the success of the Chapter or the well-being of the membership. This award should be a distinctive plaque accompanied by an appropriate citation.

f. Board of Directors Award.

Awarded to former members of the Chapter Board of Directors as recognition for exceptional service or accomplishment as Board' members. Eligibility for this award includes both elected and appointed members of the Board of Directors. The award should be a distinctive plaque, appropriately inscribed and accompanied by an appropriate citation.

g. Employee of the Year Award.

Awarded to a current employee who has been employed for at least one year, including the month of the award. All other selection criteria shall be developed by the Awards Committee. The Chapter President and the Club Manager shall provide advice and/or employee records for the development of selection criteria. The person selected shall receive a \$100 U.S. Savings Bond and a Chapter 39 Certificate of Appreciation with appropriate citation.

h. Certificate of Appreciation.

Awarded to members and non-members for tenacious support or accomplishments that warrant recognition but does not warrant one of the above awards. This certificate (if appropriate) may be awarded in lieu of a higher award or with a higher award, to include Honorary Membership. The award should be an attractively framed certificate containing a citation.

9.1.8 PRESENTATION OF AWARDS

All Chapter 39 and Chapter 39 Auxiliary Awards will normally be presented during the Annual Installation Dinner Dance, held during the month of June each year. Awards may be presented at other times when appropriate.

9.2 COMMEMORATIONS

9.2.1 GENERAL

Over the years, hundreds of Chapter and Auxiliary members have unselfishly devoted their time, energy, skills, and often their own resources toward the development of the Chapter.

The founders and several Chapter members have been, over the years, and still are active in Chapter operations. Many of these and other long-time members are among those who have made enormous contributions and who continue to do so today. Many others are now deceased. The roster of

distinguished members is long and noteworthy. The outstanding reputation the Chapter enjoys in the community and among other TREA Chapters can, no doubt, be attributed to those members. Thus, it is only fitting that all dedicated members, past and present, living or deceased, be given due consideration for memorialization.

9.2.2 PURPOSE

The purpose of this Section 2 is to outline policies and procedures for commemorating Chapter programs, functions, activities, or resources (to include facilities and other properties) to serve as memorials to current and former members, living or deceased. These policies are necessary to ensure equity among all members who have been identified as having made significant contributions to the Chapter and to TREA. These guiding principles for consistency and reasoning will prevent spontaneous or impulsive commemorations based on compassion or sympathy immediately following the demise of a Chapter or Auxiliary member.

9.2.3 ELIGIBILITY

Memorialization shall be considered only for individuals who have distinguished themselves by exceptional performance and accomplishments that were clearly beyond the realm of expectation. Such feats must have occurred while the individual was a member of Chapter 39 and must have contributed to the betterment of Chapter 39 or TREA. Additional requirements are as follows:

a. Living Members.

Living members who reside in the local community must be Chapter/Auxiliary members at the time of memorialization. They must also have been members for a cumulative total of five years and must have been actively and systematically involved in some Chapter operation, program or activity. Membership approval shall require an affirmative vote of two-thirds of the voting members at the membership meeting at which considered.

b. Deceased Members.

Deceased members must have been members of the Chapter or Auxiliary for a cumulative total of three or more years and must have been members at the time of death if residing in the local community. The memorialization of a deceased member out of sympathy or respect, or because he or she were well-known, well-liked, or had a good reputation (while commendable), must be prevented. Thus, memorialization will not be considered during the first year following the demise of an individual. Membership approval shall require an affirmative vote of two-thirds of the voting members at the membership meeting at which commemoration is considered.

9.2.4 PROCEDURES

All proposals to memorialize the names of individuals must be submitted and processed in accordance with procedures outlined below.

a. Written Proposal.

All proposals must be submitted in writing, addressed to the Chapter President. The form (SR Form 9-1) should be used for this purpose. The proposal must contain a sufficient amount of biographical data and proof of exceptional accomplishments to permit a proper evaluation by the Memorialization Committee. No motion to memorialize the name of an individual shall be accepted

from the floor unless a written proposal has been submitted and all provisions of this Standing Rule have been complied with.

b. B. Presidential Action.

Upon receipt of a proposal for memorialization, the Chapter President shall, within 30 days, appoint a special Memorialization Committee consisting of not less than five Chapter members to act on the proposal. If the committee recommends approval, and the Board of Directors vote to accept the recommendation, the President will place the matter on the agenda for the next General Membership meeting. If the proposal is not favorably considered during any phase of processing, the President shall advise the proposer in writing, thanking him/her for his/her interest.

c. Committee Action.

The committee shall be given 90 days to investigate, evaluate and deliberate before making their recommendations to the Chapter President and the Board of Directors. If the proposal requires additional written data from the proposer, it may be returned for such data and the delay involved may be added to the 90 day consideration period. Careful evaluation, objectivity and comparative reasoning are essential to the memorialization process wherein one individual, above all others, is selected to have his/her name memorialized by associating it with the Chapter. The committee will make a specific recommendation for or against each proposal submitted, and will justify their recommendation. If the committee recommends approval, and the Board of Directors vote to accept the recommendation, the committee will present the matter to the membership at the next General Membership meeting. The motion shall state that if approved, memorializing will be contingent upon approval of the next of kin. However, if the next of kin cannot be located or do not respond within 90 days, the contingency shall expire and memorialization shall continue. Appropriate ceremonies will be conducted and memorializations will be published.

9.2.5 PAST MEMORIALIZATIONS

Chapter 39 memorializations in effect as the date of this Standing Rule are as follows:

MEMORIALIZED STATUS COMMEMORATED

9.2.6 MEMORIALS

In addition to commemorating the names of some members, all deceased former members (holding Chapter 39 membership at the time of death) shall be recognized by engraving their names on a brass plaque and placing it in the Chapter 39 Memorial Case. The word "President" will also be shown for Past Presidents.

Recommendation for Award or Commemoration

(NOTE: See Instructions in Chapter Standing Rule 9 prior to completing this form.)

TO: President

TREA, Chapter39

FROM:

NAME OF PERSON BEING CONSIDERED:

RECOMMENDED FOR (circle one): Chapter Award Commemoration JUSTIFICATION: (be very specific & follow Chapter Standing Rule 9 guidelines)

NAME OF SUBMITTER (Type or Print) SIGNATURE

TREA Chapter 39 Form SR- 9-1

13 August, 1997, Supersedes Annex 14, SR 9, No Date. Previous Form Obsolete.

10 STANDING RULE NO. 10 MEMBERSHIP

10.1 MEMBERSHIP ELIGIBILITY

Membership eligibility criteria are outlined in Article III of the Chapter 39 Bylaws and will be strictly adhered to.

10.2 MEMBERSHIP DUES

TREA membership dues are as prescribed by TREA National.

10.3 DELETED.

10.4 APPLICATION FOR MEMBERSHIP

All applicants for membership in Chapter 39 must complete and sign a TREA membership application and are responsible for membership fees.

10.5 MEMBERSHIP RESTRICTIONS

The Retired Enlisted Association, Inc., was granted tax exempt status by the Internal Revenue Service IRS Letter EO:7213:309:BJ, dated June 29,1984) based on the fact that at least 75% of the total TREA membership is, and must be, veterans of the Armed Forces of the United States. This means that the total non-veteran population of TREA may not exceed 25% of the membership.

