

Fleet Reserve Association

Virginia Beach Branch 166



BYLAWS & STANDING RULES

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BYLAWS AND STANDING RULES OF VIRGINIA BEACH BRANCH 166

AMMENDED AND RATIFIED

~ ~ ~ *August 15, 2016* ~ ~ ~

ARTICLE 1: - NAME

Section 101. The name of this organization, which was chartered on 23 November 1953 and previously known as Princess Anne Branch 166 from its inception until March 1963, shall be Virginia Beach Branch 166, Fleet Reserve Association.

ARTICLE 2: - OBJECTIVE

Section 201. The objective of branch 166 shall be identical to the objectives of the Fleet Reserve Association as set forth in Article 2 of the Associations Constitution and Bylaws and the Preamble thereto.

ARTICLE 3: - MEMBERSHIP

Section 301. Prerequisites for membership in Branch 166 shall be the same as those set forth in Article 3 of the Constitution and Bylaws of the Fleet Reserve Association.

Section 302. Termination of membership in the Fleet Reserve Association will automatically and simultaneously terminate all membership rights and privileges in Branch 166.

ARTICLE 4: - DUES

Section 401. The collection and processing of membership dues in Branch 166 shall be as prescribed in Article 4 of the Constitution and Bylaws of the Fleet Reserve Association.

ARTICLE 5: - DISCIPLINE AND JURISDICTION

Section 501. Matters concerning discipline, jurisdiction and rights of members shall be adjudged and processed in accordance with Article 5 of the Constitution and Bylaws of the Fleet Reserve Association.

ARTICLE 6: - BRANCH ORGANIZATION

Section 601. The governing body of Branch 166 shall be the elected officers, directors, and members in good standing of Branch 166 assembled at Branch Business Meetings.

Section 602. Branch 166 shall, in accordance with the provisions set forth in Sections 1215 and 1216 of the Constitution and Bylaws of the Fleet Reserve Association, elect the following:

President

Vice-President

Secretary / Treasurer

Five (5) directors' plus one additional director for each 100 members of the branch.

Section 603. The above officers and directors, with the Junior Past President of the Branch, shall constitute the Branch Board of Directors’.

Section 604. The procedures set forth in the following sub-sections shall be followed in nomination and election of officers and directors of Branch 166.

Nominations for Branch 166 Officers and Directors’ shall be opened during the regular business meeting in the month of April. They shall remain open until the regular business in May, then closed, and the officers and directors elected for a period of one year.

The elections shall be held in the following order: Nominations for President closed and a written ballot taken; next, Vice President; next Secretary/Treasurer; and finally the Board of Directors’. A Majority vote will elect. Branch officers and Directors’ shall not be elected to office if not present at the election unless the President has received notification of acceptance of office in writing, prior to the election.

Section 605. In the event of a vacancy of the elected Branch Officers, the Board of Directors shall appoint a successor who shall complete the unexpired term of that office. In the case of a vacancy on the Board of Directors’, the General Assembly will be made aware of the vacancy and solicited for willing members to serve. A selection will be made at the next scheduled meeting of the Board of Directors’.

ARTICLE 7: - DUTIES OF OFFICERS, DIRECTORS and COMMITTEES

Section 701. Duties of Branch 166 Board of Directors' shall be as prescribed in the following sub-sections. When the word "they" is used, it shall mean the Board of Directors' of Branch 166. A quorum shall exist at Board of Directors' Meetings when one officer and the majority of directors are present. They shall meet monthly at a time and place to be determined by the Board of Directors'; at the call of the President; or upon request of not less than a majority of the members of the BOD. They shall, in cases of emergency arising between regular business meetings, have the authority to act in the best interest of Branch 166 and the Fleet Reserve Association.

Such action shall be subject to ratification by the members present at the next regular business meeting.

They shall remove from office any elected officer of the Branch who fails to perform the duties of the office. Such removal shall be by two-thirds vote of the Board of Directors'. The BOD is authorized to define what constitutes "failure to perform the duties of office" in each case.

Section 702. - DUTIES OF THE BRANCH PRESIDENT

- a. Shall be the Chief Executive of Branch 166. Under the Presidents direction the provisions of the Constitution and Bylaws, Standing Rules, and policies of the Fleet Reserve Association and Branch 166 shall be observed. The Branch President shall be an ex-officio member of all Branch Committees.

