TREA: The Enlisted Association

STANDING RULES

Chartered By Congress
October 23, 1992

UPDATED NOVEMBER 2018

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<table>
<thead>
<tr>
<th>SR #</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Code of Conduct for National Officers &amp; Associates</td>
<td>1-1</td>
</tr>
<tr>
<td>2</td>
<td>TREA National Officers</td>
<td>2-1</td>
</tr>
<tr>
<td>3</td>
<td><em>Available for future use</em></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Past National Presidents Council</td>
<td>4-1</td>
</tr>
<tr>
<td>5</td>
<td>Standing and Special Committees</td>
<td>5-1</td>
</tr>
<tr>
<td>6</td>
<td>TREA Organization and Management Structure</td>
<td>6-1</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 1 (TREA ORGANIZATIONAL CHART)</td>
<td>6-3</td>
</tr>
<tr>
<td>7</td>
<td>Membership</td>
<td>7-1</td>
</tr>
<tr>
<td>8</td>
<td>TREA Awards Program</td>
<td>8-1</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 1 (Authorized TREA Awards)</td>
<td>8-3</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 2 (Recommendations for TREA National Awards – TREA Form #100-43 -- 4 pages)</td>
<td>8-9</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 3 (Recommendation to Establish a New TREA Award)</td>
<td>8-12</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 4 (JR ROTC Award of Merit Ribbon)</td>
<td>8-13</td>
</tr>
<tr>
<td></td>
<td>APPENDIX 5 (Citation to Accompany JR ROTC Award of Merit)</td>
<td>8-14</td>
</tr>
<tr>
<td>9</td>
<td>TREA/Chapter Relationship and Financial Assistance</td>
<td>9-1</td>
</tr>
<tr>
<td>10</td>
<td>Chapter Ceremonies and Protocol Guidelines</td>
<td>10-1</td>
</tr>
<tr>
<td>11</td>
<td><em>Available for future use</em></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Annual National Convention</td>
<td>12-1</td>
</tr>
<tr>
<td>13</td>
<td>Financial Management</td>
<td>13-1</td>
</tr>
<tr>
<td>14</td>
<td>TREA National Five-Year Plan</td>
<td>14-1</td>
</tr>
<tr>
<td>15</td>
<td>Correspondence and Publications</td>
<td>15-1</td>
</tr>
<tr>
<td>16</td>
<td>Auxiliary</td>
<td>16-1</td>
</tr>
<tr>
<td>17</td>
<td>Information Technology</td>
<td>17-1</td>
</tr>
<tr>
<td>18</td>
<td>TREA Clothing and Accessories</td>
<td>18-1</td>
</tr>
<tr>
<td>19</td>
<td>Chapter Guidance</td>
<td>19-1</td>
</tr>
<tr>
<td>20</td>
<td>Official TREA Flags, Banners &amp; Logo</td>
<td>20-1</td>
</tr>
</tbody>
</table>
Standing Rule 1 - CODE OF CONDUCT FOR NATIONAL OFFICERS AND ASSOCIATES

1. **APPLICABILITY:** The TREA Code of Conduct applies to National Officers of TREA, TREA Memorial Foundation, TSCL and all agents, consultants, employees and others who represent the national association in any manner. The code provides guidance for TREA Chapters but is not binding on chapters that operate in compliance with the laws of the state in which incorporated except as indicated in subparagraphs 4D, 4K and 4L below.

2. **TREA’s CODE OF CONDUCT:** The code charts the course for the honorable and provides standards by which to judge the transgressor. Each individual, who purports to act in the name of the association, should aspire by his conduct to rise above minimum standards, bearing in mind that the respect and confidence of the members of the association, whom he serves, require the highest possible degree of ethical conduct. TREA’s Code of Conduct, while having as its basis, all of the laws of the United States and their underlying moral and spiritual values, is not all inclusive. However, it will focus upon certain general, ethical standards, which must be adhered to by those holding certain positions.

3. **REPRESENTATIVES OF TREA:** All representatives, whether elected officials, paid employees, consultants, or other agents of the association, are guardians of the reputation as well as the property of the association and play vital roles in its preservation and progress. The fulfillment of these roles require an understanding of their relationship with the association, its members, and those whom the association engages in professional, business, social, community, governmental, and other meaningful activities. A subsequent obligation of all who act for and on behalf of the association is to maintain and adhere to the highest standards of ethical conduct.

4. **ALL WHO REPRESENT TREA IN ANY CAPACITY WILL:**
   
   a. Engage in no activity of any nature, which will bring discredit upon the association.

   b. Maintain complete loyalty to The Enlisted Association.

   c. Hold inviolate the confidential relationship between the individual members of TREA and himself and the confidential information entrusted to him through TREA’s National Headquarters and chapters.

   d. Endorse no product or service on behalf of TREA unless approved by the National Board of Directors. Ensure that no chapter or person owns or operates outside the area and/or state of their Chapter Charter; any type of business activity that includes in the business title any reference to the name “The Retired Enlisted Association” or “TREA” without the written approval of two-thirds (2/3) of the members of the TREA National Board of Directors.

   e. Work harmoniously with all branches of the Armed Forces, Department of Defense, other government agencies and military related associations.

   f. Uphold the independence of the association and never permit it to become subservient to any other association or organization.

Last updated – November 2018
g. Accept no gratuities or special compensation for the performance of acts on behalf of TREA from any individual member, chapter, or any other person or organization except with the knowledge and consent of TREA’s Board of Directors.

h. Neither engages in, nor countenances, any exploitation of TREA by any person or organization.

i. Recognize and discharge his responsibility and that of TREA to uphold all local, state, and federal laws and regulations relating to the association’s activities.

j. Exercise and insist on sound business principles in the conduct of the affairs of TREA.

k. The use of “The Enlisted Association” or the abbreviation “TREA” directly or indirectly, to influence the support of any political party or candidate for nomination, election, or selection to any federal, state, county, city, town, or other political office, is restricted to the conditions governing TREA’s Government Affairs Office.

l. Use only legal and ethical means in any efforts to influence legislation, regulations, or administrative policies and determinations. In this regard, chapters and/or members will not use the name of TREA, directly or indirectly, to influence said governmental policies or determinations, unless specifically authorized to do so by the National Headquarters of TREA. Recommendations for proposed federal, state, local governmental legislative or regulatory action shall be forwarded to the TREA Director of Government Affairs for evaluation and consideration of appropriate coordination and concerted action.

m. Issue no false or misleading statements of any nature, whether they affect TREA, other associations, or other individuals and organizations.

n. Utilize every opportunity to promote public understanding of TREA and its objectives.

o. Maintain the highest standards of personal conduct so that TREA will have an indisputable image of solid property.

5. ASSOCIATION POLITICS: Paid employees, consultants or agents will not participate in any form of association politics and shall:

a. Refrain from using official authority or influence for the purpose of interfering with or affecting the result of any election or nomination for office within TREA.

b. Refuse to accept any elected office within TREA, even if elected, without being a candidate.

c. Avoid taking part in political management or in political campaigns for any elected office within TREA.

d. Never directly or indirectly coerce, attempt to coerce, command, advise any person to pay, lend or contribute anything of value to a party committee, organization, agency, or person for political purposes within TREA.

e. Decline to make or offer to make any expenditures to any person, either to vote or withhold his vote, or to vote for or against any candidate for office within TREA.

Last updated – November 2018
f. Request no information from any person within TREA with reference to his or her vote for any candidate for office within TREA.

g. Never directly or indirectly promise or pledge the appointment or use of his or her influence in support for the appointment of any person to any position within TREA for the purpose of securing support for any candidate for office within TREA.

h. Refrain from soliciting, receiving, or making any contributions, whatsoever for any political purpose within TREA.

i. Enthusiastically pursue all of TREA’s objectives, regardless of any personal misgivings he/she may have.

j. Serve all members of TREA impartially, granting no special favors or privileges to any member.

k. Cooperate fully in every reasonable and proper way with TREA’s members, officers, executives, and other personnel.

l. Comply with lawful requests and instructions and give only reasonable and lawful requests and instructions if acting in a supervisory capacity.

m. Where employment involves the receipt of money or property on behalf of TREA or the disposal of TREA property, the employee shall act prudently and shall keep account of each transaction and present an accounting at the proper time or upon demand with such vouchers and receipts as business usage customarily requires.

n. Not only exercise his duties loyally and skillfully, but also shall refrain from deceiving TREA by entering into business relations with others creating a conflict of interest with TREA.

o. Accept no gift, compensation, nor other profit of any kind for the exercise of his employment beyond the compensation to which entitled by the terms of his contract or other agreement with TREA.

p. Never use knowledge acquired during employment for his own advantage and to the detriment of TREA or in competition with TREA. In this regard, even after employment has ceased, an employee remains subject to a duty not to disclose or use for his own advantage information confidentially entrusted to him.

6. FINANCIAL CONFLICTS OF INTEREST

a. Except as permitted by subparagraph (b) below, each elected or appointed officer, employee, consultant, or other similar agent of TREA must never participate personally and substantially as a TREA representative, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in a determination, contract, claim, controversy or other particular matter in which, to his knowledge, he has financial interest; in
which his spouse, other member of his immediate family or household, partner, organization in which he is serving as officer, director, trustee, partner, or employee, or any person with whom he is negotiating or has any arrangement concerning employment, has a financial interest.

b. Subparagraph (a) above shall not apply if, after full written disclosure of all his financial interests by TREA’s representative, written determination is made by the National Board of Directors (as to all elected and appointed officers), and the Director for Operations (as to all paid employees, consultants, and similar agents) that the financial interest is too remote or too inconsequential to affect the integrity of the TREA representative’s services. However, the National Board of Directors shall reserve the right to review and modify determinations made by the Director for Operations. Approval and/or disapproval will be required by 2/3 vote of the members of TREA’s National Board of Directors.

7. OTHER POSSIBLE CONFLICTS OF INTEREST:

a. A spouse or other member of the immediate family or household of an employee, consultant or other paid representative of TREA may be chosen for elective office, and in the performance of the duties of such elective office, may act on all TREA matters except services to be performed. The members who elect TREA’s officers have the responsibility for deciding whether or not the individual should be chosen based upon consideration of all relevant factors, including the nature of the relationship with the paid representative.

b. A spouse or other member of the immediate family or household or one holding elective office within TREA may be a paid employee, consultant, or other similar agent of TREA, and in the performance of duties, may act on all TREA matters except where there is a conflict of interest which affects the integrity of the services to be performed. The Board of Directors of TREA have the responsibility for deciding whether or not the individual should be employed or retained based upon consideration of all relevant factors, including the nature of the relationship with the elected officer. The Board of Directors may delegate this authority in written form only.