Included in the 25% are Auxiliary members, non-veteran associate members, such as widows, widowers, and dependent parents or children of deceased former regular members and those who were eligible for membership, plus nonveteran Sponsored Courtesy members. In order to insure that the tax-exempt status is maintained, the Chapter 39 non-veteran Sponsored Courtesy membership shall not exceed 2 1/2% of the total Chapter and Auxiliary memberships, combined. Non-veteran, Associate, and Auxiliary memberships may also be restricted, if necessary, to prevent jeopardizing the tax exempt status in the given order.

10.6 EMPLOYEES

Employees of Chapter 39, who are hired from outside the membership of Chapter 39, shall:

- a. Be issued special identification cards identifying them as employees of Chapter 39 and the position held;
- b. With the exception of the Club Manager (who shall enjoy all the rights and privileges afforded an Associate member during his/her employment) employees will have no special rights and privileges except those guaranteed in their employment agreement/ contract and they only when on duty;
- c. When off duty, employees may be granted access to the Club Facility as Sponsored guests as defined in Standing Rule NO. 22;
- d. Shall not be considered as Chapter members as defined in Paragraph 6 above;
- e. Shall not be issued key cards (access cards) but may at the discretion of the Club Manager have access to door keys if their duties require them to open or close the Club facilities;

- f. If employment is terminated, all Chapter property issued to them (such as keys and identification cards), shall be returned to the Club Manager. (NOTE: Employee identification cards will be issued and controlled by the Membership Committee Chair); and,
- g. All employees must comply with the Dress Code (Standing Rule NO. 18) and the appropriate Code of Conduct Articles (Standing Rule NO. 1) which apply to all members and guests.

10.7 RIGHTS AND PRIVILEGES

All bona fide members have full use of Chapter facilities to include check-cashing and certain other privileges as determined by the membership.

10.8 MEMBERS-AT-LARGE

Members-At-Large of TREA are not bona fide members of Chapter 39. Consequently, they shall not be afforded any of the rights, privileges, or benefits of Chapter membership, except use of the bar and dining facilities on a pay-as-you-go basis. This use may be restricted by the Board of Directors, if necessary to accommodate the Chapter membership. Members-At-Large may not partake in "Members Only" functions and may not consume food and beverages at other functions, such as the Annual Picnic without charge.

10.9 TERMINATION OF MEMBERSHIP

Membership in Chapter 39 may be voluntarily terminated by resignation or failure to pay TREA renewal dues, or involuntarily due to misconduct or financial irresponsibility. Regardless of the method, such termination severs all rights, benefits, and privileges, except as indicated below.

- a. Resignation. Any member may resign from the Chapter, or from both the Chapter and TREA, by filing a written Notice of Resignation with the Chapter 39 Board of Directors. If the notice does not specify that resignation is from the Chapter only (reverting to TREA 'Member-At-Large), it will be forwarded to TREA National Headquarters and all membership status will be terminated. Resignation does not relieve a member of his/ her responsibility for satisfying all obligations to include unpaid accounts. No refund of dues will be made. If TREA membership is not terminated and there are no charges pending, or disciplinary action taken against the person, he/she may retain bar and dining privileges as a TREA Member-At-Large, in accordance with Standing Rule NO. 22. Upon resignation, Chapter Membership and Key Cards must be returned to the Chapter.
- b. Non-payment of Dues. Membership in Chapter 39 terminates on the expiration date shown in Chapter files for appropriate Chapter dues and no benefits accrue (if applicable) after that date unless dues are paid Chapter dues paid within ninety days following the due date will result in reinstatement retroactively and in continuous Chapter membership.
- c. Misconduct or Financial Irresponsibility. When a member has been accused of misconduct, or has demonstrated financial irresponsibility and action has been taken in accordance with Standing Rule NO. 8, which resulted in expulsion from the Chapter, all rights, benefits, and privileges are terminated Persons expelled under these circumstances shall not be accorded use of the bar and dining facilities, even if TREA Membership-At-Large is retained.

10.10 MEMBERSHIP COMMITTEE

The objective of the committee is to increase the membership of Chapter 39. To do so will require that the benefits of membership be made known to both the active and retired military communities. Thus, the Public Relations Committee must join forces with, and be responsive to, the needs of the Membership Committee. An aggressive, on-going program shall be conducted to increase participation in Chapter meetings and activities, as well as the recruiting and retention of members.

COMMITTEE CONTROLS

This committee shall render a verbal Recruiting Progress Report at each Board of Directors meeting and General Membership meeting, and report the current membership by category. The Committee Chair shall request and be provided with all necessary assistance from the Board of Directors, or the membership, to fulfill his/her responsibilities. The committee must insure that the Chapter's non- veteran Sponsored Courtesy membership does not exceed 2 1/2% of the total Chapter and Auxiliary membership, and that the total of all non-veteran members of both Chapter and Auxiliary does not exceed 25% of the Chapter/ Auxiliary membership.

10.11 MEMBERSHIP CARDS AND KEY CARDS

- a. All members of Chapter 39 shall use their TREA membership cards as identification and proof of membership in Chapter 39. All such members shall be issued key cards and have free access to the club and all its facilities.
- b. Honorary Members shall be issued Honorary Membership Cards and key cards and shall have the same access to the club and its facilities as regular members except that their spouses shall be considered guests as defined in Standing Rule 22.
- c. The issuance of key cards (access cards) shall be the responsibility of the Membership Committee Chair or members of his/her committee only. A proper record (log) of the transactions will be maintained by the Membership Committee.
- d. The following persons are authorized to visibly verify TREA Membership Cards: Chapter President & Sergeant-At-Arms; Membership Committee Chair; Club Manager; and On- Duty Bartender.

10.12 ACCESS KEYS

- a. GENERAL.

The Club Manager is responsible for controlling and monitoring the Access Key system under the direction of the Membership Committee Chair. Access Keys are required to gain entry to the chapter main bar area. Keys are issued to all eligible persons as indicated in Section 10.11 above.

Additionally, selected members of the National Staff and National Board of Directors may be issued Access Keys when approved by Chapter 39's BOD.

- b. DEPOSIT.

A deposit is required for each Access Key issued. If a key is lost or damaged, an additional deposit must be made. Keys that stop working for no known reason will be researched through the security company prior to issuing a new key. If the key still does not work, a new key will be issued without

charge. Lost keys must be reported to the Chapter so that key number can be deleted from the Sonitrol computer. Should the original lost key be found, it can be returned to the Chapter and the first deposit only may be refunded. The key card deposit amount shall be determined by the Club Manager.

c. FILEMAINTENANCE.

The membership committee is responsible for maintaining a pre-numbered log of all keys issued, a receipt book used for receipting funds, and a local computer file used to track all Access Keys. The Committee is also responsible to notify Computer Operations of all necessary changes to the system. (See Operating Instructions).

d. EMPLOYEES.

Non-member employees are not authorized Access Keys. They are issued an Employee Number which is used in securing the Chapter premises at the close of business each day. The Janitor is also issued a special entry number and/or key to use when opening the Chapter for cleaning.

e. ABUSE.

Each person issued an Access Key is responsible for its safe keeping. Any person abusing this security system as well as the Access Key issued on their behalf will be subject to disciplinary action as outlined in Chapter 8.

f. MEMBERSHIP STATUS.

Members whose dues become delinquent will have their key number removed from the computer system and access to the chapter denied until such time as required dues are paid.

11 STANDING RULE NO. 11

11.1 MILITARY AFFAIRS LEGISLATION

11.1.1 COMPOSITION

The Military Affairs and Legislative Committee may be a "one-person" committee, depending on the desires of the appointed Chair and the amount of work foreseen by him/her.