- b. Shall preside at all meetings of the Branch and Board of Directors'. In the interest of uniformity, business meetings of the Branch shall be prepared for and conducted in accordance with the pertinent provisions of Articles 25, 26, and 27 of the Rituals.
- c. Shall represent Branch 166 in its relations with Federal, State, and local governing bodies and shall have the authority to designate an officer or member of the Branch to represent Branch 166 at public ceremonies and meetings.
- d. Shall receive all complaints regarding members of Branch 166 and refer these complaints to the Branch Board of Directors' for appropriate action.
- e. Shall appoint committees as outlined in section 1221 of the Constitution and Bylaws of the Fleet Reserve Association.
- f. May appoint a Branch Parliamentarian from the membership to assist in the conduct of meetings and other matters requiring parliamentary guidance.
- g. Shall appoint a Branch Chaplain from the membership to perform nonsectarian devotional services at Branch meetings and other official events involving the Branch.
- h. Shall appoint a Master-at-Arms from the membership who shall perform such duties as the President may direct.
- i. Shall keep the Branch Vice-President fully informed on all matters of importance.

Section 703. - DUTIES OF THE BRANCH VICE-PRESIDENT

- a. Shall in the absence of the Branch President, perform the duties of that office. In the event of a vacancy in the office of the President, shall complete the unexpired term.
- b. Shall be the Director of the Branch Membership and Retention Committee.
- c. Shall develop, and set recruiting goals, and schedules, and coordinate the Branch Membership Development Program.
- d. Shall be an advisor to the Committee on Public Relations, Americanism-Patriotism, and Youth Activities as they relate to Branch membership development.

Section 704. - DUTIES OF THE BRANCH SECRETARY

- a. Shall be the Chief Assistant to the Branch President and the Board of Directors' in carrying out the administrative duties of their offices.
- b. Shall be the custodian of all official correspondence of the Branch and shall maintain such files as may be necessary.
- c. Shall maintain a perpetual file of the minutes of the Branch Board of Directors' meetings and the regular Branch business meetings.
- d. Shall notify the Regional President and the National Executive Offices of the names, addresses, and phone numbers of the officers of the Branch and any changes in Branch Officers.

- e. Shall maintain copies of the Branch Bylaws and Standing Rules which have been adopted by the Branch, and provide a copy to all newly elected Branch Officers and Directors.
- f. Shall maintain a listing of Branch Members which shall include the member's name, address, FRA membership number, and expiration date.

Section 705. - DUTIES OF THE BRANCH TREASURER

- a. Shall be the finance, disbursing and purchasing officer of the Branch.
- b. Shall receive and deposit in the Branch bank accounts all monies paid to the Branch. He shall retain a copy of the bank deposit receipts.
- c. Shall make all authorized disbursements on behalf of the Branch by check.
- d. Shall be responsible for the maintenance of accurate financial records. No changes shall be made without prior approval of the BOD. Financial records shall be maintained so as to disclose the conditions of all Branch accounts at any time.
- e. Shall be the custodian of all tax records, liens, and securities of the Branch.
- f. Shall provide the Branch BOD and Committee on Finance and Audit with such financial information as may be requested. Shall allow any authorized member to examine Branch books and accounting records at any reasonable time with advance notice.

Section 706. - DUTIES OF BRANCH STANDING COMMITTEES

As prescribed by Section 1221 of the Constitution and Bylaws of the Fleet Reserve Association, the Standing Committees of Branch 166 shall include the following:

Finance and Audit

Legislative Services

Membership and Retention

Americanism-Patriotism

Public Relations

Hospital, Welfare, and Rehabilitation

Youth Activities

FRA Branch 166 Scholarship Fund

The Chairperson of Standing Committees shall make an annual report of their activities to the Regional Chairperson of their assigned committee.

Branch Standing Committees shall perform assigned duties within the guidelines prescribed in the following sub-sections.