8. GRATUITY CLAUSE FOR CONTRACTS: A clause concerning “Gratuities” shall be inserted in all contracts with the approval of the other contracting party to prevent improper practices in the procurement or administration of TREA’s contracts. This clause, based upon a provision of the U.S. Code (10 USC 22907) may be expressed as shown in a, b, c and paragraph 9 below:

a. TREA may, by written notice to the other party to this contract, terminate the right of the other party to proceed under this contract, if it is found, after notice and hearing by the National Board of Directors or a duly authorized special committee, that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given, directly or indirectly, by such other party, or any agent or representative of such other party, to an officer, employee, consultant, or other representative (or close relative ) with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or the making of any determination with respect to the performing of such contract, provided that if a hearing is conducted by a special committee, no action will be taken to terminate this contract unless and until the findings and recommendations of such committee are acted upon by the National Board of Directors.
b. In the event this contract is terminated as provided in paragraph a above, hereof, TREA shall be entitled to pursue the same remedies against the other party as it could pursue in the event of a breach of contract by the other party and, as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the National Board of Directors) which shall be not less than three nor more than ten times the costs incurred by the other party in providing any such gratuity to any such officer, employee, consultant or other representative of TREA.

c. The rights and remedies of TREA provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law under this contract.

9. **OFFICIALS NOT TO BENEFIT:**

No officer, employee, consultant, agent or other representative of TREA shall be permitted to have any share of this contract or to have any benefit there from greater than those available equally to all members of TREA under the contract, except with the specific knowledge and approval of the National Board.

10. **CONDUCT AT CONVENTION:**

Any National Board of Director (elected or not elected), Director for Operations and the Director of Veteran and Military Policies will obtain permission from the National President to be excused from or miss a meeting or scheduled events (Open Ceremonies, luncheons, breakfasts and dinners). Staff members will obtain permission from their respective directors who will inform the National President such absence was approved. If any person does not obtain the permission prior to missing the event and it is a TREA paid meal, that person shall reimburse TREA for the cost of that meal and not submit a meal refund request. Absence will be granted for the member or significant other being ill and other emergencies that require them to leave the convention site. Exception is stepping out for official business or personal hygiene. This addition is effective immediately.

11. **NON-ATTRIBUTION POLICY**

All official TREA meeting, functions and events will be protected by a non-attribution policy. This allows staff, members and anyone acting on behalf of the organization the freedom to present information to the Board, staff or membership without fear of retribution or repercussions; as long as the information presented is in the best interest of the organization.

Ratified: November 2018
Standing Rule 2 - TREA NATIONAL OFFICERS

1. **ELECTED OFFICERS**: The elected officers shall consist of the President, 1st, 2nd and 3rd Vice Presidents, Treasurer and four Directors. Only the elected officers shall have voting rights at Board of Directors meeting. The duties of elected officers are specified in the National Bylaws.

2. **APPOINTED OFFICERS**: Some National Officers serve as members of the Board of Directors by virtue of holding or having held another important office within TREA. Others, such as the Parliamentarian, Secretary, Chaplain and Veterans Service Officer are appointed annually, while the Sergeant-at-Arms is appointed as needed. In addition to the elected officers, officers shown in sub-paragraphs 2a through 2e below are entitled to vote with the Board of Directors at national conventions only. A brief summary of their duties are as follows:

   a. **Immediate Past President**: The Immediate Past President serves as an advisor and counselor to the President and National Board of Directors and as Chairman of the Awards Committee.

   b. **Veterans Service Officer (VSO)**: The VSO arranges for TREA members to receive counseling and services from the Department of Veterans Affairs, as well as State and local Veterans Service Representatives.

   c. **Chaplain**: The Chaplain conducts non-sectarian opening and closing prayers at Board and membership meetings and performs other duties as prescribed or as directed by the President.

   d. **TREA Memorial Foundation Chairman**: The Foundation Chairman serves as a member of the Board of Directors in the interest of the Foundation.

   e. **TREA Senior Citizens League Chairman**: The Senior Citizens League Chairman serves as a member of the Board of Directors in the interest of the League.

   f. **Secretary**: The Secretary (normally a member of the Headquarters Staff) performs the duties outlined in Article VI; Section 3 of the National Bylaws and such other duties as may be prescribed.

   g. **Parliamentarian**: In addition to performing the duties prescribed in Article VI, Section 6 of the National Bylaws, the Parliamentarian normally serves as a member of the Bylaws and Rules Committee and may serve on other committees that require his expertise. If a qualified parliamentarian is not available from within the membership, the President may, with the concurrence of the Board of Directors, hire a qualified parliamentarian when the need arises.

   h. **Sergeant-at-Arms**: The Sergeant-at-Arms and one or more assistants shall be appointed by the President when the need arises. Duties shall be to ensure that only authorized persons are admitted to Board and convention meetings. At convention meetings, the Sergeant-at-Arms shall record the names of delegates departing the convention hall (except during recess or adjournments) and shall delete the names when a delegate returns. He shall maintain order at such meetings and quell any disturbances as directed by the President. When voters are directed to stand, the Sergeant-at-Arms and one assistant will count all votes and report the results as directed by the President.

Last updated – April 2019
3. **CRITERIA FOR ELECTED OFFICERS:** The criteria for election, in the general sense, is based on several years of observation of elected officers and their contributions to TREA. A candidate seeking office based solely on personality, without the proper credentials, will find it difficult to win election since TREA is a professionally recognized organization that requires strong and solid leadership in order to maintain viability and its good reputation. Each candidate for election must be a regular member, must meet the basic requirements outlined in the National Bylaws, and should meet the following additional qualifications:

a. Have a thorough understanding of TREA, gained through participation in chapter and/or national functions.

b. Have background, training, appearance, and personal and leadership qualities that will enable the candidate to present a positive image to the public if elected.

c. Have the desire to serve in a leadership position and have the time and energy required to perform a myriad of complex and time consuming duties.

d. Have the desire to accept and discharge responsibilities, a willingness to work with others, and the ability to provide motivation in order to accomplish TREA’s mission.

e. Have the ability to visualize and develop methods of accomplishing goals and to see tasks through to completion.

f. Have the vision to accept his role as part of a total organization rather than as an individual operation.

4. **RESUME OF CANDIDATE FOR ELECTIVE OFFICE:** A resume (TREA Form 100-3) shall be submitted in accordance with Article IX, Sections 1 and 2 of the TREA National Bylaws. The names of candidates will be published in the VOICE. While election block voting is prohibited, resumes will permit delegates to research and take a stand for or against a candidate based on known qualifications. A resume should cover involvement in TREA activities at all levels, as well as any military assignments that reflect leadership requirements and experience that might be applicable to the position sought. Training and/or experience in business activities, together with military and civilian community involvement should not be overlooked. Neither should involvement and offices held in fraternal organizations since such involvement may contribute to improved credentials. The “Military Service” block on the resume form is not for showing units and periods of assignment, but for showing responsibilities, accomplishments and progression.

5. **ELECTION OF OFFICERS:** Qualifications, nominations, election procedures, terms of office, filling vacancies and the duties of all officers shall be as prescribed in the TREA National Bylaws.

6. **BOARD OF DIRECTORS:** Some specific duties of the Board of Directors are contained in Article VII of the TREA National Bylaws. In addition thereto, the Board shall be the governing body of TREA and shall exercise complete control and supervision over all TREA operations between annual sessions. However, the delegates at any duly constituted national convention may countermand any action taken by the Board if it is not too late, as would be the case when a contract has been finalized.
7. **CONFIDENTIALITY AGREEMENT**: Upon election or appointment to the Board of Directors, each individual Board member shall sign a Confidentiality Agreement within 30 days of assuming office. This is a two-party agreement between Board members as a whole and The Retired Enlisted Association. Thus, individual Board members may not terminate participation in the agreement. Refusal to sign the agreement or to abide by its provisions shall subject a Board member to possible removal from office by the remainder of the Board as specified in TREA Bylaws, Article V, Section 6. In lieu of removal, the Board may excuse the member from meetings when confidential or sensitive matters are to be discussed.

8. **COMPENSATION**: TREA National Officers shall not be compensated for their services but may be reimbursed for incidental and necessary expenses incurred during the performance of official TREA business.

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**Standing Rule 3**

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**Standing Rule 4 - PAST NATIONAL PRESIDENTS COUNCIL**

1. **GENERAL**: The Past National Presidents (PNP’s) of TREA are a group of distinguished and highly esteemed professionals who have made immeasurable contributions to TREA by having served in the highest position of the association. Their vast knowledge of the intricate operations of TREA makes them invaluable as advisors and consultants to those who follow in their footsteps. If TREA is to continue to prosper and grow, maximum use must be made of the knowledge and experience of its Past Presidents. In this respect, the PNP’s shall form a council to assist and provide guidance to succeeding Boards of Directors and others upon request. In return, TREA shall show its gratitude by providing certain rights and privileges to the PNP’s as indicated herein.

2. **COUNCIL CHAIRMAN**: The Immediate Past National President of TREA shall chair the council and shall be a member of the National Board of Directors. As such, he or she shall serve as a personal advisor to the current National President and Board of Directors on non-parliamentary matters. The council shall meet at the call of the chairman or any three members of the council. At least one meeting shall be held at the convention site where many of the duties of the council are performed.

3. **COMMITTEE ASSIGNMENTS**: One or more of the PNP’s shall normally serve on each standing committee in order to provide guidance and assistance to the chairman based on previous experience.
The council Chairman shall serve as Chairman of the TREA Awards Committee and shall make other committee appointments in accordance with the desires of each PNP whenever possible. Council members may also be called upon to install newly Chartered Chapter Officers as well as the officers of other chapters when national representation at such functions is requested and funds and personnel are available. PNP’s who are unable to participate in council functions shall advise the chairman in writing of their inability to serve.

4. **DUTIES AT THE NATIONAL CONVENTION:** One or more PNP’s shall normally serve on each special committees such as the Nominating and/or Credentials Committees, and may serve as tellers during the election of National Officers. While not all inclusive, the following is a partial list of duties that the PNP’s normally perform at national conventions:

a. Advising and assisting the Board of Directors in the formulation of resolutions and solving time-consuming problems

b. Assisting the National President in escorting and entertaining visiting dignitaries as may be necessary.

c. Assisting the Director for Operations and Master of Ceremonies in the performance of convention duties when requested by the President.

d. Presenting and/or assisting in the presentation of TREA National Awards when requested by the National President.

e. Serving on and/or advising and assisting the Credentials Committee as may be necessary.

f. Assisting in the election of National Officers and counting of ballots when appointed by the National President.

g. Serving as Sergeant-at-Arms at the convention when requested to do so.

h. Conducting installation ceremonies for newly elected and appointed TREA National and Auxiliary Officers and installing Chapter Officers when requested.

i. Performing such other duties as the National President may desire.

5. **RIGHTS AND PRIVILEGES OF PAST NATIONAL PRESIDENTS:** In recognition of the countless duties, enormous responsibilities and great expense involved in attending conventions (which shall be primarily for the benefit of TREA), certain rights and privileges, as indicated below, shall be extended to the PNP’s:

a. **Voting.** Each PNP shall have the right to cast one vote and may cast one proxy vote for another PNP on all issues in the same manner as all other voting members as prescribed in Article X of the National Bylaws.

b. **Compensation.** No compensation shall accrue for the services of PNP’s but reimbursement shall be made for incidental and necessary expenses incurred in the performance of official duties whether in connection with a convention or any other assigned function.
c. **Convention Expenses.** PNP’s of TREA who are current members of the National Board of Directors shall have convention expenses and registration packets paid in full. TREA shall not be responsible for convention travel or other convention expenses for any other PNP.
Standing Rule 5 - STANDING AND SPECIAL COMMITTEES

1. **GENERAL:** The standing and special committees of TREA shall be (and shall be appointed) as specified in Article XII, Sections 1 and 2 of the TREA National Bylaws.