11.1.2 DUTIES

Since legislation at both the State and national level which impacts on the active and retired communities are of major concern, this committee shall be responsible for the following actions.

- a. Establish liaison with officials at local military installations and military oriented or veteran's organizations.
- b. Keep abreast with, and closely monitor all local and national legislative actions, contemplated or proposed, which could have an adverse effect on active and/or retired military personnel.
- c. Keep the membership informed, seek their reactions, and ask them to take a stand on legislation which might affect their well-being.
- d. Communicate the desires of the membership of TREA National Headquarters, and the State and National legislative bodies, with the goal of influencing them to defeat unfavorable proposals.
- e. When appropriate, encourage and assist members to communicate with their legislators on matters of importance.
- f. Encourage and assist members in preparing and submitting resolutions for membership discussion and for inclusion in membership meetings.

12 STANDING RULE NO. 12 PARADES AND CEREMONIES

12.1 COMPOSITION

The President shall appoint a Parade and Ceremonies Committee consisting of a Chair (normally the Sergeant-At-Arms) and at least 2 members.

12.2 RESPONSIBILITIES

This committee shall be responsible for coordinating, organizing, and arranging for Chapter participation in military and/or community parades and functions. The Board of Directors will be advised of all forthcoming activities that may be of interest, along with a recommendation for Chapter funding and participation as appropriate. If funding and/or use of Chapter facilities or equipment is recommended by the Board of Directors, the matter will be brought before the general membership for approval and volunteer participants.

12.3 DUTIES

The duties of this committee are very broad and will vary with each type of activity or function. Thus, committee members must be versatile and willing to work odd and long hours, often using their own resources to accomplish their mission. Some of the more routine duties are, but not limited to the following:

- a. Conduct an annual inventory of all color guard equipment such as flags, banners, signs, ammunition, and weapons. At this time, all such items of equipment will inspected for serviceability and adequacy of amounts. The inventory report will be discussed at the Board of Directors meeting and submitted to the President for his/ her perusal and filed in committee files.
- b. Coordinate with the Public Relations Chair as appropriate, to insure that articles concerning Chapter participation are published in the Chapter Newsletter and submitted to the local news media. Photographic coverage should be routine and the Historian should keep a records of all events.

12.4 COORDINATION

Chapter participation in activities must be coordinated, both internally and externally, as necessary. Some examples of coordination are:

- a. When the function is a parade, coordinate with the Parade Marshall, or other designated person who has decision-making authority.
- b. Coordinate with the Auxiliary on all functions and activities.
- c. The committee will coordinate with, and invite the Past Presidents Advisory Council to participate in all activities. The Chapter President and all members of the Board of Directors will be encouraged to participate and the membership will also be invited to do so.
- d. Coordinate with the Club Manager to arrange for the feeding of the Color Guard members when functions are held in Chapter facilities or at other locations when feeding might be

appropriate. Also, for any food or refreshments that may be available for member participants, either before or after the function.

- e. Secure an adequate number of vehicles to transport current and past officials of the Chapter and Auxiliary. This may also include the current National Presidents (TREA and Auxiliary), should they desire to participate. In other words, one vehicle may be needed for each of the National Presidents, one for each of the current Chapter Presidents (Chapter and Auxiliary), and one for each of the immediate Past Presidents of the Chapter and Auxiliary. A list may be posted on the bulletin board asking the members to volunteer their services and/or their vehicles.

12.5 TRAVEL EXPENSE REIMBURSEMENT

Reimbursement of travel and all other expenses shall be in accordance with policies outlined in Standing Rule NO. 7 (Finance/Ways and Means.)

13 STANDING RULE NO.13 PAST PRESIDENTS ADVISORY COUNCIL**13.1 FUNCTION**

The Past Presidents of Chapter 39 shall serve as an Advisory Council whom the current President and the Board of Directors may consult for advice.

13.2 CHAIR

The immediate Past President of the Chapter shall be the Chair of the Past Presidents Advisory Council. In the event the immediate Past President is unavailable, or is unable to serve, then his/her predecessor will assume these duties.

13.3 DUTIES

In addition to assisting the current President and the Board of Directors, the immediate Past President will be appointed the Chapter Historian and the council will comprise a historical committee. The duties of the Historian are contained in Standing Rule NO. 3. Additionally, the Past Presidents Advisory Council will supervise the installation of Chapter officers.

13.4 PRORIRITION

If a past Chapter President is elected to the current Chapter 39 Board of Directors, he/she shall not serve concurrently on the Past Presidents Advisory Council, but shall resume membership on the council upon leaving the elected office.

14 STANDING RULE NO. 14 PUBLIC RELATIONS

14.1 GENERAL

The Chapter 39 Public Relations Program will be administered by a committee of not less than 2 members, one of whom shall be designated as the Chapter Photographer. The member who is appointed Chair will be responsible for ensuring adequate public relations coverage of all functions and activities in which the Chapter participates.

14.2 PURPOSE

The purpose of the Public Relations Committee is to develop and implement an aggressive plan to advertise the activities and accomplishments of the chapter and to promote goodwill and support from the public. These functions, properly accomplished, should also serve to increase Chapter membership.

14.3 RESPONSIBILITIES

The Public Relations Committee is responsible to the Chapter President and the Board of Directors for the accomplishment of its assigned mission. The committee will serve as an informative element of the Chapter to provide the membership and the general public with news articles of interest by utilizing all sources of the news media. Photographic coverage of Chapter events, maintenance of a photo album, and the collection and maintenance of published news articles in a Chapter scrapbook are also function of the Public Relations Committee.

14.4 DUTIES

This committee will provide Public Relations support to all other committees and to the Club Manager in order to publicize activities and forthcoming events. All motions that are voted on during each monthly membership meeting, to include donations, should be publicized in the monthly newsletter. The membership should also be kept informed of dress code requirements for all Chapter functions. Additional duties include joining forces with and becoming responsive to the needs of the Membership Committee with regards to publicizing membership qualifications, benefits, etc. Such a program should result in increased attendance at membership meetings and serve as a tool to increase recruiting and retention of Chapter members. Appropriate photographic coverage and the maintenance of a photo album and scrapbook will provide a historical record and will assist the Chapter Historian in the accomplishment of his/her duties.

15 STANDING RULE NO.15 CHAPTER AUXILIARY

15.1 GOVERNING AUTHORITY

The Chapter 39 Auxiliary is a subsidiary and subordinate element of the Chapter in the same manner, and with the same relationship, that the Chapter has to TREA National Headquarters. Consequently, the Auxiliary shall be governed by the Chapter 39 Bylaws and shall abide by the Chapter 39 Standing Rules. Separate Bylaws may be adopted to govern internal organization and operations, providing such Bylaws are not in conflict with the Chapter Bylaws. Auxiliary Bylaws, to include changes thereto, shall not be effective until ratified in writing by the Chapter 39 Board of Directors.

15.2 MEMBERSHIP

Auxiliary Bylaws, when adopted, will prescribe membership eligibility requirements. Such eligibility requirements should not normally overlap the Chapter requirements, i.e., a person who is eligible for "Regular" or "Associate" membership in the Chapter should not likewise be eligible for membership in the Auxiliary. In order for Chapter 39 and TREA to maintain tax exempt status, the combined non- veteran membership of the Chapter and Auxiliary may not exceed twenty-five percent of the total membership. And, while it is unlikely, it may become necessary to restrict the acceptance of non- veterans. In this unlikely event, the Chapter 39 Board of Directors will take action to restrict the non- veteran Sponsored and Associate Chapter membership before any restrictions are placed on the Auxiliary.