Committee on Finance and Audit:

- a. Shall make an extensive survey of the financial needs and policies of the Branch and report its findings and recommendations to the Branch Board of Directors’.
- b. Shall hold such meetings as may be required in order to study the receipts and disbursements and to review the budget and make recommendations to the Branch Board of Directors’.
- c. Shall be responsible for the collection and correlation of all annual budgetary requirements and shall, from these requirements, prepare and present a proposed annual budget to the Board of Directors ‘no later than April. The final budget including Board of Directors’ recommendations to be presented to the Branch Membership no later than April.

Committee on Legislative Services:

- a. Shall diligently study pending legislation within the State and local area governments which may impact the Navy, Marine Corps, and Coast Guard personnel and their families.
- b. Shall keep informed on the subjects listed in Section 813 of the Constitution and Bylaws of the Fleet Reserve Association.
- c. Monitor FRA Newsbytes, and correspondence as it relates to active National Government Legislation that may impact members and their families.

Committee on Membership and Retention:

Shall schedule and conduct activities that promote the FRA and Branch 166 for the purpose of attracting eligible new members and holding on to current members.

Committee on Americanism-Patriotism:

- a. Shall encourage members of the Branch to honor the flag of the United States of America, observe the anniversary of distinguished persons and events in our history, and participate in local civic programs.
- b. Shall encourage maximum participation in the annual FRA sponsored Americanism Essay Contest.
- c. Shall encourage Branch members to honor our departed shipmates as expressed in the Preamble to the constitution and Bylaws of the Fleet Reserve Association and encourage active participation in such activities held in conjunction with community observances of the Patriotic Holidays.

Committee on Public Relations:

- a. Shall promulgate to the members, methods of developing and fostering good public relations for the Branch and the Fleet Reserve Association. Establish programs and activities consistent with the aims and principals of the FRA as stated in the Preamble to the Constitution.
- b. Shall disseminate Branch sponsored and/or supported activities in local community news media.

Committee on Hospital, Welfare, and Rehabilitation:

- (a)** Shall establish and maintain good relations between the Branch and local medical facilities. Communicate praise for outstanding services received, and investigate complaints in instances where shipmates and their families have received less than satisfactory services.
- (b)** Shall report any needs for assistance or services from Branch members and their families to the Branch President with recommendations.
- (c)** Shall investigate needs for rehabilitation assistance received by shipmates who become victims of a disaster or Act of God. In extreme cases where assistance is beyond the capacity of the Branch, the Regional and National Committee for Hospital, Welfare, and Rehabilitation are contacted at the call of the Branch President.

Committee on Youth Activities:

Shall examine ways by which the Branch may best serve the youth of the local community. The committee is responsible to recommend ways the Branch may support and/or become involved to help our youth become upstanding citizens.

FRA Branch 166 Scholarship Fund Committee:

- a. Shall meet several times throughout the year to discuss matters relating to the program objectives, develop updates, review funding status, and evaluate effectiveness of publicity items/materials.
- b. A new chairman shall be appointed with new members assigned each June.
- c. Shall outline goals for upcoming year.
- d. Shall introduce Tidewater Community College selected awardees at the September Branch 166 General Assembly meeting.
- e. Shall update posters and schedules for an annual scholarship advertising campaign. Must be completed prior to the month of December.
- f. Shall advertise scholarship program .i.e. (Branch Web, Tidewater Community College web, print media, radio/television, local military education office), must be completed prior to the month of March.

ARTICLE 8: MEETINGS

Section 801. The regular business meetings of the Branch will convene on the same day of each month, at a time, place, and day to be determined by the Board of Directors and ratified at a Regular Business Meeting. The Branch membership shall receive prior notification in writing whenever a change in meeting status occurs.

Section 802. As prescribed in Section 1224 of the Constitution and Bylaws of the Fleet Reserve Association, all business meetings of the Branch will be conducted in accordance with Article 26 of the Rituals and Standing Rules of the Fleet Reserve Association and in accordance with Roberts Rules of Order Newly Revised.

Section 803. A quorum shall exist at Branch Business Meetings when fifteen or more members in good standing have signed the attendance log, and are present on the meeting floor.

Section 804. Unless a quorum is challenged at any time during a meeting when less than fifteen members in good standing are present on the meeting floor, any business conducted will be considered valid.