2. **RESPONSIBILITIES:** The chairman of each committee shall normally be an elected officer who shall serve for the term appointed (i.e., until the next annual session {Convention}) unless sooner terminated, or until a successor is appointed, whichever comes first. The Chairman shall appoint a vice-chairman who shall perform the chairman's duties in his absence. Each committee shall be responsible for (and have jurisdiction over) all matters referred to it by the general assembly, the National President, or the Board of Directors. Should jurisdictional disputes arise that cannot be resolved by the respective committee chairman, the National President shall decide the issue.

3. **STANDING COMMITTEE OPERATING PROCEDURES:** Detailed operating procedures for each committee shall be published in a TREA Procedures Guide (TPG) for use by committees and the National Board of Directors. When TREA requests a member of the National Auxiliary to serve on a committee, the committee shall pay necessary expenses in the same manner as for all other members. The National Auxiliary President may appoint an auxiliary member to serve on a TREA committee in a liaison capacity (non-voting) for the purpose of maintaining unity of action. The Auxiliary shall be responsible for any expenses incurred. A synopsis of committees is as follows:

   a. **Awards Committee (SR #8):** This committee shall comply with the spirit and intent of the National Awards Program and ensure that all persons or chapters eligible and/or recommended for an award receive fair and equitable consideration within the confines of SR #8. Committee members must be completely unbiased and free from preconceived notions, prejudices and inclinations that inhibit impartial judgment.

   b. **Bylaws and Rules Committee:** This committee shall review and may modify and/or consolidate proposed amendments to the National Bylaws and Standing Rules as prescribed in Bylaw Article XIV, Section 3, which must be submitted on TREA form 100-16. Except as noted above, the committee shall make recommendations to the Board of Directors and Board recommendations to convention delegates, on all timely submitted proposed amendments. The committee and/or National Board of Directors may propose amendments to the bylaws and rules at any time – for approval as prescribed in Article XIV, Sections 1a and 2a – providing advance notice is given to chapters at least 30 days prior to the first day of the convention. Bylaws and Standing Rules become effective upon adjournment of the convention, unless otherwise stated.

   c. **Convention Committee (SR #12):** This committee shall be responsible for planning, administering and managing all TREA National Conventions, to include travel, lodging, meals, programs and activities (except official business meetings). Staff personnel shall assist the committee as necessary.

   d. **Finance Committee (SR 9 & 13):** This committee shall be responsible for all TREA financial affairs and shall advise the National President and Board of Directors on all financial matters. It shall review budget requests, prepare and present annual national budgets, and make suggestions concerning the allocation and expenditure of TREA funds. The committee shall advise on maintenance and acquisition of owned and leased properties and shall oversee the procurement of costly items of
equipment, services and supplies. The committee shall perform such other duties as may be prescribed by the President and Board of Directors.

e. **Five-Year Planning Committee (SR 14):** This committee shall ensure that all current and ongoing programs that require significant expenditures are included in the Five-Year Plan, which must be updated and approved by the Board of Directors annually. The plan will serve as an internal document for executing the goals of TREA.

f. **Legislative Affairs Committee:** This committee shall, in coordination with the National Director of Veteran and Military Policies, develop an ongoing legislative program to support the needs and desires of TREA members. The committee shall solicit proposed resolutions from the membership and shall review, modify or rewrite proposals when deemed necessary to meet TREA’s goals. Proposals that are recommended for adoption, rejection, modification or withdrawal, shall be presented to the Board of Directors for concurrence before presentation to convention delegates for consideration. When resolutions have served their purpose and are no longer of value, the committee shall recommend withdrawal and cancellation. In addition to its close working relationship with TREA’s Director of Veteran and Military Policies, the committee shall maintain liaison with other veteran organizations and provide support on projects that may also be beneficial to TREA.

g. **Membership Committee (SR #7):** This committee shall promote recruiting and retention within TREA and ensure the accuracy of statistical data related thereto. The committee shall advise the National Board on membership policy matters and aid in establishing programs favorable to expanding growth of the association. This committee or an Ad Hoc Committee, appointed by the National President, shall investigate and make recommendations to the National Board of Directors on chapter member appeals of disciplinary actions in accordance with TREA Bylaws Article III, Section 12, and SR #7, paragraph 13.

h. **Public Relations Committee:** The purpose of this committee is to increase awareness of TREA and its many benefits among active duty, reserve component and retired enlisted personnel of the armed forces. In this regard, the committee will work with the VOICE Editor, TREA chapters, news media and other forms of communication to publicize TREA. The committee will also provide data and assistance to the TREA Awards Committee for the selection of Newsletter Awards.

i. **Information Technology (SR #17):** This committee shall comply with the IT policies and procedures prescribed in SR #17, and any other policies prescribed by the TREA National Board of Directors.

j. **Scholarship Committee:** TREA’s Scholarship Committee shall administer and be responsible for all aspects of the scholarship program, including but not limited to:

1. Advertise the scholarship program and ensure timely distribution of applicant packets
2. Screen applications for completeness and to ensure that all basic eligibility requirements are met
3. Notify those applicants who submit incomplete or ineligible application packets that they will not be considered for the scholarship award
4. Manage and/or conduct application package evaluations
5. Upon completion of the package evaluation process, submit a ranked order of recommended scholarship awards to the Scholarship Committee Chairperson.

Last updated – April 2019
4. **SPECIAL COMMITTEE OPERATING PROCEDURES**: An overview of operating procedures for three special committees are shown below. Other special committees may be appointed by the President or National Board of Directors at any time and for any purpose, and committee duties shall be specified by the appointing authority in written form.

   a. **Athletic Committee**: deleted September 2017

   b. **Nominating Committee**: This committee shall begin soliciting resumes for candidates for election to the National Board of Directors at least six months prior to the annual convention. The names of office seekers whose resumes are received before the Committee’s deadline will be published in the VOICE. Resumes received after the deadline will be returned with instructions for the member to seek nomination from the floor. Members nominated from the floor will have only until the end of the day to submit resumes in sufficient copies for distribution to each delegate in attendance. Eligibility criteria is prescribed in Article IX, Section 2, of the TREA National Bylaws.

   c. **Credentials Committee**: This committee shall be responsible for ensuring the convention registration desk is properly manned; that the number of accredited delegates and proxies are in accordance with Article X, Section 3, of the National Bylaws; that a list of accredited delegates and proxies is maintained and reported to the assembly; and that a motion is made to accept the Credentials Report, before any convention business is conducted.

5. **COMMITTEE REPORTS**: The chairman of each committee shall submit a written report on TREA Form 100-12 for inclusion in both the mid-term and convention packets. When committee chairmen are called on to present Committee Reports, and no further information is to be presented, and no motions made, the chairman many simply state that there is no change in the information presented in the report.

6. **QUORUM**: A majority of the voting committee members shall constitute a quorum.

7. **RULES OF ORDER**: Committee meetings shall be conducted in a business-like manner without undue reliance on formal parliamentary procedures. Minutes or notes will be kept.

8. **COMPENSATION**: TREA members shall not be compensated for their services but may be reimbursed in accordance with Standing Rule #13 for incidental and necessary expenses incurred in the performance of official TREA duties.

9. **BUDGET**: Committee chairmen will submit annual financial requirements in accordance with the TREA annual “Call for Budget” issued by the Director for Operations.

Last updated – April 2019
Standing Rule 6 – TREA ORGANIZATION AND MANAGEMENT STRUCTURE

STANDING RULE #6 – TREA ORGANIZATION AND MANAGEMENT STRUCTURE

1. **ORGANIZATION:** The Retired Enlisted Association (TREA) is incorporated under the laws of the State of Colorado and chartered by the United States Congress. TREA is a non-profit retired enlisted veterans’ organization and the parent unit of all TREA chapters; TREA National Auxiliary; TREA Senior Citizens League (TSCL); and the TREA Memorial Foundation. See Appendix 1 – “TREA Organizational Chart.” Additional information about TREA can be found on the existing website at [www.trea.org](http://www.trea.org).

2. **BOARD OF DIRECTORS:** TREA is governed by a volunteer Board of Directors (BOD) elected by the general membership. The BOD has full power and authority to manage TREA’s affairs between annual membership meetings unless restricted by the membership, bylaws, and/or standing rules. The President shall set the objectives, be responsible for TREA’s prosperity and well-being, enforce the policies mandated by the membership and ensure that all TREA affairs are administered in a professional, dignified, fair, and impartial manner. Operating procedures shall be published in TREA Procedures Guides (TPG’s).

3. **NATIONAL STAFF:** TREA shall employ a Director for Operations to operate its National Headquarters in Centennial, Colorado, and the Director of Veteran and Military Policies and to operate its Legislative Affairs Office in the Washington, DC area. Each office will employ a full complement of paid professionals to assist Directors in the accomplishment of their missions. Directors will be accountable to the BOD as a body, but will answer to and receive instructions from the National President only. Directors will advise and inform the President and/or BOD; enforce TREA’s administrative, accounting, employee and modus operandi policies; exercise supervision over all management functions and staff activities; and endeavor to fulfill and honor all contractual obligations and agreements. Directors will also maintain current job descriptions on themselves and their employees and will accomplish the following additional duties:

   a. **Director for Operations:** The Director for Operations (DO) shall manage and supervise all subordinate employees at National Headquarters, which shall be the nerve center for all TREA functions except legislative affairs. The DO shall promote, market, develop, and administer various TREA programs and services for the membership; direct activities that generate revenue and sources of funding; and perform a multitude of other managerial and supervisory functions for TREA. The DO will also provide information to TREA’s affiliate organizations and watchful care and guidance (as directed by the BOD) over certain administrative functions of these affiliates. The DO, in coordination with the Convention Committee, will normally arrange and accomplish most administrative functions related to convention activities.

   b. **Director of Veteran and Military Policy:** The Director of Veteran and Military Policy shall manage and supervise all subordinate employees in the Legislative Affairs Office which shall be the nerve center for all legislative activities. The Director and staff shall perform a multitude of duties related to legislative matters, some of which are specified in job descriptions and separate TREA Procedures Guides. The Director will assist the Director for Operations as may be necessary, particularly with matters related to the annual national convention.

4. **MANAGEMENT EMPLOYEE STANDARDS:** The positions of Director for Operations and Director of Veteran and Military Policy require knowledge of business and/or association management. A four-year degree in business or association management is also required but may be waived by the BOD based on related education and/or experience. Both positions require expertise in leadership, planning, public relations, fundraising, organization, management control and communications (both written and oral). To ensure success,
management employees must maintain effective working relationships with each other, the National President, BOD, Committee Chairmen, Chapter Presidents and the general public.