15.3 RIGHTS AND PRIVILEGES

Auxiliary members shall enjoy all of the rights and privileges of Chapter membership, other than the right to vote and hold office, except in the Auxiliary. Though not eligible to vote, the Auxiliary President may be periodically requested to attend and participate in Chapter business meetings.

15.4 RECORDS AND FINANCIAL ACCOUNTS

All financial accounts will be maintained in accordance with established Chapter 39 accounting procedures and all books, records, and files will be maintained in the Chapter 39 building. When any such records are removed from the files, the immediate area, they must be signed out to an authorized person who shall be fully accountable for same. Copies of all monthly Financial Statements will be furnished to the Chapter 39 Treasurer who has overall responsibility for all Chapter and subsidiary financial accounts. Likewise, all financial records shall be made available for inspection by the Chapter 39 Treasurer and/or the Finance/Ways and Means Committee upon request. An annual review of all financial accounts identified in Paragraph 1, Standing Rule NO. 7, will be conducted in accordance with Paragraph 5, Standing Rule NO. 7. Assistance in maintaining accounts / records will be provided upon request.

15.5 CONDUCT OF AFFAIRS

The Auxiliary Board of Directors shall be guided in the conduct of their business affairs by the Chapter 39 Bylaws and Standing Rules. Approval to deviate from this policy must be approved by the Chapter 39 Board of Directors and granted in writing. All policy questions, requests for assistance, and recommendations initiated by Chapter 39 or Auxiliary Board of Directors, or Presidents, must receive prompt and courteous

attention. Close coordination and the free exchange of information and ideas is essential to the maintenance of harmony between the Chapter and Auxiliary.

16 STANDING RULE NO. 16

DELETED

17 STANDING RULE NO. 17 NATIONAL CONVENTION

17.1 ANNUAL CONVENTION

The Retired Enlisted Association (TREA) holds its Annual National Convention during the month of September at which time the convention location for three years hence is selected by majority vote. The number of delegates from each TREA Chapter that may attend the convention is determined by the number of members assigned to each Chapter.

17.2 DELEGATE QUALIFICATIONS

Only "Regular" Chapter 39 members (retirees) who have been members for at least one year and have attended at least four General Membership meetings shall be eligible for election as delegates to the National Convention. Length of membership and the number of meetings attended will be verified from Chapter records. Qualified members who wish to be considered for election as delegates shall submit an application to the Convention Committee within the announced submission date.

17.3 CONVENTION COMMITTEE

A Special three-member Convention Committee will be appointed annually during the month of June to nominate delegates to the National Convention and to perform other duties prescribed herein. The committee, appointed by the Chapter President, must be approved by the Board of Directors. The Committee Chair must have attended at least one National Convention within the past five years. The committee will provide applications to interested members and will review completed application for qualifications. A priority system may be established which gives weight to those members who have actively participated in promoting the Chapter and have assisted in Chapter fundraising activities. In the event that more applications are received than the number of delegates authorized, the Committee Chair will, prior to the election, advise the membership of the names of the recommended candidates and why they were recommended. Nominations will be allowed from the floor in which case the nominee will, prior to the vote, state before the General Membership, his/her qualifications to represent Chapter 39 at the Annual National Convention. Qualifications will be stated in the sequence shown on the Convention Delegate Applications Form and the form must be completed and submitted to the committee immediately after the close of the meeting. The Convention Committee will advise the membership of their recommendations after nominations from the floor are closed. The committee shall attempt to obtain sufficient nominees to permit attendance by at least two-thirds of the number of Chapter delegate authorized. However, good judgment dictates that a delegate who would likely portray a bad image of the Chapter is worse than no delegate at all. Likewise, past delegates who violated established policies concerning dress, tardiness, or no-show at convention meetings, or who have deviated from the stated desires of the Chapter membership, should not be recommended for election as delegates to the next Annual National Convention.

17.4 DELEGATE ELECTION/CONFIRMATION

Delegate elections or confirmations will be held during the month of June. All delegates will be elected or confirmed by the General Membership except the Chief Delegate who will normally be the Chapter President, Vice President, or the Immediate Past President. As an alternative to this, the Chief Delegate may be elected by and from among to delegation. In the event all delegate positions approved by the

membership are filled, at least three alternate delegates should be elected/confirmed as replacements for regular delegates who may be unable to attend.

17.5 PROXIES

When the number of delegates to the National Convention is less than the number authorized for the Chapter by TREA, the additional votes may be cast by proxies. No more than one proxy vote may be cast by each attending delegate. All proxies must be registered.

17.6 DELEGATE DUTIES AND OBLIGATIONS

All delegates are committed to initially support or reject programs or issues in accordance with the desires of the Chapter membership when a vote has been taken on a program or issue. After initial convention voting, delegates may be excused from such commitment and may vote their own conscience when authorized by the Chief Delegate. Unless personally excused by the Chief Delegate, delegates will attend all scheduled convention meetings. Dress requirements for meeting attendance will be prescribed prior to departure to the convention site. Normally, dark (blue/black) trousers, white shirt with blue or black tie and the white TREA windbreaker will be the prescribed attire. Prior to departure to the convention site, a copy of this Standing Rule and TREA Standing Rule NO. 12 will be given to each Chapter delegate.

17.7 DELEGATE EXPENSES

The Convention Committee and Finance/Ways and Means Committee shall determine a fair amount for "per delegate expenses" and shall recommend that the President seek approval of this amount from the General Membership during delegate elections/ confirmations. Prior to departure to the convention site, each delegate holding confirmed travel and hotel reservations will be presented a check in the approved amount. Delegates who fail to register at the convention site, or who fail to attend business meetings without being properly excused by the Chief Delegate, must reimburse the Chapter from the amount advanced. Failure to make prompt reimbursement shall result in mandatory appearance before the Board of Directors for possible expulsion from the Chapter. Expulsion will not relieve the former member of the obligation to satisfy the indebtedness. Likewise, delegates who fail to vote in accordance with the known desires of the membership, or who deliberately act in a manner that brings discredit to Chapter 39, may also be subject to disciplinary action by the Board of Directors.

18 STANDING RULE NO. 18 DRESS CODE

18.1 GENERAL

A person's attire, except when working, generally reflects his/her personal pride and self-respect. Thus, as Armed Forces retirees, we and our dependents should consider ourselves to be a step above the population, as a whole, and this should be reflected in both our dress and our actions. As a general rule, if we have any doubt as to the appropriateness of our attire, it is most likely inappropriate. Chapter and Auxiliary members shall be responsible for the appropriateness of the attire of their dependents and invited guests.

18.2 ATTIRE

While some items of clothing are acceptable for most all occasions, other items are prohibited and will not be worn on the premises at any time. All patrons will comply with the following rules.

Authorized Attire. Unless otherwise specified, slacks and a blouse or a dress for the ladies, and long trousers and a shirt (coat and tie optional) for the men are always appropriate, and are required wear in the ballroom on special occasions.

Prohibited Attire. Swimsuits, short-shorts, cut-offs, muscle shirts, halters, or similar items of attire, are prohibited and will not be worn on the premises as outer garments at any time.