ARTICLE 9: - FINANCES

Section 901. Bank accounts, bonds, securities, property and goods, insurance policies, and any other valuables belonging to the Branch shall be registered and listed in the name of Branch 166, and all business transactions of any nature shall be transacted in the name of the Branch.

Section 902. The Branch Board of Directors may periodically re- designate the bank or banks in which the funds of the Branch shall be deposited.

Section 903. All money received shall be deposited in the Branch Savings Account and only transferred to the General Fund checking account for approved disbursements. A minimum balance of Three Hundred Dollars shall be maintained in the General fund checking account.

Section 904. All disbursements shall be by properly drawn check. No money shall be disbursed that has not been budgeted or approved by the shipmates assembled at a regular business meeting of the Branch.

Section 905. Any request for expenditures in excess of Three Hundred Dollars or any request for expenditure of funds not covered in the approved budget will be referred to the Board of Directors for recommendation and to the shipmates assembled at a General Meeting for approval.

ARTICLE 10: - BANCH WEB SITE

Section 1001. The Branch shall maintain a Web Site entitled FRA166.ORG”.

Section 1002. The format and content of the Branch Web Site shall be directed and approved by the Branch Board of Directors’. The Branch Web Master shall have the authority to interpret journalistic mandates of the BOD and manage the site in compliance with the laws and ordinances governing public electronic media.

Section 1003. The Branch 166 Web Site shall be accessible to all FRA members and prospective members.

ARTICLE 11: - AUXILIARY

Section 1101. The Branch shall reserve the option to authorize the formation of an Auxiliary at a future date. It will be known as FRA 166 Auxiliary.

ARTICLE 12: - AMENDMENTS

Section 1201. These Bylaws may be amended only by the action of the members in good standing of the Branch assembled at a regular business meeting. In an emergency, a change vital to the welfare of the Fleet Reserve Association or Branch 166 may be proposed by the Branch BOD, subject to the approval of the members assembled at the next regular business meeting.

Section 1202. It shall require a two-thirds vote at a regular business meeting to amend these Bylaws.

Section 1203. Proposed amendments to Branch 166 Bylaws shall originate as follows:

- a. By a member of the branch. The amendment will be proposed at a regular business meeting of the branch held in one month and then read, debated, and adopted by not less than a two-thirds vote at a subsequent regular business meeting.
- b. By the Branch Board of Directors'. By recommendation to the members assembled at a regular business meeting and adopted by a two-thirds majority vote.

c. By a committee assigned by the Branch President or the Branch Board of Directors'. The proposed amendments will be first presented to the Branch Board of Directors' and thereafter presented to the shipmates at regular branch meeting and adopted by a two-thirds majority vote.

Section 1204. Amendments to Branch Bylaws adopted by the members assembled at a regular business meeting of the Branch shall become effective upon adjournment of that meeting unless otherwise stipulated.

ARTICLE 13: - MISCELLANEOUS

Section 1301. In the absence of written rules governing debates and procedures, Branch 166 shall be governed by Robert Rules of Order Newly Revised.

Section 1302. A Majority Vote means a majority of the votes cast, regardless of the number of members present. A two- thirds vote means two-thirds of the votes cast, regardless of the number of members present.

Section 1303. The criteria for recommending an individual person and/or body of organized persons who have rendered some distinguished service to the Fleet Reserve Association is prescribed in section 1506 of the Constitution and Bylaws of the Fleet Reserve Association.

Section 1304. A Certificate of Appreciation signed by the Branch President may be awarded to an individual and/or an organization that have rendered some distinguished service to the branch.

Section 1305. On all occasions of ceremony, the Branch President, Branch Vice-President, Branch Secretary, Branch Treasurer, Branch Chaplain, and Branch Master-at-Arms shall wear the medallions bearing the title of their office. These medallions are the property of the Branch and will be turned over to their successors upon leaving that office.

Section 1306. No outgoing correspondence will be sent on behalf of the Branch or involving the Branch, unless properly authorized by the Branch and appropriately signed by a principal Branch Officer.

Section 1307. At any time the Branch Bylaws may be in conflict with the Constitution and Bylaws of the Fleet Reserve Association and/or the Bylaws of the East Coast Region, the provisions of the latter two will prevail.