5. **POSITION REQUIREMENTS:** Both TREA Director positions require leaders who are energetic and innovative with proven ability to work independently who can direct and evaluate the work of a multifarious team. They must be experienced supervisors and be effective and persuasive communicators. They must be able to develop and implement progressive quality improvement measures; be capable of preparing and conducting contract negotiations; and be able to gather, analyze and evaluate demographics and statistics relative to membership marketing or political affairs, as appropriate. They must also have experience and capabilities in budget preparation and management, public relations, personnel management, promotions, discipline, training, correspondence management, records management, logistics management, and a multitude of other support functions.

a. **Director for Operations:** This position specifically requires knowledge of general accounting and budgetary procedures as they relate to non-profit associations; knowledge of Board of Directors and membership procedures and needs; convention planning; public relations; marketing practices, procedures and techniques; and office management procedures.

b. **Director of Veteran and Military Policy:** This position requires some general knowledge of accounting and budgetary procedures as they relate to non-profit associations. In order to accomplish the legislative mission, the Director must be thoroughly familiar with the organizational structure of federal government – particularly the legislative branch; and be capable of establishing and maintaining a good relationship with members of Congress, their staff, and other key policy and program officials in federal agencies. The primary mission of the Director of Veteran and Military Policy is to conduct an effective national legislative program that represents the rights and interests of TREA members when matters affecting them are under consideration before the Congress of the United States.
Standing Rule 6 – Appendix 1

TREA ORGANIZATIONAL CHART

The Retired Enlisted Association Membership

TREA National Treasurer**

TREA National Auxilirary*

Auxiliary President

TREA Memorial Foundation*

Board of Trustees

Chairman

The Senior Citizens League*

Board of Trustees

Chairman

TREA National Headquarters
Aurora, CO

Director for Operations

Accountant

Accounting Administrative Clerk

Publications Coordinator/Webmaster

Membership Services

Executive Assistant

Information Specialist

TREA Washington Office
Alexandria, VA

Executive Director

National Legislative Director

Executive Assistant

The Senior Citizens League
Alexandria, VA

Executive Director

TSCL Staff

KEY:

- Denotes direct line of authority
- Denotes indirect line of authority

* TREA National Auxiliary, TREA Memorial Foundation, and The Senior Citizens League are Affiliates of TREA. TREA BOD elect the Board of Trustees for TREA Memorial Foundation and The Senior Citizens League. They do not elect the Board for TREA Auxiliary.

**TREA Treasurer also serves as Treasurer for TREA Memorial Foundation and The Senior Citizens League. TREA Treasurer monitors financials for all TREA Affiliates.
Standing Rule 7 - MEMBERSHIP

1. **MEMBERSHIP APPLICATIONS:** All applicants for membership shall complete and sign an official membership application form and submit it to TREA or its designee for approval. Membership for qualified applicants will be effective upon receipt of the application and dues by any legal representative of TREA. An eligible applicant may not be denied membership in a TREA chapter, except for cause and a two-thirds vote by the membership unless denial authority has been delegated to the Board of Directors in the chapter bylaws.

2. **MEMBERSHIP CLASSIFICATION:** Based on status at time of application, members shall be classified in accordance with Article III of the TREA National Bylaws. Chapters may further classify courtesy members as sponsored members, if desired, and may require sponsorship. No other classifications shall be established except by amendment of the TREA National Bylaws.

3. **RESERVE COMPONENT AND COURTESY MEMBER INFORMATION:** Membership qualifications for all classes of members are outlined in Article III of the TREA National Bylaws. However, the following additional information is provided for TREA eligible reserve component enlisted personnel (referred to herein as reservists) and courtesy members only:

   a. **General Information:** The reserve components of the Armed Forces consist of the reserves of the five branches of service plus the Army and Air National Guard. The term participating means participating in a manner that earns retirement points. Years of “retirement creditable service” means only those years in which at least 50 retirement points were earned (thus, a reservist may participate for 20 or more years but still have less than 15 years of “retirement creditable service”). The so-called “20-year letter” advises a reservist when 20 years of “creditable service” are completed but does not transfer him or her to the retired reserves. The term “transferred to the retired list” means that a reservist has 20 or more years of creditable service, has ceased participation, and is eligible to receive retired pay upon reaching age 60.

   b. **Retired Reserve Component Personnel:** An enlisted reservist who has been transferred to the “retired list” and who has been issued a Reserve Identification Card (DD Form 2 Reserve) with “RET” noted in the grade block, is eligible for regular TREA membership, as defined in Article III, Section 1 of the TREA Bylaws, whether or not age 60 reserve retired pay has commenced.

   c. **Participating Reserve Component Personnel:** An enlisted reservist with 10 or more years of retirement creditable service (as defined in ‘a’ above) is eligible for regular membership in accordance with Article III, Section 1 of the TREA National Bylaws. A person may be a participating reservist without being assigned to a reserve unit, but like unit personnel, should have a red Military Identification Card (DD Form 2-Reserve).

   d. **Chapter Courtesy Membership Requirements:** While most any person (not otherwise eligible for membership) may be accepted as a courtesy member, reserve component and active duty enlisted personnel (and officers) not eligible for regular membership, may be accepted as “veteran” courtesy members and thus, not apply against the non-veteran limitation of two and one-half percent of the total membership prescribed in Section 501(c)(19) of the IRS Code for non-profit veteran organizations.

4. **MEMBERS-AT-LARGE:** All regular and associate members (as defined in TREA Bylaws, Article III, Sections 1 and 2) shall be TREA Members-At-Large when not assigned to a chapter. Courtesy members are not TREA members and will not be assigned as Members-At-Large. At the national level, Members-At-Large shall have all of the rights and privileges specified in the TREA National Bylaws and shall be eligible to participate in all TREA membership programs. Chapters that levy membership dues may restrict certain rights and privileges.
to dues paying members only, as determined by the membership. Denials of membership and transfers to and from Member-At-Large status shall be in accordance with Paragraphs 1 and 7 herein.

5. **NATIONAL RECRUITING PROGRAM:** National recruiting is an on-going function provided by an outside marketing agency. Special recruiting drives may be announced from time-to-time during which incentives may be offered for NEW 3 year memberships. When such announcements are made, TREA Chapters may also offer the same incentives to new members who join for 3 years. New members recruited by the marketing firm will be initially assigned as Members-At-Large, but may be transferred to chapters in accordance with Paragraph 7 below.

6. **CHAPTER RECRUITING PROGRAM:** Chapters shall do their own recruiting, either by soliciting non-members or by soliciting TREA Members-At-Large. Reduced rates may be offered in accordance with Paragraph 5 above, but chapter recruiting must be an on-going function throughout the year. Upon request, TREA National Headquarters will provide a list of TREA Members-At-Large who reside in a chapter area, which may be used for chapter recruiting purposes only. If a member agrees to join a chapter, action will be as prescribed in Paragraph 7 below. Lists of MALs residing within a chapter’s ZIP Code area will be provided upon submission of TREA Form #100-92 to TREA National Headquarters. Lists of non-members of TREA may also be obtained by submitting TREA Form #100-93.

7. **TRANSFERS:** Members may transfer to or from Member-At-Large status as well as between chapters. All such transfers shall be by written request and must be submitted on TREA Form 100-8 (Change of Address/Chapter Assignment) as follows:

   a. A member in good standing may transfer between chapters upon acceptance and submission of TREA Form 100-8 by the gaining chapter.

   b. A Member-At-Large may be transferred to a chapter or from a chapter to Member-At-Large status upon submission of TREA Form 100-8 by the gaining or losing chapter. Chapter members who resign from a chapter (only) and members who are expelled from a chapter shall be transferred to Member-At-Large status.

8. **LIFE MEMBERSHIP:** Only regular TREA members identified in Article III, Section 1 of the National Bylaws may become life members. Life membership dues are payable in the manner and the amount prescribed in Article IV, Section 1 of the TREA National Bylaws. If a regular member wishes to become a life member before his or her current membership expiration date, credit will be given for the unused portion of dues previously collected. If life dues are being paid in quarterly installments and the member fails to complete all payments, all dues collected will be applied to future annual dues. The life dues will be converted to regular term membership dues after four quarterly remittance notices have been mailed with unsuccessful results. No refunds or credits shall be authorized except as prescribed in Paragraph 9 and 10 below.

9. **REFUND OF LIFE MEMBERSHIP DUES TO SURVIVORS:** Life membership dues that were paid in full on or before January 31, 2005 shall be refunded to the surviving spouse or other beneficiary, as recorded in TREA’s archives, or to the estate of the deceased member, upon receipt of proof of demise. No other refund of membership dues shall be made for any reason, including life dues paid after January 31, 2005.

10. **CREDIT OF MEMBERSHIP DUES TO SURVIVORS:** No refund of dues shall be made upon the demise of any member except as indicated in Paragraph 9 above. However, the unused portion of any dues paid by a deceased member (including dues currently being paid quarterly toward life membership), may be credited toward associate membership for a surviving spouse, providing the spouse is eligible for associate membership in accordance with Article III, Section 2 of the TREA Bylaws.

Last updated – April 2019
11. **REMOVAL OF MEMBERS FOR NON-PAYMENT OF DUES:** Membership dues become delinquent if not paid within 10 days of the membership expiration, at which time the member will be made inactive but will be reactivated when they desire to rejoin and begin to pay their dues again.

12. **REMOVAL FOR CAUSE:** The TREA National Board of Directors may, by two-thirds vote, remove any TREA member for cause upon receipt of written allegations or other proof of misconduct or violation of TREA’s Code of Conduct. The National President may appoint a Special (“Ad Hoc”) Committee, if necessary, to investigate the matter and report its findings and recommendations to the National Board of Directors. The accused member may submit his defense in writing or in person, or may be represented by counsel at his or her own expense. No person removed for cause shall be entitled to any further benefits and no refund in membership dues shall be made. Reinstatement of persons removed for cause will be in accordance with Paragraph 15 below.

13. **APPEAL OF DISCIPLINARY ACTION:** When a chapter member (other than a courtesy or honorary member) has been disciplined by his chapter (Article III, Section 12 of the TREA National Bylaws) and believes his punishment was unjust or that the prescribing directives were violated, he may, after all chapter appeals have been exhausted, appeal to the TREA National Board of Directors. Upon receipt of an appeal, the National President will appoint the Membership Committee or an Ad Hoc Committee to investigate and recommend a course of action to the National BOD. The committee will provide a copy of the appeal to the Chapter President and request copies of all related chapter correspondence and directives that provide for disciplinary action (if any), and any other documents or data that may be pertinent to the case. Once the chapter has properly established guilt in accordance with directives, then TREA will consider the appropriateness of the penalty only. The committee’s investigation, findings and recommendations (or a summary thereof) will be provided to the National Board of Directors, over the President’s signature for their consideration and vote on the matter. The National President will notify the individual and his Chapter President of the decision of the Board and actions (if any) to be taken.

