

**CONSTITUTION**  
of the  
**United States Coast Guard  
Chief Warrant  
and Warrant Officers  
Association**



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ISSUED BY  
**The Temporary National Committee**  
BOSTON, MASS.  
January 1, 1929

## Preamble

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We, the Warrant and Commissioned Warrant Officers of the United States Coast Guard, concentrating through organization our efforts for the advancement of the professional, material, and social welfare of our Corps in all lines compatible with the interests of our Service, believe that our ends can be best attained by constant devotion to duty and to our Association.

# **Constitution**

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## **ORGANIZATION**

### **ARTICLE I.**

Section 1. This Club shall be known as the United States Coast Guard Chief Warrant & Warrant Officers' Association, (hereinafter referred to as the Association).

Section 2. The Association shall be composed of the National Board of Control, (hereinafter referred to as the National Board), and of such District Clubs as may be chartered by the National Board from time to time.

### **ARTICLE II.**

The purpose of the Association shall be the betterment of the Warrant Personnel of the United States Coast Guard along social, professional and material lines, consistent with the good of the Service.

### **ARTICLE III.**

Warrant and Commissioned Warrant Officers of the Coast Guard are eligible for membership in the Association.

### **ARTICLE IV.**

Section 1. Active members of the Association shall be Warrant and Commissioned Warrant Officers on active duty in the Coast Guard who are members in good standing of the District Club to which they are attached.

Section 2. Honorary membership may be conferred on individuals by the Association, but such membership shall confer no voice or vote on the Association business. All retired Warrant and Commissioned Warrant Officers of the Coast Guard are

eligible for honorary membership in the Association.

Section 3. Inactive members shall be those members of the Association who do not come within the classification of Sections 1 or 2 of this Article.

#### ARTICLE V.

Section 1. The location of District Clubs shall depend upon the representation of, and the interest manifested by, the eligible officers stationed in and around the various Coast Guard centers.

Section 2. Each officer on shore duty shall be eligible for membership in the District Club having jurisdiction over the station to which such officer is attached.

Section 3. Each officer serving afloat shall be eligible for membership in the District Club having jurisdiction over the home port, section base or other station to which the unit on which such officer is serving is attached.

#### TRANSFER OF MEMBERSHIP

#### ARTICLE VI.

Section 1. The permanent transfer of a member from duty within the jurisdiction of one District Club to duty within the jurisdiction of another District Club, or the transfer of a vessel from a station within the jurisdiction of one District Club to a station within the jurisdiction of another District Club, shall automatically transfer such member, or all members serving on such vessel, to the District Club having jurisdiction over that station to which such transfer is made.

Section 2. Such transfer shall be made by the National Secretary within thirty (30)

days after the publication of orders, and shall include a certificate showing all dues and fees paid to all District Clubs. The National Secretary shall mail one copy of such transfer to each District Club involved in the transaction, and to the member so transferred.

Section 3. Upon receipt of such transfer, the Secretary of the District Club from which the member is transferred shall strike the member's name from the District Club's rolls, and the Secretary of the District Club receiving the transfer shall enter the name of the member on the rolls of that Club and furnish the certificate to the District Club Treasurer.

Section 4. Dues or fees paid to one District Club shall not be transferred with the transfer of a member.

## NATIONAL BOARD OF CONTROL

### ARTICLE VII.

Section 1. The National Board of Control shall consist of:

- The National President,
- The National Vice-President,
- The National Secretary,
- The National Treasurer,
- The National Steward.

Section 2. (a) The National Board shall issue all charters to the several District Clubs; shall promulgate all rules, laws, regulations, and by-laws, and the authorized changes therein; shall approve such by-laws as may be adopted by the several District Clubs provided such by-laws are not inconsistent with the Association policy; shall disseminate all information of National character; shall direct and control the activities of the District Clubs; shall carry out the general business of the Association

and shall perform such other duties as may be required by this Constitution.

(b) The National Board shall meet monthly for the purpose of transacting business, and shall hold special meetings as often as deemed necessary.

(c) The first regular meeting held in October shall be known as the Annual Meeting.

(d) Special meetings may be held at any time deemed necessary, upon order of the National President, by resolution of the National Board, or by requisition of a District Club.