Section 1308. Upon ratification of these Bylaws by the members of the Branch, the Secretary will take such action is necessary to reproduce sufficient copies to provide each member a copy upon his initiation into the Branch or upon request.

Section 1309. Copies of the Branch Bylaws shall be dated utilizing the date of the ratification by the members of the Branch or the effective date of the latest amendment of the Bylaws. Such date shall appear directly below the words "Bylaws and Standing Rules of Virginia Beach Branch 166" on page 3.

STANDING RULES OF VIRGINIA BEACH BRANCH 166

FLEET RESERVE ASSOCIATION

Standing Rules are previously adopted motions which have a continuing effect. Although combined with the Bylaws, they are not a part of the Bylaws nor are they subject to the same rules regarding adoption, amendment, or rescission.

Standing Rules may be amended, suspended and rescinded by a two- thirds vote at any Regular Business Meeting or by a majority vote with prior notice.

SR-1: - MEMBERSHIP RECRUITING AWARD

SR-1a. Branch 166 shall award individuals for the recruiting of new or reinstated members into the branch as follows:

One year dues paid for each 10 new or reinstated members.

In addition to this branch incentive, membership awards stated in Section 316 of the Constitution and Bylaws of the Fleet Reserve Association shall be awarded.

SR-1b. In order for a member to qualify for the Branch Award, the member must recruit the required number of members within a twelve month period. The Branch Secretary shall maintain recruiting records to determine eligibility.

SR-2: - BOARD OF DIRECTORS

SR-2a. Any elected or appointed member of the Board of Directors, who fails to attend more than two consecutive BOD meetings without prior approval of the Branch President, shall be removed from the Board of Directors. The appointment of a new board member will require the concurrence by majority vote of the Board of Directors.

SR-2b. No member shall be elected or appointed to the Board of Directors who does not expect to be present in the local area for a full term of office to which elected or appointed.

SR-3: - FLEET RESERVE ASSOCIATION EMBLEM

SR-3a. The official emblem of the Fleet Reserve Association is registered at the U.S. Patent Office and all rights to its use are reserved to the Fleet Reserve Association.

SR-3b. Use of the official emblem of the Fleet Reserve Association for business enterprise purpose must be authorized by the National Board of Directors of the Fleet Reserve Association.

SR-3c. Application for authority to use the official emblem of the Fleet Reserve Association will be as stipulated in Standing Rule 8 of the Fleet Reserve Association Standing Rules.

SR-4:-BRANCH DELEGATES TO CONVENTIONS AND MEETINGS

SR-4a. Except as provided for in Article 606(a) of the Constitution and Bylaws of the Fleet Reserve Association, there is no restriction to the number of Delegates that may attend a National Convention.

SR-4b. Branch 166 may send paid delegates to a National or Regional Convention/Meeting on a “need to go” basis. The number of paid delegates, the priority, and the Chairperson of the delegation will be determined by the Board of Directors. Normally, the senior branch officer will serve as chairperson of the delegation.

SR4-c. Convention and Meeting funds for paid delegates will be based on the most economical travel and accommodation costs and will be included in the annual Branch budget.

SR-4d. Except in the case of an emergency or excused by the delegate Chairperson, paid delegates to a Convention/Meeting will be on the convention floor during business proceedings. Paid delegates not excused and not on the convention floor during business proceedings are subject to forfeiture of and/or return of any Branch money paid to them for Convention/Meeting attendance. Final decision on forfeiture and return of Branch money will be determined by the Board of Directors.

SR-4e. Voting by Branch 166 delegation at a National or Regional Convention shall be as outlined in Section 606(c), Constitution and Bylaws of the Fleet Reserve Association.

SR-5: - PAST OFFICER PINS

SR-5a. Past Officer Pins will be awarded to the outgoing Branch Officers as indicated below. These pins will be awarded either at the Branch installation ceremony or at the first regular business meeting of the Branch after the installation of officers.

Installing officer/Incoming President shall award a Past President's Pin to the outgoing Branch President.

The Outgoing Branch President shall award the following:

- a. A Past Officer Pin to the outgoing Vice President, Secretary/Treasurer, Chaplain, Master-at-Arms, and any outgoing Director who served a minimum of seven months in the past year.