14. **RESIGNATION:** Any member may resign from the National Association by forwarding a letter of resignation to TREA National Headquarters. Resignation shall be effective upon receipt and shall terminate all rights and benefits but shall not relieve such member of the obligation to pay any charges theretofore accrued and unpaid.

15. **MEMBERSHIP REINSTATEMENT:** Reinstatement of membership for former members desiring a continuous membership record shall be in accordance with Article III, Section 10 of the TREA National Bylaws. An original “join date” may be re-established by paying all dues in arrears. Members who have been expelled from TREA may apply to the National Board of Directors for new membership (after a period of one year) and may be accepted by two-thirds vote.

16. **MEMBERSHIP PROGRAM COORDINATOR:** The chairman of the TREA National Membership Committee shall be the Membership Program Coordinator and shall be responsible for providing information and leaflets on TREA membership programs as requested. Leaflets are available and may be ordered from National Headquarters on all benefit programs.

**Standing Rule 8 - TREA AWARDS PROGRAM**

1. **OBJECTIVE:** The objective of the TREA Awards Program is two-fold: To foster morale, incentive, and espirit-de-corps within TREA and to recognize members and non-members who have made outstanding contributions to the Armed Services and TREA. All references to Armed Forces, Armed Services or Veterans shall include all
current and former members of all branches and components of the uniformed services unless otherwise specified herein.

2. **AWARDS COMMITTEE COMPOSITION AND DUTIES:** The Awards Committee shall be chaired by the immediate Past National President and shall be composed of members from small, medium and large chapters and such others and members of the staff as may be necessary. The committee shall select award recipients, coordinate preparation of awards, assist in awards presentations (if requested), and perform such other duties as may be required.

3. **AUTHORIZED TREA AWARDS:** Authorized TREA Awards are listed in Appendix #1. Establishment of additional awards will be as prescribed in paragraph 4 below. Awards are divided into four categories as follows:

   a. **GROUP I - SPECIAL AWARDS** - Awards in this category recognize outstanding or exceptional contributions to the United States of America, the United States Armed Services, or TREA for deeds and achievements of the highest order.

   b. **GROUP II - NATIONAL CHAPTER AWARDS** - Awards in this category recognize outstanding or exceptional performance in the areas of organizing and managing chapters, volunteers, state and local legislative programs, newsletters, and other publications.

   c. **GROUP III - NATIONAL PRESIDENT’S AWARD** - Awards in this category recognize individuals who have contributed immeasurably or who have provided outstanding support or contributions to TREA.

   d. **GROUP IV - ACHIEVEMENT AWARDS** - Awarded to individuals for outstanding support of TREA, its chapters, and individual members.

4. **RECOMMENDATION FOR THE ESTABLISHMENT OF NEW AWARDS:**

   a. Any chapter or member may initiate a recommendation for the establishment of a new TREA award.

   b. Recommendations will follow the format shown in Appendix #3 and will be submitted through the Awards Committee for review and recommendation and to the National Board of Directors for appropriate action. The National Board of Directors has final approval/disapproval authority for recommended new awards. New awards will be added to this Standing Rule upon approval.

5. **RECOMMENDATION FOR EXISTING AWARDS:**

   a. Recommendations for all existing awards, except Recruiter of the Year and Group III Awards, will be submitted to the National Awards Committee on TREA Form 100-43 (Appendix #2) no later than March 31 each year. Recommendations from the Legislative Affairs Committee are exempt from the submission date. Newsletter award recipients will be selected from newsletters on file at National Headquarters providing publication is at least quarterly. Recruiter of the Year Award recipients will be selected from data provided by TREA’s marketing firm.

   b. All awards will encompass the previous full calendar year except recommendations submitted by the Legislative Affairs Committee (with no further exceptions). Upon receipt of a recommendation for the Marjorie S. Holt Award or the Award of Excellence, the National Awards Committee will forward a copy to the Legislative Affairs Committee for review and recommendation.

Last updated – April 2019
c. A recommendation may be downgraded to a lesser award or it may be disapproved at the discretion of the National Board of Directors. Disapproved recommendations will be reconsidered only if facts not previously known are submitted to justify an outstanding deed or accomplishment.

6. PRESENTATION OF AWARDS: TREA’s National President (or his/her designated representative) will present all awards.

7. AWARDS PRESENTATION CEREMONIES: Formal awards ceremonies as indicated below will be held during each annual national convention. The awards specified shall normally be presented during the ceremony indicated:

   a. Presidential Reception:
      1. All Group III awards
      2. Awards to members of the national staff
   b. TREA Awards Luncheon:
      1. All Group II awards
      2. Group I - Benjamin C. Pearson Humanitarian Award
      3. Group IV- Hotel Management Award(s)
   c. TREA Installation Banquet:
      All Group I awards, except b2 above and Legislative Affairs Awards

8. OTHER AWARD CEREMONIES: Most Group IV and certain other approved awards will normally be presented by Chapter Presidents during chapter meetings or ceremonies.

   a. Presentation of the Junior ROTC Award of Merit may be by TREA National, any Chapter or Member-at-Large at an appropriate awards ceremony.

9. THE ROLL OF HONOR: deleted September 2017


SR #8 APPENDIX 1 - AUTHORIZED TREA AWARDS

1. GROUP I - SPECIAL AWARDS

   Marjorie S. Holt Award
   Presented for distinguished government service and personal dedication to America’s veterans, retirees of the U. S. Armed Forces and to The Retired Enlisted Association in particular.

   Benjamin C. Pearson Humanitarian Award
   Presented to an outstanding member of TREA who has exemplified in services to others.

   Heroism Award
   Presented to enlisted men and women of the United States Armed Uniformed Services who have been cited for heroism. Awarded to enlisted men or women receiving the Medal of Honor, Army Navy, or Air Force Cross, Silver Star, Distinguished Flying Cross, or the Soldiers, Sailors, or Airmens Medal.

   Award: Plaque with abbreviated citation.
Award of Excellence
Awarded for exceptional meritorious conduct in the performance of outstanding service to the United States Armed Services, its people and its mission. Awarded to Members of Congress, the Executive Branch, Department of Defense, Armed Services Staff, Major Service commanders, Enlisted Advisors, and other persons approved by the TREA Board of Directors.

Award: Plaque with abbreviated citation.

Citation of Honor
Deeds and achievements of the highest order accomplished in the performance of duty as members of the United States Uniformed Services or members of the armed services of a foreign country friendly to the U.S.

Awarded to enlisted men and women of the United States Uniformed Services and to enlisted men and women of the armed services of a foreign country friendly to the U.S. who work jointly with members of the United States Uniformed Services.

Type of Award: Plaque with abbreviated citation.

TREA Founders Award for Distinguished Service
Presented to members and non-members for distinguished service and extraordinary achievement as a TREA volunteer over a sustained period of time, not necessarily continuous, but on a continuing basis over at least several years.

Honorary Life Member
Awarded in accordance with Article III, Section 3 of the National Bylaws for exceptional support of TREA by persons not otherwise eligible for TREA membership. A record of Honorary Life Members will be maintained at TREA National Headquarters. Type of Award: Distinctive plaque.

Alvino R. Gutierrez Americanism Award
Awarded for development and implementation of programs, ceremonies or other initiatives furthering patriotism in the United States. Awarded to TREA members and non-members. Type of Award: Distinctive plaque.

TREA Member Of The Year
Awarded for exceptionally meritorious service or achievement on behalf of TREA. Awarded to a TREA Member only. Type of Award: Distinctive plaque.

2. GROUP II - NATIONAL CHAPTER AWARDS
All Group II Awards are for the previous calendar year unless otherwise stated herein and mention of the year should be made during presentation of the award.

TREA Outstanding Chapter Of The Year Award
Awarded for overall chapter accomplishments in three categories: 1) Large Chapter – 350 or more members; 2) Medium Chapter – 151 – 349 members; and 3) Small Chapter – 150 or less members. The competition period is the preceding calendar year and competing chapters must have been in existence for the full 12-month period. Awards within each category (large, medium and small) will be based on the greatest number of points and no award will be made within a category if no chapter scores at least 80 points. Recommendations for this award will be submitted on TREA Form 100-43 (Appendix #2). Recommendations...
must be received at National Headquarters no later than March 31, each year, and must cover the previous full calendar year.

Breakdown of Points –
- Retention of members (no points unless retention rate exceeds 74%). - 40 points
  (Maximum points: 75-84% - 20 pts., 85-94% - 30 pts., 95-100% - 40 pts.)
- Growth in chapter membership (no points unless at least 2%) - 35 points
  (Maximum points: 2%-15 pts., 3% - 35 pts.)
- Timely submission of all required TREA reports - 20 points
- Publication of a chapter newsletter (minimum 4 issues) - 15 points
- Other outstanding accomplishments, etc. (include in narrative) - 15 points

Type of Award: Awards Banner (all subsequent awards will be added to the banner.)

Chapter President of the Year Award:
Awarded to current or immediate past chapter presidents in three categories (large, medium and small) based on an overall accomplishment concept. The awardee must have served as president for more than one-half of the award competition period; i.e., during the previous calendar year. A narrative of accomplishments will be submitted to TREA National Headquarters on TREA Form #100-43 each year no later than March 31st and will be verified.

Type of Award: Special award, Canadian Red Blazer or other TREA accessory of equivalent value, and convention fee to attend the National Convention in the year following the award year. (changed 9/2016)

New Chapter Growth Award
Awarded to a newly chartered chapter that increases its regular or associate membership by at least 50 new or MAL members within three months from date of charter. Also awarded to members of the chapter who recruit five or more new or MAL members for the chapter within the same period. (added 9/2016)

Type of Award: Special Award.

Recruiter of the Year Award
Presented annually to a member of TREA for outstanding recruiting efforts and dedication to TREA’s Membership Development Program. However, TREA Board members are ineligible to receive monetary awards since their expenses are normally paid to events where TREA members are likely to be recruited. Since some chapter and MAL members perceive competition with Board members as being unfair, it can cause dissension among the members. The Membership Committee will provide recommendations for all recruiter awards.

Type of Award: Tiered as follows:

Eligible Members recruiting 10-14 new members will receive a $50.00 reward and a certificate.

Eligible Members recruiting 15-19 new members will receive a $75.00 reward and a certificate.

Eligible Members recruiting 20 or more new members will receive a $100.00 reward plus $5.00 per person over the 20 and a certificate.
Eligible Members recruiting 30 or more new members will receive convention expenses (transportation, lodging, meals and registration packet) to attend the National Convention in the year following the award year.

* Any recruiter that falls within the same tier will divide the awarded amount equally.

Chapter Newsletter Awards
Awarded annually to chapters in the following categories based on recommendations from the Public Relations Committee:

Newsletters will be placed in chapter size categories as follows:

- Large: 350 members or more with one runner up.
- Medium: 151 - 349 members with one runner up.
- Small: 150 or less with one runner up.