Walking Shorts. Walking shorts are not acceptable in the ballroom on special occasions such as Installation Dinner Dance, Anniversary Dinner Dance, or New Year's Eve.

18.3 SPECIAL OCCASIONS

On special occasions such as the Annual Picnic or the Anniversary Dinner Dance, less casual, or more formal attire may be prescribed. Likewise, any clothing that is in good taste, except those items that are specifically prohibited, may be worn in the bar/lounge area at any time.

19 STANDING RULE NO.19 TREA MEMBERS-AT -LARGE**19.1 MEMBERSHIP STATUS**

TREA Members-At-Large (MALs) are not bona fide members of Chapter 39. Since MALs pay their dues directly to TREA, and not to the Chapter, they are affiliated with the Chapter only by virtue of administrative assignment and then only if accepted in accordance with the Chapter Bylaws. In order to become bona fide members and qualify for Chapter entitlement, they must join the Chapter and pay the additional Chapter dues, if appropriate, except for life members.

19.2 ENTITLEMENTS

TREA Members-At-Large (MALs) are entitled to all nationally sponsored TREA benefits and shall have equal rights with all other members to the "use of Chapter 39 facilities. Certain privileges, however, have traditionally, and continue to be restricted to bona fide members of Chapter 39. These include the privilege of voting, holding office, cashing checks, and participating in Chapter funded programs.

19.3 SUSPENSION / EXPULSION

TREA Members-At-Large (MALs) may be barred from using Chapter 39 facilities in the same manner, but without the formality required for bona fide Chapter members. Complaints against MALs may be referred to the Board of Directors for appropriate action. (See Chapter 10.)

20 20. STANDING RULE NO.20 PUBLICATIONS

20.1 GENERAL

Chapter 39 publishes several documents, some of which are directive in nature and some of which are designed to be informative. A brief description of each publication and its purpose is as follows:

a. Charter and Bylaws.

The basic governing document of Chapter 39 is its Charter and Bylaws. The purposes of the Bylaws are to set forth laws to govern the internal operations of the Chapter. The Bylaws take precedence over all other, documents with regard to settling disputes or in the interpretation of other written rules. The Bylaws and Standing Rules Committee shall review the Bylaws at least annually and make recommendations for changes, if appropriate. Approval for amendment shall require a two-thirds vote of the regular membership in attendance at the time the vote is taken. A vote will be taken at the next regular meeting after the amendment is proposed and proper notice has been given.

b. Standing Rules.

The Board of Directors may formulate and implement such Standing Rules as are necessary in the operation and administration of the Chapter. All such rules, to include changes thereto, must be ratified by the general membership or they become null and void. Once ratified, the President will sign each Standing Rule and indicate the date ratified by the membership. These rules will be reviewed at least annually by the Bylaws and Standing Rules Committee with input from committees concerned. All recommended changes shall be submitted to the membership for ratification. Word changes, sentence restructuring, etc., for ease in reading and understanding may be made without referral to the membership, so long as the intent of the rule is not changed. Likewise, when the membership changes the Bylaws, such changes will be incorporated into the Standing Rules without further referral to the membership. In the event of a dispute or conflict between the Standing Rules and Bylaws, the Bylaws shall prevail.

c. Monthly Newsletter.

Chapter 39 publishes a monthly newsletter that is distributed to all Chapter members residing in surrounding communities. The purpose of the newsletter is to provide the membership with a Calendar of Events which includes a Dinner Menu (when appropriate) for the coming month, scheduled entertainment, upcoming meetings, and other data. It also informs the membership of Chapter benefits to which they are entitled and general information about the Chapter and the Association. The Public Relations Committee shall be responsible for collecting, reviewing or editing of articles and arranging for the typing and publication of the newsletter as prescribed in Standing Rule NO. 4.

20.2 OTHER PUBLICATIONS

Other publications, such as those listed below, may be published as needed.

a. Official Notices.

Official notices may be published in the form of leaflets for mailing or in the form of a letter, or notices for posting on the Bulletin Board. Such notices provide information on upcoming events, special

meetings, etc. Special meeting are to be announced as prescribed in the Chapter Bylaws and will be conducted in Chapter 39.

b. Benefit Brochures.

Brochures which outline Chapter and TREA benefits are published and updated periodically to keep the membership informed and for use as a membership recruiting tool. The Membership Committee is responsible for updating and keeping the brochure current.

21 STANDING RULE NO.21 CONTRACTS

21.1 GENERAL

All contracts to which Chapter 39, TREA, a Colorado not-for-profit corporation, is a party to, and which commit current and/or future Chapter 39 resources and/or the good name of Chapter 39, or which cite Chapter 39 as a participant or supporter, or which otherwise identify "Chapter 39, The Retired Enlisted Association" will be written, prepared, processed, approved, and consummated as outlined herein.

21.2 BIDDING

All contracts in the amount of \$200 or more will be as a result of bids from at least three competing firms. There shall be no exception to this requirement without irrefutable evidence that three bidders are not available within the surrounding area to fulfill the requirements of the contract. Bids will not be sought, nor approved, for new construction or alteration of the current facilities until the Chapter 39 Board of Directors have been advised, all disagreements have been resolved, and the proposal itself has been concurred on by the Chapter 39 Board of Directors.

21.3 PREPARATION REVIEW

All contracts will be initially prepared by the Chapter 39 individual or element desiring or tasked to prepare a contract for his/her area of concern, i.e., Club Manager, Bingo Chair, etc. Following preparation of the contract, the preparer will present it to the Chapter President for review. The President will then arrange for the preparer to brief the Board of Directors and to make recommendations concerning the contract. The Board of Directors, following a thorough review of the contract, will determine whether the importance of the contract is such that it requires further justification, clarification, study, and/or review by Chapter 39 Attorney. Upon satisfactory completion of all such actions, the contract will be prepared in final form and, if necessary, again reviewed by the Board of Directors, prior to presentation to the general membership for final approval by a two-thirds vote of the Regular members present at the meeting when the proposal is presented.

21.4 FINALIZING

When all Board requirements and general membership approval have been satisfied, and the contract is in final form, the following actions will be taken.

a. Certification.

The following certificate will be typed on the signature page of the completed contract and will be signed by the Chapter Secretary.

"I hereby certify that this contract was approved by the Chapter-39 Board of Directors and the membership on ____"

b. Authentication.

Signature of Chapter 39 Secretary

All contracts will; be authenticated in accordance with the Bylaws of the activity or element letting the contract. Chapter 39 contracts require the signature of two officers, normally the President and the Treasurer, but in their absence of either, a Vice President will sign.

c. Other Actions.

The Chapter 39 President shall be responsible for ensuring that copies of all authenticated contracts are provided to the Chapter 39 Secretary for necessary action and filing.

22 STANDING RULE NO. 22 GUEST POLICY

22.1 PURPOSE

The purpose of this guest policy is to ensure that all guests of Chapter/Auxiliary members are treated equally, with courtesy, and within the parameters of policies set forth by the membership and the various agencies authorized to promulgate public policy. While not all inclusive, some of these agencies are as follows:

- a. The U.S. Internal Revenue Service, which granted us "non-profit status" as a Veterans Service Organization;
- b. Colorado Department of Revenue, Liquor Enforcement Division, and local liquor enforcement
- c. agencies who issue and control liquor licenses and establish criteria for the sale of alcoholic beverages;
- d. Colorado Department of Revenue, Division of Taxation, which determines our annual "tax percentage exemption" based on our clientele; and,
- e. The Colorado Department of State, Licensing and Elections Division, which annually issues our bingo-raffles license, prescribes gaming procedures and restriction, and limits the use of bingo revenue.