(e) Requisition for a special meeting as provided in sub-section (d) of this Section and Article, may be made by any District Club pursuant to a majority vote of said District Club members taken at a regular meeting thereof. The requisition shall be signed and certified by the District Club Secretary and the District Club President, and shall set forth the reason for which the special meeting is requested and the name of the District Club representative who has been elected to appear before the National Board. Such requisition shall be forwarded to the National Secretary.

(f) Upon receipt of such requisition, described in sub-section (e) of this Section and Article, the National Secretary shall, under the direction of the National President, notify the Secretary of the District Club making the requisition of the date, hour and place of the special meeting; and he shall, at the same time and in due form, call a special meeting of the National Board for that date, hour and place. The special meeting shall be held as soon after the receipt of the requisition by the National Secretary as is consistent under the circumstances, due allowance being made for

time consumed in mails and necessary traveling time for the District Club representative to reach the meeting; and in no case shall more than twenty (20) days elapse between date of receipt of requisition and date of special meeting.

Section 3. The decisions of the National Board shall be subject to appeal of the Association.

Section 4. In order that the National Board may be located in one place, and the necessity for long and frequent travel thereby eliminated, the officers of the National Board shall be elected by the Association in the manner prescribed in Section 5 of this Article.

## **ELECTION OF THE NATIONAL BOARD**

Section 5. (a) Preliminary to the election of the National Board, and not later than May 1, the following question shall be submitted to the Association by the National Secretary, in the manner prescribed in Section 6 of this Article: "What District Club shall be chosen as the seat of the Association government for the ensuing year?" The District Club receiving the greatest number of votes shall be declared by the National Board to be the seat of government for the ensuing year, and this declaration shall be published to all District Clubs.

Section 5. (b) The District Club so designated shall, at its next regular meeting following receipt of notice of such designation, make nominations of not less than three candidates from its membership for each of the offices of the National Board as constituted under Section 1 of this Article, and shall forward the names of the nominees to the National Board, which shall immediately publish such names to all District Clubs for election, and the pro-

cedure prescribed in Section 6 of this Article shall then be followed.

(c) It shall be the duty of the National Secretary promptly to notify all District Clubs and the National officers-elect of the result of the election.

(d) The term of office for all members of the National Board shall be one (1) year.

### INSTALLATION OF OFFICERS OF NATIONAL BOARD

(e) Installation of officers of the National Board shall take place at the first regular meeting held in September.

(f) An oath, or affirmation, in the following form shall be administered in open meeting to all officers of the National Board by the presiding officer:

"You, \_\_\_\_\_, do solemnly swear (or affirm) that you will faithfully and to the best of your ability perform the duties of the office to which you have been elected and upon which you are about to enter, and that you will at all times honestly and loyally serve the Association."

### METHOD OF VOTING

Section 6. All matters of policy shall be decided by a majority of those voting in the Association, and the method of balloting shall be as follows:

(a) Sixty days before a decision is to be required on any question, the National Secretary shall forward to the Secretary of each District Club a complete statement of the question to be voted upon, and one ballot for each active member of the District Club. Each District Club Secretary, upon receiving the aforementioned statements and ballots, shall forward them to the in-



Individual members of the District Club and shall request each member to fill out and return his ballot at the earliest possible date. On the tenth day before the date set for final decision, each District Club Secretary shall forward to the National Secretary all ballots which have been returned to him, and the polls shall be considered closed at noon of that day.

(b) On the day set for final decision the National Board shall meet to count the ballots and the National Secretary shall publish to all District Clubs the result of the election, including the number who voted on each side of the question.

(c) All official ballots of the Association shall contain the following information:

Brief statement of question to be voted upon.

Date set for final decision.

Signature of voter.

Date of return of ballot by District Club Secretary.

Name of District Club.

Certification of District Club Secretary.

## DUTIES OF NATIONAL BOARD

### ARTICLE VIII.

Three or more members of the National Board shall constitute a quorum, and any action taken by them in legal meetings assembled, not at variance with the provisions of this Constitution, shall be valid and binding.

### ARTICLE IX.

Section 1. (a) The National President shall preside at all meetings of the National Board, preserve order, and enforce the

Constitution and By-Laws; he shall decide all questions of order, subject to appeal of the Association.

(b) In the absence of the National President, the National Vice-President shall preside, and in the absence of both, the officers present shall elect one of their number to preside.

Section 2. He shall appoint all committees and have power to call special meetings of the Board.

Section 3. He shall sign the minutes of the meetings of the National Board and have general supervision of the business of the Association, and shall perform such other duties as may be required by this Constitution.