Newsletter Awards will be judged on a system of 100 points as follows:

1. Overall Newsletter – 45 points
   - Overall attractiveness of the newsletter: 25 points
   - Creativeness of the front cover: 10 points
   - Readability, font size, printing quality and placement of articles: 10 points

2. Content – 50 points
   - TREA Headquarters News: 10 points
   - Chapter functions and meeting dates: 10 points
   - Chapter officers and telephone numbers: 10 points
   - Veterans affairs, legislation for State and National: 10 points
   - Current military retiree news: 10 points

3. Extra Credit: 5 points
   Type of Award: Special award. Additionally, Certificates of Achievement may also be awarded for special recognition.

3. GROUP III - NATIONAL PRESIDENT’S AWARDS

National President’s Award
Awarded for special recognition to individuals who have contributed immeasurably to TREA. Awarded to members and non-members recommended by the National President, the National Awards Selection Committee, members of the National Board of Directors, and Chapter Presidents. Type of Award: Special award

Past National Presidents’ Award
Awarded to outgoing Past National Presidents for dedication and outstanding performance. Awarded upon completion of elected tenure. Type of Award: Special Award and official TREA ring. Only one award of the ring will be made.

Last updated – April 2019
Board of Directors Lifetime Award
Awarded for exceptional service as a member or former member of the Board of Directors of TREA or any chapter of TREA. Type of Award: Special Award

4. GROUP IV - ACHIEVEMENT AND MISCELLANEOUS AWARDS

Community Service Award
Awarded to members and non-members for outstanding service or assistance to TREA, its chapters and/or members, when such actions surpass the requirements for the Certificate of Commendation. Type of Award: Special Award

Certificate of Achievement
This certificate may be awarded to anyone or any chapter, at the discretion of the National President or Awards Committee; as indicated elsewhere herein; or as recommended on TREA Form 100-43 – to show appreciation for accomplishment. It may also be awarded in lieu of a more prestigious award that has been recommended. The National President may approve this award without a formal recommendation. Type of Award: Special certificate

Junior ROTC (Reserve Officers’ Training Corp.) Award of Merit
The award is presented annually for exceptional leadership to the most outstanding JR ROTC Cadet while serving in an Enlisted Rank. One cadet from each participating school shall be selected annually to receive TREA’s JR ROTC Award of Merit. The selected cadet must have shown outstanding leadership throughout the course of the school year. As an exception to paragraph 2 of this standing rule, all award recipients will be selected by the OIC/NCOIS of the JR ROTC Unit. Awards should be presented at an appropriate ceremony and may be made in the name of TREA or a TREA chapter, although a chapter member or MAL will normally officiate. The award will consist of a draped ribbon with a TREA medallion and a slide ribbon with a single ribbon mount. Thus, both the medallion with the draped ribbon and slide ribbon both color coordinated can be worn on his or her chest as shown in Appendix 4. The gold medallion will depict TREA’s logo on the front and “JR ROTC Award of Merit – Outstanding Leadership” on the back. In addition, the award will be accompanied by a certificate suitable for framing. TREA will stock awards and certificates which can be purchased by telephone, e-mail or Accessory Order Form.

Miscellaneous Awards
Special plaques and certificates to suit any occasion may be awarded to any individual, organization or establishment to show recognition, appreciation or accomplishment. These awards may include plaques or certificates, etc. for dignitaries, guest speakers, convention sponsors, convention hotel management and staff or others, especially when other authorized awards may be inappropriate. The National President may approve these awards without a formal recommendation. Type of Award: As specified above.
Standing Rule #8 - Appendix 2
Read Standing Rule #8 before Completing This Form

RECOMMENDATIONS FOR TREA NATIONAL AWARDS

<table>
<thead>
<tr>
<th>TO:</th>
<th>Chairman, TREA National Awards Committee 1111 S. Abilene Ct., Aurora, CO 80012.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td></td>
</tr>
<tr>
<td>PERSON/CHAPTER:</td>
<td>(recommended for award)</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

Check the Award Recommended, complete justification and proposed citation on next page

GROUP I AWARDS

- Marjorie Holt Award
- Benjamin S. Pearson Award
- Heroism Award
- Award of Excellence
- Citation of Honor
- Honorary Life Member
- Alvino R. Gutiérrez Americanism Award
- TREA Member of the Year Award
- TREA Founders Award for Distinguished Service

GROUP II AWARDS

- Outstanding Chapter of the Year
- Large Chapter (350 or more)
- Medium Chapter (151-349)
- Small Chapter (150 or less)
- Chapter President of the Year Award
- Large Chapter (350 or more)
- Medium Chapter (151-349)
- Small Chapter (150 or less)

GROUP IV AWARDS

- Community Service Award
- Certificate of Achievement
- Miscellaneous Awards*

* When a Miscellaneous Award is recommended, it must be accompanied by a draft citation and a name (i.e., Certificate of Merit, Certificate of Exceptional Service, etc.)

Recruiter Awards (NOTE: only the Membership Committee will provide recommendations.)

Chapter Newsletter Awards (NOTE: only the Public Relations Committee will provide recommendations.)

Justification and citation required for any of the preceding awards. The appropriate box must be checked for the recommendation for Chapter of the Year or Chapter President of the Year. SR #8 (Appendix 2) must be completed, attached and forwarded to the Awards Committee by March 31.
<table>
<thead>
<tr>
<th>Chapter Website Award <em>(NOTE: only the IT Committee will provide recommendations for one award and special recognition for social media site)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP III AWARDS (do not recommend)</strong></td>
</tr>
<tr>
<td>National President's Award</td>
</tr>
<tr>
<td>National Past President's Award</td>
</tr>
<tr>
<td>BOD Lifetime Award</td>
</tr>
</tbody>
</table>

Form 100-43  
Revised 10/2004
Standing Rule #8 – APPENDIX 2 Continued

EXAMPLE OF COMPLETED CITATION

CITATION TO ACCOMPANY THE AWARD TO

(Enter title and name of recipient)

OF

HONORARY LIFE MEMBERSHIP AWARD

By direction of the National Board of Directors of The Retired Enlisted Association, Honorary Life Membership is hereby bestowed upon (title, name, etc.) for outstanding services rendered. (Title, name, etc.) has actively supported The Retired Enlisted Association and has contributed greatly towards achieving its aims and objectives. (His/Her) enthusiasm has been manifested through moral support and benefit to the problems and endeavors of The Retired Enlisted Association. (Title, name, etc.)’s positive involvement and continuous encouragement has been an invaluable asset to the United States Armed Services in general and to The Retired Enlisted Association.

NOTE: This citation is only an example and should be modified to suit each award presentation.
MEMORANDUM

To: TREA National Board of Directors
Through: TREA National Awards Committee
From: ________________________________
Date: ________________________________
Subject: Recommendation to Establish a New TREA Award

1. **Recommend the establishment of a new TREA Award to be known as:**
   
   ________________________________________________________________.

2. **If approved, recommend this award be added to SR #8, Group ____:**
   
   ________________________________________________________________.

3. **Awarded for:** ______________________________________________
   
   ________________________________________________________________

4. **To be awarded to:** __________________________________________
   
   ________________________________________________________________

5. **Type of Award:** _____________________________________________

6. **Complete justification and necessity for award:**
   
   ________________________________________________________________
   
   ________________________________________________________________
   
   ________________________________________________________________

**Footnotes corresponding to above paragraphs:**

1. Specify qualifications and accomplishments in order to be eligible for the award.
2. Specify who will be eligible for the award (e.g., members, non-members, etc.).
3. Type of award (e.g., Certificate, Special Plaque, TREA Jacket, etc.).
4. Be brief in justification and concise as to why an additional TREA award is necessary.
STANDING RULE #8, APPENDIX 4 - JUNIOR ROTC AWARD OF MERIT

The purpose of this Appendix 4 is to describe and depict the JROTC Award of Merit; how it is to be presented and how it is worn. For additional information, see paragraph 4, Group IV – Achievement and Miscellaneous Awards.

The Award will consist of the Medallion suspended from a ribbon and a corresponding ribbon bar. There will also be a certificate signed by The Enlisted Association President suitable for framing.
TREA AWARD OF MERIT
AWARDED TO

____________________________________

The Retired Enlisted Association’s Award of Merit for Leadership is hereby awarded to Cadet ____________________, for outstanding leadership as an enlisted cadet during the __________ school year. Cadet ____________________ consistent positive attitude, enthusiasm in the performance of duties and devotion to the Junior ROTC Program reflects great credit upon himself/herself, the United States Armed Forces and TREA: The Enlisted Association.

__________________       __________________
Date                  TREA National President

_______________________
TREA Chapter __________
Standing Rule 9 - TREA/CHAPTER RELATIONSHIP AND FINANCIAL ASSISTANCE

PART I - GENERAL

1. **RELATIONSHIP**: TREA is incorporated as a national association of individual members and is completely independent of its chapters. Chapters may be formed by groups of individual members who band together in a common cause and agree to support the aims and objectives of TREA, but such chapters and/or councils (whether organized as state or regional councils) are mainly independent, self-governing and self-supporting organizations, affiliated with TREA by mutual agreement for purposes of cooperation and mutual assistance in attainment of common goals.

2. **TAX EXEMPT STATUS**: TREA is a nonprofit veteran’s organization, incorporated under the laws of the State of Colorado, and is exempt from federal taxes under Section 501(c)(19) of the Internal Revenue Code. Under IRS Ruling #18322, dated June 29, 1984, TREA’s federal tax exemption extends to all its chapters. Thus, as exempt organizations, each chapter (and chapter auxiliary) must obtain an Employer Identification Number (EIN) in accordance with IRS regulations, whether or not the chapter has employees. TREA’s corporate status (granted by the State of Colorado) does not extend to its chapters; but chapters may incorporate in accordance with the laws of the state in which they are located—and those with substantial assets should carefully consider incorporation.

3. **TREA FUNDING REQUIREMENTS**: The TREA National Board of Directors is responsible for generating funds necessary to operate the association which shall include TREA National Headquarters, TREA Legislative Affairs Office, TREA National Recruiting and Retention Programs, TREA Member Benefit Programs and such other programs or plans as may be appropriate. As authorized by Article IV, Section 5 of the TREA Bylaws, the TREA National Board of Directors shall adopt the annual TREA budget, which may, at the discretion of the Board, include limited financial assistance to TREA chapters. However; the Board must ensure that such assistance does not adversely affect TREA operating activities or the benefits and entitlements of non-chapter members. For information only, currently authorized financial assistance is as shown herein. Chapter assistance will be reviewed by the Board of Directors at least annually and may be adjusted, based on the availability of funds.

4. **LIABILITY**: TREA shall not be liable or legally, ethically or morally accountable for any debts, obligations or other risks assumed or incurred by a chapter. Likewise, no TREA chapter shall be liable or accountable for any obligations of TREA, and no lending or borrowing of funds between TREA and/or any of its Chapters shall be authorized.

Last updated – April 2019
PART II - FINANCIAL ASSISTANCE TO CHAPTERS

5. PURPOSE OF ASSISTANCE: Notwithstanding the mainly independent status of TREA and its chapters, a limited amount of financial assistance shall be provided to each chapter to enable it to support TREA’s aims and objectives and to comply with TREA’s reporting and other administrative requirements.