SR-5b. No member will be awarded more than one Past Officer Pin per association year even though that member may have served in more than one capacity. The term of Outgoing Officer in this Standing Rule includes members who served the Branch in one of the above positions even though reelected/appointed for a subsequent term.

SR-6: - ALLOWANCES AND FUNDS

SR-6a. A contingency fund will be available to the Branch President to help defray those expenses incurred during the performance of Fleet Reserve Association duties. The amount of the contingency fund will be determined by the Board of Directors and included in the annual budget of the Branch.

SR-6b. The Branch Secretary and Branch Treasurer will be provided a monthly allowance to cover expenses involved in the administrative performance of their offices. The monthly amount will be determined by the Board of Directors and included in the annual Branch budget.

SR-6c. The Branch Web-Master will be provided with compensation to cover operational expenses, and any costs to maintain and update the Branch Web Site. All Web-Master Expenditure requests will be approved by the Board of Directors and included in the annual Branch budget. All receipts for expenditures will be submitted to the Branch Treasurer for disbursement.

SR-6d. The Chaplain is authorized to expend Branch funds for purchasing and sending flowers and cards to Branch members, or their immediate next of kin, in the event of death or hospitalization.

SR-6e. The Branch Treasurer shall maintain a record of all disbursements and report expenditures in the Branch monthly Financial Report.

SR-7: - BRANCH TRUSTEES

SR-7a. At least three Trustees, to function as representatives in matters pertaining to Branch Investment, Funds, Trusts, and Real Property, will be appointed by the branch President. All appointments will be with the advice and consent of the Board of Directors, and ratified by members at a regular Branch Meeting.

SR-7b. Trustees shall be approved and recorded in the Circuit Court of Virginia Beach.

SR -7c. Trustees will be governed by the Board of Directors. Trustee duties shall be performed only with the expressed consent of the Board of Directors and ratified by the membership at a regular Branch meeting.

SR-7d. The Appointed trustees will remain in office until terminated for cause or resignation.

SR-8: - FRA BRANCH 166 SCHOLARSHIP FUND

SR-8a. The Virginia Beach Branch 166 Sponsored Scholarship Fund shall be named: "Betty- Rogers Wanat Memorial Scholarship."

SR-8b. The annual Scholarship Fund check in the amount of \$1050.00 (includes administration costs) shall be made payable to Tidewater Community College Educational Foundation, (a501) (c) (3) organization) by 1 June of each year.

SR-8c. Annual Scholarship Fund award shall be for One Thousand Dollars (1,000). This will be available to one full time enrolled student, or \$500 each to two part time enrolled students as determined by the TCC Scholarship committee.

SR-8d. Annual Scholarships shall be funded by monies received from the Betty –Rogers Wanat estate plus any accrued interest on escrowed monies. Annual branch scholarship fundraising efforts will provide additional funds to support future scholarship awards. A budget line item “Scholarship Fund” will be established that will provide for recording and accounting of the fund balance.

SR-8e. Scholarship eligibility:

1. Any enlisted or previous enlisted member of the US Navy, Coast Guard, or Marine Corps, or spouse, child, grand, or great- grandchild enrolled at any Tidewater Community College Campus.
2. Preference will be given to FRA Branch 166 member, spouse, child, grandchild, or great grandchild enrolled at any Tidewater Community College Campus.
3. Must be enrolled as a full or part time student at any local Tidewater Community College Campus for the current semester
4. Must have a minimum GPA of 2.5, new students must have a high school GPA of 2.5.

SR-8f. The Scholarship Fund shall be audited annually prior to contracting with Tidewater Community College for the following year. A minimum fund balance will be established by the BOD. The Scholarship Fund shall not subsidize the branch General Fund, and the branch General Fund shall not be used for the Scholarship Fund.

SR-8g. Annual Scholarship awardees will be solely determined by the Tidewater Community College Scholarship Selection Committee based upon the requirements of (SR-8e). A Branch Scholarship Committee shall be established that will; review contract requirements; develop and update applicant guidelines and rules; develop marketing and fund raising materials; and schedule and conduct fund raising activities. With the consent of the Branch BOD, the committee chairperson will coordinate directly with the assigned Tidewater Community College Scholarship Development Officer.



USN



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