Section 4. He shall be allowed such sums as salary as from time to time may be voted by the Association.

Section 5. He shall give bond, before assuming office, in the sum of one thousand dollars (\$1000), to the Association for the faithful performance of his duties, premium to be paid from the Association Trust Fund.

## ARTICLE X.

The National Vice-President shall assist the National President in conducting the business of the National Board and of the Association, and shall perform such other duties as may be required by this Constitution.

## ARTICLE XI.

Section 1. The National Secretary shall be the custodian of all records and files of the National Board, except the National Treasurer's books, and shall be responsible

for their care and accuracy; he shall prepare and issue all notices of meetings of the National Board and such other documents as may be authorized; he shall record the names of all entrants and affiliates in and with the Association, and shall conduct the general correspondence of the National Board.

Section 2. He shall not be required to act as Secretary of any committees which may be appointed.

Section 3. He shall produce any or all of his records or files demanded by the National Board or by any properly constituted committee.

Section 4. He may be allowed such sums as salary as may be voted from time to time by the Association.

Section 5. He shall receive all monies remitted by the District Clubs as due the Association from any source, giving his receipt for same.

Section 6. All monies received by him shall be promptly turned over to the National Treasurer for deposit in the Trust Fund.

Section 7. He shall publish and mail monthly, to all District Clubs, the financial statement of the total receipts and disbursements of his office.

Section 8. He shall publish in the form of a bulletin to all District Clubs the action of all meetings of the National Board.

Section 9. He shall keep a general roll of all members of the Association, with the name, rank, date of affiliation and financial standing with the Association, together with a roll of all members suspended, transferred, etc. The general roll shall be pub-

lished to the Association at large yearly at the Association Roster.

Section 10. He shall pay all bills and claims legally due, on approval of the National Board on adopted form of warrant.

Section 11. He shall publish the Association news organ, should one be authorized, under the direction of the National President.

Section 12. He shall act as editor of the Association news organ, should one be authorized, under the direction of the National President.

Section 13. He shall make an annual report of his work, and of the standing of the Association, which he shall publish to the National Board and to all District Clubs.

Section 14. He shall perform such other duties as may be required by this Constitution.

Section 15. He shall hire an expert accountant to audit annually all the books and accounts of the National Secretary and National Treasurer, in sufficient time in advance of the Annual Meeting that the audit can be completed and a report made thereon to the National Board at that meeting.

Section 16. The National Secretary shall give bond to the Association, before assuming office, in the amount of one thousand dollars (\$1000), for the faithful performance of his duties, premium to be paid from the funds of the Association.

## ARTICLE XII.

Section 1. The National Treasurer shall receive from the National Secretary all monies received by the latter officer and shall give his receipt for same; he shall

keep an accurate record of all funds received and disbursed.

Section 2. He shall be the custodian of all property of the National Board, except the National Secretary's books and files, and shall keep an accurate record thereof.

Section 3. He shall produce all books, accounts, vouchers, and warrants when required by the National Board or by any properly constituted committee.

Section 4. All monies coming into his possession shall be deposited promptly to the credit of the Association in a Trust Fund. Association funds shall not be deposited or withdrawn in any manner not consistent with the provisions of this Constitution.

Section 5. The depository shall be designated and approved by the National Board, whose officers shall enter into an agreement with the officials of the depository that funds shall be withdrawn from the Trust Fund only upon presentation of the certificate described in Section 8 of this Article, accompanied by a check drawn in the manner prescribed in Section 9 of this Article.

Section 6. Withdrawal of funds from the Trust Fund shall be made only after resolution by the National Board authorizing same.

Section 7. Resolution by the National Board for the purpose of withdrawing funds from the Trust Fund shall be unanimous or it shall not be valid.

Section 8. For the purpose of withdrawing funds from the Trust Fund, an authenticated copy of the resolution authorizing the withdrawal, signed by all members of the National Board present at the meeting at which said resolution was adopted, shall be

furnished the depository and the National Treasurer. Such resolution shall designate the payee and the amount to be drawn in the payee's favor.

Section 9. Checks for the withdrawal of funds from the Trust Fund must be signed by the National Treasurer and countersigned by the National President and National Secretary.

Section 10. In case of death or absolute disability for any other cause of any signatory for Trust Fund withdrawals, it shall be competent for the National President to appoint another officer, who shall be chosen from the membership of the local District Club, to perform such duty until a successor to such officer has been elected in the manner prescribed in Section 5 of Article VII.