6. CHAPTER EXPENSE GRANT: To help defray initial chapter expenses, a grant of $350.00 will be made to each newly chartered chapter when the charter is granted. Additionally, an allowance to purchase and install a chapter fax machine will be provided in an amount as determined by the National Board of Directors.

7. CONVENTION ASSISTANCE: Financial assistance will be provided newly chartered chapters to allow one voting chapter delegate (normally the president) to attend the next TREA national convention when a chapter is chartered between March 31 and July 15th in the year of the convention. When chartered after July 15th, assistance will be provided for one delegate during the following year. The amount of assistance will be as recommended by the Finance Committee and approved by the National Board of Directors, but will normally be sufficient to cover required expenses.

PART IV - OTHER ASSISTANCE AND REQUIREMENTS

8. OPTIONAL ASSISTANCE: The National Board of Directors may, from time to time, based on the circumstances of each individual request, approve limited funding for other worthy causes. Additionally, Chairmen of the CSU&A and/or Membership Committees may authorize up to $50.00 for refreshments in conjunction with new chapter functions, providing committee funds are available.

9. CHAPTER REPORTING REQUIREMENTS: Reporting requirements shall include a timely submission of TREA reports -

   a. TREA Form 100-4, Notification of Death. Due 30 days after death reported to chapter.

   b. TREA Form 100-8, Change of Address/Chapter Assignment. Due within 15 days after change of assignment or change of address notification.

   c. TREA Form 100-9, Roster of Chapter Officers. Due annually by February 10.

   d. TREA Form 100-11, Chapter Financial Statement. Due 30 days after end of each calendar quarter.

   e. TREA Form 100-23, Minutes Report. Due 30 days after membership meeting.

   f. A copy of the current chapter bylaws, if changes have been made.

   If TREA Headquarters has not received the 100-9 the 100-11 and the 100-23 in the calendar year, then the chapter is no longer in good standing and will be considered on probation for 60 days. If the forms are not submitted at the end of the 60 days, then the chapter charter may be revoked.
Standing Rule 10 – CHAPTER CEREMONIES AND PROTOCOL GUIDELINES

1. **PURPOSE:** To provide protocol and ceremonial guidance for TREA chapters. Chapters should be well versed in protocol and ceremonial procedures since ceremonies are frequently conducted in connection with installation of chapter officers, anniversary balls, Memorial or Independence Day celebrations and other veterans' functions. While it is not possible to establish procedures that cover all aspects and exact needs of each chapter, these guidelines contain common principles and practices normally used throughout TREA. Chapters may supplement or modify these guidelines to meet their own unique needs.

2. **RESPONSIBILITIES:** Chapter presidents, Board of Directors (BOD), and/or appropriate committees are responsible for determining the type of function desired by the membership; making all arrangements, publicizing and managing the event; extending invitations; and meeting, greeting and seating of dignitaries, etc. A committee normally does the legwork and reports to the BOD. The TREA BANC committee will normally advise and assist newly chartered chapters in arranging for officer installation banquets. The TREA BANC guide “How to Organize a TREA Chapter” is available upon request from TREA National Headquarters. This guide contains helpful guidance for arranging installation banquets which may apply to both new and existing chapters.

3. **INVITATIONS:** Once the groundwork has been laid for a special function, written invitations are normally extended to dignitaries and special (non-member) guests. Persons receiving special invitations are not normally charged a fee unless the amount is specifically stated in the invitation. Guest speakers and invited dignitaries (non-members of TREA) and their spouses are never charged a fee. Invitations should specifically include spouses. The following applies primarily to guest speakers, but may also apply to other guests:

   a. Verbal invitations for keynote speakers and dignitaries should always be confirmed on official letterhead stationery of the organization.

   b. Carefully check the spelling of the full name, title, and correct address.

   c. Provide full details (date, time, place, kind of meeting/function, number of attendees expected, etc.).

   d. Tell the invited guest what you expect him to do. The topic(s) to be covered (if appropriate), amount of time allotted, and appropriate dress (formal, casual, etc.), should always be stated.

   e. State any honorarium or fee agreed to, and the amount of any other expenses if applicable (i.e., transportation, lodging, meals, etc.) that the chapter will pay.

   f. Request a response by a certain date so that seating can be planned, whether or not dinner will be served. If no response is received as requested, follow up with another letter or phone call. Never assume that a lack of response means acceptance of the invitation.

4. **MEETING, GREETING AND SEATING OF DIGNITARIES:** When dignitaries are invited to a special chapter function, the person extending the invitation (normally the chapter president or his highest ranking assistant) should personally meet each dignitary at the airport, hotel entrance, or entrance to the place where the affair is being held. The escort and spouse should be assigned to the same table as the
dignitary and spouse whenever possible. When escorting a military person, consideration should be given to the escort’s background so that a member from the same service can be paired whenever possible. The keynote speaker will normally be escorted by the chapter president.

5. **THE RECEPTION:** If a reception is planned, make sure all chapter officials and dignitaries know where it will be held and how to get there. Advance planning is required for placement of the receiving line (if one is formed), which shall be by rank, so that the highest ranking dignitary is the first person in the receiving line to be greeted by chapter officials. Each person/couple going through the line welcomes the dignitary and introduces the person/couple behind him. For example, the President starts the line by introducing himself (and spouse); welcoming the dignitary (and spouse); and then introducing the person (and spouse) behind him (e.g., “Congressman Jones, may I introduce chapter First Vice-President Jim Adams and his wife Alice”). This method of introduction should continue down the line with each officer introducing the next person (or couple) behind. Be sure to get the correct pronunciation of the name and make the introduction by speaking the name of the person to be honored first (i.e., “Senator Richman, may I introduce chapter Treasurer Joe Moneymaker and his wife Sue”). A receiving line is not required.

6. **SEATING FOR CEREMONY:** Seating at the head table is determined by: a) the purpose of the function, b) size of the room, c) anticipated audience, and d) the number of persons to be honored. If there are many to be recognized and space is limited, a head table of 5 to 8 is sufficient. Others to be introduced may be seated at side tables, adjacent to the head table, or directly in front of it. This arrangement is ideal if the room is long and narrow. At large functions, a second head table may be placed in front and below the head table or at the opposite end of the room. Seating charts in Appendix 2 are examples of head table seating arrangements. Some practical rules for seating are as follows:

   a. **President.** When an uneven number are to be seated at the head table, the President sits in the center. If there is an even number, he sits to the right of center, as he faces the audience (i.e., to the right of the lectern).

   b. **Keynote Speaker.** The keynote speaker is the most important guest present, and is always seated to the immediate right of the President.

   c. **Other Persons.** The second highest-ranking person may be seated to the President’s left, alternating back and forth until all are seated. Or, the highest-ranking persons may all be seated to the President’s right and those of lesser rank to his left. This makes it possible to introduce everyone on the right and then on the left without alternating back and forth. When two guests of equal rank are present, the one who traveled the farthest distance is given the highest honor, both in seating and introduction. Program participants who do not have rank may be seated at either end to give balance. If the chapter has an auxiliary, the President should also be seated at the head table (see Appendix 2).

   d. **National Officers.** A current or past national officer who is an official representative of the TREA President is seated to the right of the chapter President if there is no higher-ranking guest present from outside TREA. However, a guest speaker who is not a member of the organization outranks the National President or his representative. This is courtesy due a guest speaker. A current or past national officer who shows up late with no reservations or previous notice that he planned to attend, should be seated as close to the head table as possible. The President should be quietly notified by note and may then acknowledge the guest when the agenda permits.
Chapter Officers. In seating, the chapter president ranks at the top of the ladder and all other officers rank just below the invited guests who will be honored. All persons currently serving in office outrank past officers and officers-elect, and are entitled to be seated at the head table. At installation banquets, if there is room for only one group of officers, the outgoing officers are honored for past performance by being seated at the head table. Also, the person who will install the officers (normally the TREA representative) is seated to the immediate right of the president unless a non-member keynote speaker is in the honor seat. If so, the installer is seated to the right of the speaker.

7. FLAG DISPLAY IN CEREMONIAL ROOM: The Flag of the United States of America, and (when available) the flags of each military service should be displayed at all chapter functions. The Flag of the United States holds supreme prominence and when displayed on a staff with other flags, must be displayed on the highest staff. When all staffs are the same height, the Flag of the United States must be displayed at the speaker’s far right (observer’s left). All other flags should be displayed in the order of precedence beginning at the right of the American Flag – as observed by the audience. When the Flag of the United States is displayed on a speaker’s platform without a staff, it is displayed flat, above and behind the speaker with the union up and to the observer’s left.

8. OPENING CEREMONY: Information contained herein was developed primarily for chapter officer installation ceremonies and banquets, but may be modified for use at other chapter functions. When installation of officers takes place at a banquet, the president may use a gavel to quiet the audience, but rather than “call to order” he should simply say “give me your attention please”. He should then call for the invocation.

a. Invocation. In the United States, God comes before Country. Thus, the invocation should be given before posting the colors and reciting the Pledge of Allegiance to the Flag. The invocation should be a short non-sectarian prayer calling for divine guidance. The invocator will normally ask the assembly to rise. If possible, the invocator should be seated at the head table. If dinner will be served immediately after the opening ceremony, the invocator may wish to end the prayer with a few words of grace and thanks for the food. Otherwise, a short table grace should be given before dining (while the audience is seated).

b. Honor Guard. Whenever possible, opening ceremonies should include formal “Presentation of the Colors” (i.e., posting of the flags by a uniform body). It is best to form an Honor Guard within the chapter, although one may occasionally be available from a nearby military installation, Reserve or National Guard unit, or even a high school or college ROTC unit.

c. Pledge of Allegiance to the Flag. The pledge should be rendered from the position of attention-facing the flag-with the right hand over the heart. When not in uniform, men should remove their hats with the right hand and hold them at their left shoulder, the hand being over the heart. When in uniform, remain silent, face the flag and render the hand salute. The Pledge of Allegiance is always given before the national anthem (when both are rendered) as follows:

“I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”
d. **The National Anthem.** Actions shown under the Pledge of Allegiance also apply during rendition of the national anthem, with “uniformed” members rendering the hand salute from the first to the last note of the national anthem. The pledge and national anthem are not both required, but are by no means improper.

9. **WELCOME:** The President should briefly welcome those in attendance and make any last minute announcements. If dinner will be served it should be shown on the agenda; and when ready, all other activities should be suspended until after dinner.