22.2 MEMBER DEFINED

A member is a person who, having paid all required Chapter/Auxiliary membership dues is listed on the official organization membership rolls. The spouse of such a member who is in possession of a membership card has full membership privileges and need not sign the guest register. For purposes outlined in this Standing Rule only, all members of other TREA Chapters and their spouses who have membership cards in their possession, have full use of club facilities and as TREA Chapter members, may also be accompanied by guests who must sign the Guest Register. TREA Members-At-Large may use lounge and dining facilities only and shall be classified as members for such purposes only when in possession of a TREA Membership Card. No person without proof of TREA affiliation shall be admitted to the premises except as a guest unless the club is temporarily open to the public.

22.3 GUEST DEFINED

A bona fide guest is a non-member who has been personally invited to the club and is accompanied by a Chapter member who shall be present on the premises at all times the guest is present. This definition was provided by the State Liquor Enforcement Division and applies to all persons, including member dependents, age 21 and over, who do not have a valid membership card. The "Guest Definition" further states that a "guest should not have to pay to enter onto, or utilize the premises or general facilities of the club". This does not, however, prohibit payment for goods and services received by the guest. Chapter 39 has extended use of lounge and club facilities to TREA Members-At-Large and allows such TREA members to be accompanied by spouse and children who shall be classified as guests under this paragraph.

22.4 GUEST REGISTER

A Guest Register shall be maintained at the main entrance to the club and "ALL" guests must be signed in by a TREA member who shall also be identified in the register by name and card number, and shall remain on the premises so long as the guest remains. The member shall be responsible for the dress and demeanor of the guests(s). Persons who claim to be TREA members and/or their spouses, who cannot produce proof of same and which cannot be readily confirmed, may be admitted as guests only. Sign-in shall not be required during periods when club facilities are open to the public unless the guest consumes alcoholic beverages.

22.5 GUEST RESERVATIONS

Guest reservations shall be required only when announced in advance by the President or Club Manager. When reservations are required for a specific function, a guest list will be concurrently established. After the announced "member reservation" cutoff date, members who have guests on the waiting list will be advised and reservations accepted in the order in which member reservations were made.

22.6 ALCOHOLIC BEVERAGES

No person shall consume alcoholic beverages on the Chapter 39 premises who is NOT a TREA member, the spouse or child (age 21 or older), of a TREA member (who has a TREA or Chapter issued card), or the invited guest of a TREA member who is accompanied by that member. Spouses and children (age 21 or older) who are not in possession of a valid TREA or Chapter issued card shall be signed in as guests.

22.7 MEMBERS ONLY FUNCTIONS

When the announcement of a function or activity states "members only" or "Chapter members only", it shall mean all members of Chapter 39, Chapter 39 Auxiliary, and their spouses. Specifically excluded are TREA Members-At-Large. As an exception, members of the National Staff and certain members of other Chapters, when appropriate, may be invited. The Club Manager may also make exceptions on a case-by-case basis for the families of members.

22.8 POT LUCKDINNERS

Members, their spouses and families who attend Pot Luck Dinners may be accompanied by up to three non-members couples (i.e., six guests.) The Club Manager may make one-time exceptions on a case-by-case basis. The member and/or guest(s) must bring a sufficient amount of food (less meat) to feed themselves. Payment in lieu of a dish is not acceptable.

22.9 CHAPTER DANCES

Unless an announcement states otherwise, Chapter/Auxiliary members and their families may be accompanied by three non-member couples (i.e., six guests) when attending regularly scheduled monthly Chapter dances. The Club Manager may make one-time exceptions to this policy on a case-by-case basis.

22.10 NON-MEMBER RETIREES

Non-member enlisted retirees, including TREA Members-At-Large, who are eligible for regular membership in Chapter 39 MAY NOT BE ADMITTED to "members only" functions. These retirees may be admitted as

guests no more than twice at functions where guests are permitted (i.e., dances, pot luck dinners, Thanksgiving/Christmas dinners, parties, etc.) Any subsequent attendance shall be in a "member" status only.

22.11 PERSONS UNDER 21

Persons under the age of 21 will not be allowed to sit at the bar at any time.

23 STANDING RULE NO. 23 DONATIONS POLICY

23.1 PURPOSE

The purpose of this Donations Policy is to standardize and outline Chapter procedures for making donations to the many organizations that frequently require monetary assistance.

23.2 GENERAL

Donations are an important function of Chapter 39 and our "not-for-profit status was predicated on our stated intent to monetarily support worthy causes in the community to the maximum extent possible. We must, however, critically review and evaluate the request for donations to ensure that the cause is worthy, that funds are available, and that the combined amounts donated to not deplete our capital assets to the point of functional impairment or cause harmful consequences.

23.3 FUNDING

Unless otherwise specified at time of approval, all donations shall be made from the Chapter 39 Bingo Account. Funds shall normally be disbursed within seven days following approval by the membership except for those organizations that are pre-approved for annual donations on a continuing basis. When funds are available, disbursements to pre-approved organizations shall be spread throughout the year to prevent the sudden drain of current resources. Also, disbursements will be scheduled so that available funds are forwarded to each recipient about the same time (i.e., calendar quarter) each year. A list of pre-approved organizations is shown in Attachment 1.

23.4 COMMITTEE

The Donations Committee shall normally be chaired by the 1st Vice President and shall consist of not less than two other Chapter members. It shall be the duty of this committee to meet on a monthly basis prior to the monthly Board of Directors meeting and follow the procedures outlined herein before making a recommendation concerning the donation of Chapter funds. The committee must be mindful of the fact that such recommendations must be considered by the Board of Directors before presentation to the membership.

23.5 POLICY

The following policies, while not all inclusive, shall form the guidelines to which Chapter 39 shall adhere to when considering requests for donation.

- a. No motion from the floor at a General Membership meeting, proposing the donation of funds, shall be accepted unless the proposal has been previously submitted to the Donation Committee and presented to the Board of Directors.
- b. Donations shall normally be made only in support of community activities within the Aurora Denver area.
- c. Funds shall normally be disbursed directly to the organization for which intended and not through another veterans or service organization that may wish to collect funds and take credit for all donations.

- d. The Chapter may join other organizations in support of community activities or worthy projects, but all funds disbursed in connection therewith shall be in the name of Chapter 39.
- e. Donations to any other organization which routinely make donations themselves (excluding Chapter entities) shall not normally be authorized, except for the purpose of supporting the internal operations of such an organization when its continued existence is financially threatened. Such approval shall require a two-thirds vote of the Regular members present at the General Membership Meeting when such a proposal is made.
- f. Donations shall not be made to any fundraising or so-called charitable organizations that charge a collection fee or keep a percentage of the proceeds, usually a majority, before doling out the remainder.
- g. Donations shall not normally be made for the benefit of only one individual, except in life threatening situations. In emergency situations only, two-thirds of the voting members of the Board of Directors may approve a donation of up to \$200. The membership shall be advised at the next membership meeting. All other donations for the benefit of one person only shall require an affirmative vote of two-thirds of the Regular members present at a General Membership meeting.

23.6 PROCEDURES

When the Donations Committee receives a request for a donation, the following steps shall be taken.