Section 11. The National Board shall determine what sum the National Treasurer shall keep in a "Sundry Expense Account", but at no time shall the funds in this account exceed one-half of the amount of the National Treasurer's bond.

Section 12. Disbursements from the "Sundry Expense Account" shall be made only on warrant approved by the National President, the National Secretary, and the National Treasurer.

Section 13. Checks for disbursements from the "Sundry Expense Account" shall be signed by the National Treasurer and shall be countersigned by the National President and the National Secretary.

Section 14. The National Treasurer shall be allowed such sums as salary as may be voted by the Association from time to time.

Section 15. He shall perform such other duties as may be required by this Constitution.

Section 16. The National Treasurer shall give bond to the Association before assuming office in the amount of one thousand dollars (\$1000), for the faithful performance of his duties, premiums to be paid from the funds of the Association.

### ARTICLE XIII.

Section 1. The National Steward shall make arrangements for all social gatherings of the Association, and shall act as chairman of any committee appointed to assist him therein. He shall carry out the instructions of the National Board and shall submit a report of his activities when so required.

Section 2. He shall perform such other duties as may be required by this Constitution.

### DUES AND FEES

#### ARTICLE XIV.

Section 1. The revenues of the Association shall be derived from the following sources:

(a) The admittance fee shall be five dollars (\$5.00) payable to the District Club to which eligible for membership. The fee shall be payable with application.

(b) Each District Club organized shall pay to the National Board two dollars and fifty cents (\$2.50) for each member admitted, and shall receive from the National Board free of cost one seal, a charter, and necessary Constitutions and membership cards.

Section 2. (a) During the first year of membership, District Club dues shall be one dollar (\$1.00) per month, payable in advance.

(b) After the first year of membership, District Club dues shall be fifty cents (50c) per month, payable quarterly in advance.

(c) Each District Club shall remit to the National Board a per capita tax amounting to fifty (50) per cent. of the monthly dues collected from each member on its rolls.

Section 3. (a) Amounts due the National Board as prescribed in this Article shall be remitted monthly by the District Club Treasurer to the National Secretary, each remittance being accompanied by an itemized statement.

(b) Should no funds be received during any month by the District Club Treasurer, he shall so report to the National Secretary.

(c) The National Secretary shall in no case delay more than ten (10) days in acknowledging to the District Club Treasurer the receipt of funds or report.

## DISTRICT CLUB ORGANIZATION

### ARTICLE XV.

Section 1. Each District Club shall have the right to function as a self-governing unit of the Association; without interference from the National Board, provided that the activities of the District Club are not inconsistent with this Constitution or the policies of the Coast Guard.

Section 2. The officers of a District Club shall be:

The President,  
The Vice-President,  
The Secretary,  
The Treasurer,  
The Steward.



Section 3. (a) Election of District Club officers shall take place annually at the first regular meeting held in September.

(b) Election shall be by ballot and only active members may be nominated.

(c) Each member nominated for office must be seconded by at least two (2) active members.

(d) Installation of District Club officers shall take place at the first regular meeting held in October.

## DUTIES OF DISTRICT CLUB OFFICERS

### ARTICLE XVI.

Section 1. The District Club President shall preside at all meetings of the District Club. He shall sign the minutes and have general supervision of the District Club business and shall perform such other duties as may be required by this Constitution.

Section 2. The District Club Vice-President shall assist the President in conducting the Club business and shall perform such other duties as may be required by this Constitution.

Section 3. The District Club Secretary shall be the custodian of all books and files of the Club (except the Treasurer's books) and shall be responsible that regular and proper entries are made therein; he shall prepare and issue under the direction of the President all notices of meetings; record the names of all entrants and affiliates, conduct the general correspondence of the District Club, and perform such other duties as this Constitution may require. He shall not be required to act as Secretary of committees to which he may be appointed. He shall produce any or all of his books, rec-

ords, or files when demanded by any properly constituted committee, the District Club President, or National Board.

Section 4. The District Club Treasurer shall collect all monies due the District Club and shall keep a proper account of the receipts and expenditures of his office. He shall pay all expenses incurred by the District Club, upon presentation of properly prepared account approved by the District Club President and Secretary, accompanied by an authenticated copy of the minutes of the meeting at which the expense was authorized. He shall be the custodian of all District Club property (except the Secretary's books and files) and shall keep an accurate record thereof. He shall produce any or all of his books, records, or files when demanded by any properly constituted committee, the Club President or Secretary, or National Board. He shall perform such other duties as may be required by this Constitution.

Section 5. The District Club Steward shall make arrangements for all social gatherings of the Club and shall act as chairman of any committee appointed to assist him. He shall carry out all proper instructions of the District Club President and shall make a report of his activities when so required. He shall perform such other duties as may be required by this Constitution.

## ADVISORY BOARD

### ARTICLE XVII.

Section 1. In addition to the District Club officers referred to in Article XV, there shall be an Advisory Board composed of one member from each Service unit represented in the District Club. Each member of the Advisory Board shall be appointed by his

unit and shall act as its representative in meetings and in dealings generally with the District Club.

Section 2. Members of the Advisory Board shall safeguard the interests of their respective units and shall have power individually or collectively to present for discussion or formal action any matter they may be deemed proper.

Section 3. If circumstances warrant, the Advisory Board may petition the District Club President to call a special meeting, but such petition to be effective must bear the signatures of a majority of the Board, and must state the purpose thereof. The District Club President shall be bound to call immediately a special meeting to be held within ten (10) days after receipt of petition.

Section 4. Only the business stated in the petition shall be transacted.

Section 5. Unless specifically authorized by a majority vote at the next regular meeting of the District Club, no expense incident to the special meeting referred to in Sec. 4 of this Article shall be borne by the Association.

Section 6. Members of the Advisory Board shall appoint their own chairman, who in turn may assign to the other members of the Board such duties as he may desire.

## MEETINGS OF DISTRICT CLUBS

### ARTICLE XVIII.

Section 1. Ten (10) members shall constitute a quorum, at least five (5) of whom shall be other than District Club officers.

Section 2. All issues in a District Club shall be decided by a majority of those voting, and unless otherwise provided for, voting shall be by raising the hand.

Section 3. Robert's Rules of Order will be followed in conducting all business meetings.

Section 4. The first regular meeting held in October shall be known as the Annual Meeting.

Section 5. District Clubs may dispense with meetings during the months of July and August, but must meet at least once during each of the other ten months of the year or forfeit its charter.

Section 6. Only members in good standing are entitled to vote upon motions or in elections.

Section 7. Special meetings of the District Club shall be called by the President upon the request of ten (10) members in good standing, and when otherwise required under the provisions of this Constitution.

## DISTRICT CLUB FINANCE AND AUDITING

### ARTICLE XIX

Section 1. All funds of the District Club shall be deposited by the Treasurer in such bank as the Club may designate. Suitable arrangements shall be made by the District Club President, Secretary, and Treasurer with the bank selected by the Club for the proper handling of the account.

Section 2. All withdrawals shall be by check, drawn in favor of the person entitled to the funds covered thereby, signed by the District Club Treasurer and countersigned

by the District Club President and Secretary.

Section 3. No expenditures, except per capita tax to the National Board, from the funds of the District Club, or withdrawals from the Club bank account, shall be made unless specifically authorized at a regular meeting of the Club by a vote of at least three-fourths of those present. Authenticated copy of the minutes of such meeting, signed by the District Club President and Secretary, shall constitute the District Club Treasurer's authorization for the expenditure. The complete account covering the expenditure so authorized, shall be preserved by the Club Treasurer and shall include the invoice and the authenticated copy of the minutes.

Section 4. When amounts are appropriated for the use of a committee or an officer of the Club, the chairman of such committee or such officer shall at the regular meeting next succeeding that which voted the appropriation, deliver to the District Club Treasurer all funds remaining, together with a full report of expenditures which shall be substantiated by receipted bills. A brief but complete entry of the transaction shall be made in the minutes of the meeting and, unless otherwise voted by three-fourths of those present, such unexpended funds shall be promptly deposited by the Treasurer in bank to the credit of the Club, and the account considered closed.

Section 5. No committees or officers shall be relieved or discharged until proper accounting for all funds entrusted to their care shall have been made to the satisfaction of the District Club.

Section 6. All members shall pay their dues as required by this Constitution.

Section 7. No member is entitled to notice of the monthly dues of his Club, but notification of any assessment properly levied must be furnished each member.

Section 8. Any member in arrears six months in dues, or who has failed to pay any properly levied assessment within the time allowed, shall stand as an inactive member.