- a. Dispatch a letter worded essentially as the sample letter in ANNEX B. The letter shall advise the requesting organization of the Chapter policy, the date, time, and place of the next Donations Committee meeting, and invite a representative to meet with the committee. This may be done by telephone when time is of the essence.
- b. If there is no response to the Chapter letter, the request for donation shall be automatically denied and both letters shall be filed in the Chapter files for a period of two years. If there is a response, but a representative is unable to appear before the committee, the reason(s) for failure to appear, along with the apparent worthiness of the organization and proposed use of funds will be considered. However, the request shall not be denied solely on the basis of such failure to appear before the committee.
- c. When a representative of an organization appears before the committee, committee members shall question him/her concerning the proposed use of funds, approximate number and type of people who will benefit from the donation, if appropriate, whether funds will be spent locally or outside the community, and whether or not all funds are to be used their intended purpose or if a percentage will be retained as a collection fee. Questions should also be asked about the age and past record of the requesting organization, and/or how such record can be verified. When appropriate, in-depth follow-up questions should be asked, particularly with regard to collection fees, proposed use, amount requested, etc.
- d. Funds shall normally be disbursed directly to the organization for which intended and not through another veterans or service organization that may wish to collect funds and take credit for all donations.
- e. The committee shall make a specific recommendation to the Board of Directors on all donation requests that appear to have merit and which they have recommended for approval. A majority vote by the Board of Directors shall signify their concurrence. At the

discretion of the Committee Chair, the Board of Directors may be advised, and concurrence or comments solicited on any request that was not favorably considered by the committee.

- f. The Committee Chair shall present those requests that were recommended by the Board of Directors to the membership for their consideration. When the membership approves a donation request, the provisions of Paragraph 3 above shall be complied with and a letter worded essentially as the sample letter in ANNEX C shall be dispatched. If the membership disapproves a recommended donation, that request, along with all other requests that were not favorably considered will be answered by letter worded essentially as the sample letter in ANNEX D.

23.7 SUSPENSION OF RULES.

None of the provisions of this Standing rule shall be suspended without a vote of two-thirds of the Regular members present at a General Membership meeting where such proposal is made.

23.8 CHAPTER 39 PRE-APPROVED ANNUAL DONATIONS

The organizations listed below have been pre-approved by the Chapter 39 membership for annual donations contingent upon the availability of funds. When available, funds will be disbursed in the amounts shown and during the calendar quarter indicated.

ORGANIZATION	DOLLAR AMOUNT	FY QUARTER
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24 STANDING RULE NO. 24 FIVE YEAR PLAN**24.1 PURPOSE**

The purpose of the Five-Year Plan is to develop, in a single document, a projection of the future needs of Chapter 39 and Chapter 39 Auxiliary. The Plan addresses facilities, membership, programs, finances, and other resources, as well as on-going requirements of the Chapter, Auxiliary and the Building Association. The Five-Year Plan is a "planning document" and not a budget.

24.2 COMMITTEE COMPOSITION

The Five-Year Planning Committee will include representatives of the Auxiliary and the Chapter. Chapter representatives will include the Club Manager, and a member of the Finance/Ways and Means Committee. Optimum total membership is seven. All members are voting members.

24.3 REPORTING PROCEDURES

The Auxiliary and Chapter committees will submit all new projects for inclusion in the Five-Year Plan. Projects will be submitted to the Five-Year Plan Committee immediately upon finalization, using the form in Attachment 1. Upon deletion or revision of a previously submitted project, the "Change Form" in Attachment 2, will be submitted to the Five-Year Plan Committee.

24.4 MEETINGS AND REPORTS

The Five-Year Plan Committee will meet quarterly each Fiscal Year, and as directed by the Committee Chair. A copy of the minutes of each meeting will be provided to the Chapter President.

CHAPTER 39 FIVE-YEAR PLAN CHANGE FORM

INSTRUCTIONS

This form is designed to standardize and simplify input to the 5-Year Plan. It can be used by a committee of the Chapter or the Auxiliary. Additional copies of this form are available in the Chapter office.

1. Identify the source of input, i.e., Chapter 39 or Chapter 39 Auxiliary.
2. Committee Chair.
3. Self-explanatory.
4. Self-explanatory. If narrative requires additional space, continue on a blank sheet of paper.
5. Identify the funding source, i.e., Bingo, General Fund, etc.
6. Estimate annual cost of the proposed activity.
7. Indicate recommended year for implementation of the proposed activity in relation to the 5-Year Plan, i.e., "1st Year", "3rd Year", "1st year continuing through 5 years". Within the first three years, indicate calendar quarter in which initially implemented, i.e., "first quarter, 1989".
8. Indicate other elements or individuals (i.e., Club Manager) with whom coordination is required prior to adoption.
9. Indicate committee ultimately responsible for implementation. In those cases where a committee other than "our own is responsible for implementation; furnish subject committee(s) a copy of your input.

Attachment 1

CHAPTER 39 FIVE-YEAR PLAN CHANGE FORM

(See instructions on page 24-2) Submitting Agency:

Chair or contact:

Proposed or approved change: Source of Funding:

(Committee, Auxiliary)

- -

Time-frame from implementation: Other change(s) - specify below.

Submit this form for deletion or revision of a previously submitted project. Submit a separate form for each project.

For information or instructions, contact the 5-Year Plan Committee Chair.

25 STANDING RULE NO. 25 CLUB MANAGEMENT

25.1 PURPOSE

The purpose of this Standing Rule is to establish the duties, responsibilities, and authority of the Club Manager, Bartenders, and other paid employees of Chapter 39.

25.2 CLUB MANAGEMENT

The Club Manager reports directly to the Chapter Board of Directors. The duties of the Club Manager consist of those tasks outlined in sections 25.4.1 Club Manager and 25.4.2 Financial Manager below. At the discretion of the Board of Directors, the Club Manager duties may be split between two paid employees and/or volunteers. In this case, one employee shall have the title of Club Manager and the second shall have the title of Financial Manager. Both employees/volunteers shall report to the Board of Directors. The Club Manager and Financial Manager shall sign a yearly contract outlining duties as described below and any other items as applicable and required by law. These contracts will not be a part of the By Laws or Standing rules but will be made available to members if requested in writing.

25.3 COMPENSATION

Salary for Club Management shall be at the discretion of the Board of Directors as recommended by the Ways & Means Committee. Performance reviews will be conducted yearly. Compensation for increased duties or performance shall be recommended by the Ways and Means Committee and approved by the Board of Directors. Performance reviews and salaries will not be a part of the By Laws or Standing rules but will be made available to members if requested in writing. If, at the discretion of the Board of Directors, Club Management is split between two paid employees, the total combined compensation will not exceed that paid to a single employee performing all the duties in sections 1.2.1 Club Manager and 1.2.2 Financial Manager below.

25.4 EMPLOYEE DUTIES

25.4.1 Club Manager

The primary responsibility of the Club Manager is to manage the Club and its facilities in the best interests of the members of Chapter 39. The Club Manager shall:

1. Manage the Bar inventory to ensure adequate supplies are on hand for day-to-day operations
2. Maintain a staff of employees to perform Club duties, to include janitorial services
3. Establish and enforce a code of conduct for employees under his/her supervision and control
4. Enforce State of Colorado and local ordinances to ensure compliance with alcohol/beverage control regulations
5. Enforce the Dress Code (SR #18) and Guest Policy (SR #22) of the Chapter
6. Enforce compliance with the provisions of Standing Rule NO. 10 (Membership) with regard to the necessary identification required for access to the Club and its facilities
7. Enforce compliance of Standing Rule 8 (Grievance/Incident Procedures) with regards to reporting grievances and enforcing grievance committee actions
8. Oversee and operate the Club in accordance with commonly accepted good business practices applicable to other like businesses.
9. Responsible for rental of the dining and conference rooms.
10. Ensures all parties and special events are properly staffed and the rooms properly set up for each event.