Section 9. An inactive member shall have no voice or vote in Club affairs, nor hold any office in the Association, but such restrictions shall immediately be removed upon settlement of all arrears, and the member shall be restored to the status of an active member.

Section 10. The funds and property of a District Club shall be used only for the purposes specified in this Constitution, and as may be required properly to transact and to conduct its business.

Section 11. No assessment shall be levied by any District Club except by a three-fourths vote of all the active members on its rolls.

Section 12. The funds or property of a District Club shall not be divided in any manner among its members but shall remain the funds and property of the District Club for its legitimate purposes, while ten (10) active members remain therein. Should a District Club dissolve, its charter, books, papers, funds, and seal shall at once be forwarded to the National Board Secretary, accompanied by a copy of the minutes of the last meeting. Such minutes shall contain entries pertaining to the dissolution of the Club and shall be signed by all members present. No disposition of Club property other than charter, books, papers, funds and seal, shall be made without approval of

the National Board, unless it shall be in the interests of the Association to proceed otherwise, in which case a full report shall be made to the National Secretary.

Section 13. Auditing and investigating committees shall be appointed by the District Club President as provided for in this Constitution and when deemed necessary.

Section 14. The accounts of the District Club Treasurer shall be audited by a committee appointed by the District Club President whenever deemed necessary but at least quarterly.

#### ARTICLE XX.

No appeal, complaint, or charge shall be considered by a District Club or by the National Board unless submitted in writing and signed by a person or persons responsible for making such appeal, complaint, or charge.

#### ARTICLE XXI.

If any officer of the National Board or of a District Club shall fail to discharge the duties of his office for two (2) consecutive meetings, the office shall be declared vacant and shall be filled by election, unless satisfactory excuse is given in writing.

#### ARTICLE XXII.

All officers, at the expiration of their respective terms of office, shall deliver to their successors all books, papers, money, or other property of the Association in their possession, and shall not be relieved from their bonds until this article has been complied with.

## ARTICLE XXIII.

All committees shall perform the duties assigned them, within the time specified, and no person shall be exempt from serving on a committee when called upon to serve, unless he is a member of some other committee or is excused by vote of those present.

## VISITING MEMBER

### ARTICLE XXIV

Section 1. Any member visiting another District Club, at which an Association matter (as distinguished from a District Club matter) is under discussion or being voted upon, shall have the right to enter into the discussion or cast a ballot, provided he is an active member of the District Club to which he belongs.

Section 2. The fact that such visiting member was present and participated in a vote upon an Association matter shall be entered in the minutes of the meeting and the member's name and Club shall be noted upon his ballot. Such entry and notation shall be made by the District Club Secretary before forwarding ballots to the National Secretary.

## DISSOLUTION

### ARTICLE XXV

Section 1. The Association shall not be dissolved except by majority vote of all active members, balloting to be conducted as prescribed in Section 6 of Article VII.

Section 2. Funds and property of all District Clubs shall be forwarded, upon notification, to the National Secretary who shall issue receipt for same.



Section 3. Funds remaining on hand in the treasury of the Association shall, when all debts have been liquidated, be divided only among such Coast Guard activities as are national in character and scope.

Section 4. Each Coast Guard activity shall share in the division of the Association funds in exact proportion to the number of votes cast for each, the balloting to be conducted as prescribed in Section 6 of Article VII.

Section 5. Under no circumstances shall the funds remaining in the treasury of the Association upon dissolution become the property of any member or members.

Section 6. The members of the National Board, individually and collectively, shall be held responsible under their oaths of office and under their respective bonds, for carrying out the requirements of this Article.

Section 7. Necessary expenses incident to carrying out the requirements of this Article shall be allowed.

Section 8. Disposition of the Association funds, as decided upon in the manner prescribed in this Article, shall be by check or checks, drawn in favor of the payee or payees entitled thereto, and such check or checks shall be signed and countersigned as required by Section 9, Article XII.

## AMENDING THE CONSTITUTION

### ARTICLE XXVI

Section 1. This Constitution may be amended by referendum on petition of any District Club or on recommendation of the National Board.

Section 2. Action on such petition shall be taken by the National Board within thirty (30) days after receipt.

Section 3. Vote of the District Clubs shall be returned to the National Secretary within thirty (30) days after the proposed amendment is received.

Section 4. A majority vote of members voting shall be necessary to sustain such amendment.

Section 5. When all District Clubs have made returns to the National Secretary the latter shall publish to the Association a report of the result of the referendum, showing by District Clubs the votes for and against the amendment and specifying the effective date thereof.

## ARTICLE XXVII

This Constitution and the rules contained herein shall be considered the supreme law of the Association and the violation of any of its provisions shall be duly and speedily investigated by the District Club, if within its jurisdiction, and by the National Board in all other cases.

## PARLIAMENTARY RULES

1. On motion the regular order of business may be suspended by a two-thirds vote of the meeting, at any time, to dispose of urgent business.

2. All resolutions and resignations must be submitted in writing.

3. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed a violation of order.

4. Partisan or sectarian discussion shall not be permitted in the meeting under any circumstances.

5. All questions of a parliamentary nature not provided for in these rules shall be decided by Robert's Rules of Order.

## MOTIONS

6. A motion to be entertained by the presiding officer must be seconded, and the mover, as well as the seconder, must rise and be recognized by the chair.

7. In presenting a motion, a brief statement of its objects may be made, but no discussion of its merits shall be admitted until the motion is stated by the chair.

8. Any member having made a motion can withdraw it by consent of his second, but a motion once debated cannot be withdrawn except by unanimous consent.

9. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

10. Any member may call for the division of a question where the sense will admit thereof.

## DEBATE

11. A motion shall not be subject to debate until it has been stated by the chair.

12. When a member wishes the floor he shall rise and respectfully address the chair and if recognized by the chair, he shall be entitled to the floor.

13. If two or more members rise to speak at the same time, the chair shall decide which is entitled to the floor.

14. Each member, when speaking, shall confine himself to the question under debate and avoid all personal, indecorous or sarcastic language.

15. No member shall interrupt another while speaking except to a point of order, and he shall definitely state the point and the chair shall decide the same without debate.

16. If a member, while speaking, is called to order, he shall take his seat until the point of order is decided, when, if decided in order, he shall proceed.

17. If any member shall feel himself personally aggrieved by the decision of the chair, he may appeal to the District Club from the decision.

18. When an appeal is made from the decision of the chair, said appeal shall be stated by the chairman to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this meeting?" The member will then have the

rights to state the grounds of his appeal, and the chair will give the reason for his decisions, thereon the Club will proceed to vote the appeal without further debate.

19. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than five times at one time.

20. The presiding officer shall not speak on any subject except points of order and appeals from the decision of the chair.

### PRIVILEGED QUESTIONS

21. When a question is before the meeting no motion shall be in order except:

- (a) To adjourn;
- (b) To lay on the table;
- (c) For the previous question;
- (d) To postpone for a given time;
- (e) To refer or recommit;
- (f) To amend;

and these motions shall have precedence in the order herein arranged.

22. The following motions are not debatable:

- (a) To adjourn;
- (b) To lay on the table;
- (c) To read a paper or document.

23. When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried all further motions, amendments and debate shall be excluded and the question put without delay.

24. If a question has been amended, the question on the amendment shall be put

first. If more than one amendment has been offered, the question shall then be put as follows:

- (a) Amendment to amendment;
- (b) Amendment;
- (c) Original proposition.

25. When a question is postponed indefinitely, it shall not come up again except by unanimous consent.

26. A motion to adjourn shall always be in order, except:

- (a) When a motion is before the house;
- (b) When a member has the floor;
- (c) When it has been decided to take up the previous question.

### TAKING THE VOTE

27. Before putting a question to vote, the presiding officer shall ask: "Is the Club ready for the question?" Then it shall be open for debate. If no member arises to speak, the presiding officer shall then put the question. And after the vote is taken he shall immediately announce the vote.

28. When the presiding officer has commenced taking the vote, no further debate or remarks shall be allowed unless a mistake has been made, in which case the mistake shall be rectified and the presiding officer shall recommence the vote.

29. Before the presiding officer declares a vote on a question, any member may ask for a division of the house; the chair is in duty bound to comply with the request and a standing vote shall be taken.

30. Every active member of the District Club present shall vote on all questions be-

ore the Club, unless personally interested or excused by the Club.

31. When a blank is to be filled, the question shall be taken first upon the largest sum or number, or the longest or latest time.

32. When a question has been decided, it can be reconsidered only at the same meeting or next regular meeting.

33. A motion to reconsider must be made and seconded by two members who voted with the majority.

34. When nothing to the contrary is stated, a majority vote is sufficient.