11. Will be present for all parties for which a board member is not present and ensure adherence to the contract for rental of rooms.
12. Ensures flyers are posted for events and taken down within appropriate timeframes.
13. Attend meetings and provide status reports of club operations to the Board of Directors, Ways & Means, A&E and General Membership meetings as appropriate and requested by the Board of Directors or committee chairs.
14. Hours worked per day and times of day will vary but will predominately be in the afternoons and evenings.
15. Perform other tasks requested by the Board of Directors.

25.4.2 Financial Manager

The primary responsibility of the Financial Manager is to manage the financial aspects of the Club in the best interests of the members of Chapter 39. The Financial Manager shall:

1. Institute and maintain policies of sound financial responsibility
2. Maintain a complete record of income and disbursements
3. Maintain and authorize expenditures of funds as set forth by the Board of Directors.
4. Ensure all federal, state and local financial filings, licenses, taxes, etc are completed and filed on time as required by law. This includes taxes, liquor licenses, non-profit filings, bingo licenses/reports, etc.
5. Attend meetings and provide status reports of club operations to the Board of Directors, Ways & Means, A&E and General Membership meetings as appropriate and requested by the Board of Directors or committee chairs.
6. Work with the Ways & Means and A&E committees to determine bar and meal pricing
7. Assist the Ways and Means Committee with establishing a yearly budget for club expenditures.
8. Perform other tasks requested by the Board of Directors

25.4.3 BARTENDERS

Bartenders whether paid or volunteer shall perform the duties assigned to them by the Club Manager and conform to the Code of Conduct (SR #1) and job description established by him/her. The bartender on duty shall, in the absence of the Club Manager, shall have the authority and responsibility to enforce all the applicable Standing Rules or applicable Bylaws mentioned above. In addition, bartenders shall:

1. Report directly to and be supervised by the Club Manager
2. Will be hired or dismissed at the discretion of the Club Manager
3. In the absence of the Club Manager, bartenders-on-duty have complete authority, and duty, to maintain order within the Club. They shall, at their discretion, control any member or their guest(s) who may be violating any Bylaw or Standing Rule to include, but not limited to, the Code of Conduct (SR #1). If a member, regardless of station or position, refuses to comply with the bartender's request to cease and desist his/her actions, the bartender has the authority and duty to:
 - a) Inform the member or his/her guest(s) of the specific violation. If the violation necessitates, he/she shall ask the member and/or his/her guest(s) to leave the premises. I
 - b) If the member or his/her guest(s) refuses to comply with the request to depart the premises, the bartender shall call the local police to ask their aid and assistance in removing the member and/or

his/her guest(s). Under no circumstances should the bartender make physical contact with the offending member or guest(s) nor should the bartender request any Chapter member or guest(s) to aid him/her by doing so. An exception to this rule would be if the bartender or any other Chapter member or guest(s) would be acting in self-defense to protect themselves from physical harm from the offending member or guest(s).

- c) All incidents of such nature shall be reported to the Grievance/Incident Committee without exception. Any other incident at the bartender's discretion or at the request of any member shall be reported to the Grievance/Incident Committee for appropriate action.
- 4. Because bartenders have such authority and represent the entire membership, bartenders on duty shall not consume alcohol while on duty. Violation of this rule shall be cause for immediate dismissal. Any member noting such violation shall notify the Club Manager of the violation for appropriate action. The Club Manager is then bound to report the incident to the Chapter Board of Directors, who may take further action as they deem necessary.
- 5. The bartender, at his/her discretion, shall have the authority to refuse to serve to any member, nonmember, guest or other employee. The bartender must however, have reasonable cause for such action and report all such actions to the Club Manager for possible consideration of the Grievance/Incident Committee and the Board of Directors.
- 6. Non-member employees may have access to the Club in the status of Sponsored Guest when off duty (SR #22) or obtain a "club only" membership. They shall comply with the provisions of that Standing Rule and any other which may apply regarding their access to and use of the Club and its facilities;
- 7. Chapter member employees have the same rights and privileges of other Chapter members when off duty. However, when on duty they are bound to the restrictions of this Standing Rule and any other Bylaw or Standing Rule governing paid/volunteer employees. In cases where charges of misconduct or negligence are brought, and proven, against Chapter member employees, the provisions of the Bylaws and Standing Rules regarding suspension or expulsion from the Chapter or any other appropriate punishment, may also be considered by the Grievance/Incident Committee and the Board of Directors;
- 8. Have the right of appeal to the Board of Directors in cases where charges of misconduct or negligence have been brought against them

25.4.4 OTHER PAID/Volunteer EMPLOYEES

All other paid/volunteer employees (i.e., janitors, wait persons, cooks, etc.) shall perform such duties assigned to them by the Club Manager and conform to the Code of Conduct (SR #1) and job description established by him/her. Additionally:

- 1. At the discretion of the Club Manager, and in the absence of the Club Manager, paid/volunteer employees shall report to the bartender on duty for instructions and guidance on duties assigned to them by the Club Manager in their job description, or for the maintenance of order in the Club.
- 2. Paragraph 3 f., g. and h. also apply to Other Paid/volunteer Employees

26 STANDING RULE NO. 26 FORMS MANAGEMENT

26.1 SCOPE

This Standing Rule applies to all committees within Chapter 39 that design, modify, use, or maintain forms or attachments for Chapter business. The procedures outlined here also apply to all Chapter members.

26.2 PURPOSE

To standardize the numbering and maintenance of internal forms and to streamline the present Standing Rules of the Chapter.

26.3 RESPONSIBILITIES

It is the responsibility of each committee that uses the forms and/or attachments in Chapter 39 Standing Rules, to maintain present forms, design new forms, or modify present forms to meet their current requirements.

All new or modified forms will be submitted to the Bylaws and Rules Committee for approval and numbering. Final approval of any form will be made by the Board of Directors. General membership approval is not necessary; however, suggestions for form changes are encouraged and maybe submitted by any Chapter member.

It is the responsibility of the Secretary to maintain a Master of all forms to be used for reproduction.

He/she will also maintain a file of blank forms, in proper sequence, and replenish the stock of depleted forms as needed.

26.4 NUMBERING

All forms used by TREA Chapter 39 will be numbered in the following manner:

For Bylaws - BL (bylaws) XI (article number) 3 (sequential form number for that particular article).

For Standing Rules - SR (Standing Rules) 8 (standing rule number) 3 (sequential form number for that particular standing rule).

All forms presently in use will be numbered and dated. If or when a form is changed for any reason, the date of change will be indicated on the form. All new forms will contain a statement indicating what old form (if any) the new form supersedes. All dates and statements will be added when approved by the Rules Committee.

27 CHANGE INDEX

Date	By Whom	Approved By	Notes
Jul 13 2016	Clarence Johnson		Grammatical and subparagraph numbering changes. Changes to the club manger to allow the BOD to divide the position into two people if desired and as approved by GM in 2015
Jul 13 2016	Clarence Johnson		Changes to membership wording to clairify that TREA membership and dues are at the national level. Changes to remove sections that are duplicates of what is already in the By Laws.