10. **INTRODUCTIONS:** Personal introductions and head table introductions are distinctly different. In one, two people are introduced to each other. In the other, one or more people are introduced to an audience. The proper manner is as follows:

   a. **Person to Person.** A man is always TO a woman (except chiefs of state), (e.g., “Mary, may I introduce John”). A guest is introduced TO the president of the host chapter, who outranks all members and chapter visitors. For example, “President Ruff, may I introduce Colonel Slick”. In this case, Colonel Slick has military rank but not chapter or TREA rank (unless he is the keynote speaker). In other words, a person without rank is introduced TO a person with rank. Remember, a person TO whom one makes the introduction is the person one wishes to honor. The best “rule of thumb” is to say the name of the person to be honored followed by “May I introduce....”

   b. **Head Table.** Members and guests seated at the head table are always “presented” (not introduced) to the audience by the chapter president, starting with the keynote speaker and going down the list by rank. The president should ensure proper pronunciation of each name and clearly state the name, title and/or position (e.g., “Colonel Jack McGhee, Chief of Staff, Fort Magoo, WA”). The more prominent the person, the shorter the introduction should be. For example, “The President of the United States of America...President George Washington” or “President of The Retired Enlisted Association...President Woody Wilson”. Never use the phrase “Introduce the head table”. If the chapter has an auxiliary, seating assignments should follow guidelines in Appendix 2. If not, fill the vacancies with outgoing Board members or new members if the chapter is new.

   c. **Manner of Introductions.** The guest speaker, who is seated to the right of the chapter president, should be the first person “presented”. If the president’s spouse is seated to his right, it is best to start by saying, “Ladies and gentlemen, it gives me great pleasure to present the head table. To my right, seated beside my wife Janet; is our guest speaker, the Honorable James Ault, Mayor of the city of ..., and his lovely wife Jennifer” (three people were just introduced). Continue down the list (by rank) until everyone at the head table is presented (those on the right – and then those on the left). For example, “also to my right is TREA National President Hal Kennedy and his wife Ethel. And to their right is our Chapter First Vice President Jim Carr and his wife Nora. To my immediate left is ...,” and so on. Immediately after presenting the head table, the President might say, “and I’m your chapter president, Elvin Gentry”.

   d. **Introduction of Special Guests in the Audience.** After introducing (presenting) the head table, the president should recognize all outgoing Board members not seated at the head table (in the order listed in the bylaws). He should then recognize all past chapter presidents, past national presidents, and current National Board members who are in the audience (if any). Each group should stand and be recognized as their names are called. The audience may be asked to hold their
applause until the end of each group announcement. If members or groups of members from other TREA chapters are in the audience, they should be recognized in the same manner and welcomed to the festivities. If the chapter has an auxiliary, the Auxiliary President should also be called on to make similar auxiliary introductions.

11. **DO'S AND DON'TS IN INTRODUCTIONS:**

**DO:** Prepare a head table list by seating position in advance of the occasion. Present the keynote speaker first. When two people are of equal rank, present the person who traveled farthest first. When introducing a guest or chapter officer, always mention his spouse by name. Invite the TREA National President and/or National Auxiliary President (or highest ranking representative(s)), to “say a few words” after introducing the head table. Remember, we honor the office and not the person. **DON'T:** Don’t try to be an actor and don’t be too verbose or long-winded. Don’t permit the Master of Ceremonies or anyone else to present the head table – do it yourself. Don’t use the phrase “introduce the head table”. The head table is “presented”.

12. **INSTALLATION OF OFFICERS:** An officer installation ceremony is a formality which if not held, or not attended by an elected or appointed officer, does not affect the time at which office is assumed. Thus, neither the ceremony nor oath of office is mandatory before or after assuming office. When an installation ceremony is held, it should normally be held immediately before or after dinner, if dinner will be served. When the TREA National President or his personal representative attends an installation ceremony for a new chapter, he will normally administer the oath of office and present the Chapter Charter to the president. When requested, and whenever possible, TREA will provide a representative to administer the oath of office for existing chapters. However, a past chapter president or officer, past or current president from another chapter, or a past or present national officer may administer the oath. Likewise, a Judge, Justice of the Peace, Notary Public or any public official may do so. For example, a Notary Public may administer the oath to the chapter president, who, in turn, may then administer it to all other officers. If a national representative is desired, notification to TREA National Headquarters must be made sufficiently in advance to permit attendance arrangements. The following steps are appropriate for the installation ceremony:

a. **Line-Up for Oath of Office.** The Master of Ceremonies or installing officer should call the names of all new officers in the order of rank (as shown in the bylaws), and have them line up (by rank) facing the audience. The new chapter president is responsible for preparing and providing the roster. The installing officer may give a very brief statement of the duties of officers (as shown in Appendix 3, if desired). This same procedure may be used for the installing auxiliary officers, and both installations may be done together, or separately, as desired. Anyone who can administer the oath to chapter officers can do the same for auxiliary officers. Normally, it is better to administer one oath to both entities at the same time, since the oath doesn’t differentiate between chapter and auxiliary members. After the oath is administered, all people involved should take their seats as quickly as possible so the keynote speaker can be presented. The outgoing president continues to conduct the ceremonies and new officers take office as shown in the bylaws, which may be before or after the ceremony.

b. **Oath of Office.** I, *(state 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 the rules and regulations to which I am subject, SO HELP ME GOD.
13. **DINNER**: As stated above, dinner is never delayed for the purpose of making introductions (except to complete the group already started), and the head table is always served first. Depending on circumstances, dinner may be scheduled at any point in the program, although there is no requirement that dinner be served.

14. **SPEECHES**: When officers or dignitaries, other than the keynote speaker, will “say a few words”, start with the lowest ranking person and move up the list so that the last expressions come from the highest ranking officer or guest. No person other than the keynote speaker should speak for more than three minutes. For example, the outgoing chapter and auxiliary presidents (auxiliary first), may wish to thank the membership for their support and for allowing them to serve for the past year. The incoming chapter and auxiliary presidents may wish to thank the membership for their trust and confidence in electing them as their leaders. Also, the TREA National President or his representative should say a few words before the keynote speaker is introduced.

15. **PRESENTATION OF KEYNOTE SPEAKER**: After the installation ceremony and a “few words” from lower ranking officers and guests, the chapter president should personally present the keynote speaker to the audience with enthusiasm, and offer a short biographical sketch in a manner similar to the following: “Our speaker this evening is the Honorable Harold Ault, Mayor of the city of ______. Mayor Ault earned his Masters Degree in Egyptian History from Northwestern University in 1976 – and taught history in the local school system for 8 years. Mayor Ault served in the U. S. Marine Corps for 4 years and is currently a Lieutenant Colonel in the Marine Corps Reserve. In 1990, Mayor Ault became a Real Estate Broker and purchased Baker Realty and Financial Services, which he currently owns and operates. He served on the City Council for 6 years before his election as Mayor 5 years ago – and reelection last year. He is married to the former Elizabeth Gentry of Atlanta, Georgia, and they have two children, Cathy-14, and Jack-10. Ladies and gentlemen, it gives me great pleasure to present our guest speaker – the Mayor of our city, Mayor Ault”. The president should then lead the applause. If the speaker runs over his allotted time, slip him a note reading “one more minute”. When he finishes his speech, lead the applause again, and say “Thank you – Mr. Mayor” or “Thank you for that fine message”. Do not attempt to recap a speech, since it tends to upstage the speaker. The purpose of the biographical sketch is to establish the speaker’s credibility. It should not be so flowery as to embarrass the speaker or the audience. Don’t exhaust the speaker’s subject before his speech is given.

16. **APPENDIXES**: The four appendixes attached hereto; 1) Sample Program, 2) Seating Arrangements, 3) Guidelines for Installation, and 4) Patriotic Courtesies, are examples only, but provide guidance which may be beneficial. In fact, the entire standing rule is designed to provide guidance rather than be directive in nature.
## Standing Rule - 10 APPENDIX 1 – PROGRAM FOR OFFICER INSTALLATION

### SAMPLE OFFICER INSTALLATION PROGRAM

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention</td>
<td>President</td>
</tr>
<tr>
<td>Invocation</td>
<td>Chaplain</td>
</tr>
<tr>
<td>Posting the Colors (optional)</td>
<td>Color Guard</td>
</tr>
<tr>
<td>National Anthem and/or Pledge of Allegiance*</td>
<td></td>
</tr>
<tr>
<td>Welcoming Remarks</td>
<td>President</td>
</tr>
<tr>
<td>Introductions (present head table)</td>
<td>President</td>
</tr>
<tr>
<td>Introduction of Special Guests (in audience)</td>
<td>President</td>
</tr>
<tr>
<td>Table Grace</td>
<td>Chaplain</td>
</tr>
</tbody>
</table>

### DINNER

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of Officers (chapter and auxiliary)</td>
<td>(Installer)</td>
</tr>
<tr>
<td>Remarks by outgoing presidents (auxiliary first)</td>
<td></td>
</tr>
<tr>
<td>Remarks by incoming presidents (auxiliary first)</td>
<td></td>
</tr>
<tr>
<td>Remarks by TREA President or representative</td>
<td></td>
</tr>
<tr>
<td>Introduction of Keynote Speaker</td>
<td>President</td>
</tr>
<tr>
<td>Keynote Speaker’s address</td>
<td>Speaker</td>
</tr>
<tr>
<td>Thanks and memento to Keynote Speaker**</td>
<td>President</td>
</tr>
<tr>
<td>Benediction</td>
<td>Chaplain</td>
</tr>
<tr>
<td>Retire the Colors***</td>
<td>Color Guard</td>
</tr>
<tr>
<td>Entertainment/Dance</td>
<td>All</td>
</tr>
</tbody>
</table>

* When the National Anthem is played, the Pledge of Allegiance is optional.

** A memento or certificate of appreciation is normally presented to the Keynote Speaker after thanking him for the presentation.

*** The Colors may be retired at any time or not at all if they belong to the chapter and are normally displayed during functions.
**SR 10 APPENDIX 2 – CHAPTER SEATING ARRANGEMENTS**

**SEATING CHART FOR A SINGLE TABLE**

<table>
<thead>
<tr>
<th>1. TREA President (or Rep.)</th>
<th>7. TREA Auxiliary President</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. TREA President’s Spouse</td>
<td>8. TREA Auxiliary President’s Spouse</td>
</tr>
<tr>
<td>3. Keynote Speaker’s Spouse</td>
<td>9. Incoming Chapter President</td>
</tr>
<tr>
<td>4. Keynote Speaker</td>
<td>10. Incoming Chapter President’s Spouse</td>
</tr>
<tr>
<td>5. Chapter President’s Spouse</td>
<td>11. Incoming Auxiliary President</td>
</tr>
<tr>
<td>6. Chapter President</td>
<td>12. Incoming Auxiliary President’s Spouse</td>
</tr>
</tbody>
</table>

(L) is Lectern

*Never seat a lady at the end of the table if it can be avoided.

If people entitled to head table honors are absent, substitute other ranking persons or reduce the total number. Another head table may be placed in front and below the main head table or at the opposite end of the room, or side tables may be used.

**SECOND HEAD TABLE, LOWER AND IN FRONT OF DAIS**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>

**SEPARATE TABLES IN FRONT OF DAIS, IN LIEU OF SECOND TABLE**

**HEAD TABLE WITH SIDE TABLES**

This is an excellent arrangement since honored guests may be seated at both sides of the table wings. For example, incoming officers may be seated at one wing and outgoing officers at the other, or they may be commingled. It is also ideal when the room is long and narrow.
SR-10 APPENDIX 3 – GUIDELINES FOR INSTALLATION OF CHAPTER OFFICERS

The installing officer or the incoming chapter president should call all elected officers (and may call appointed officers) to the front of the room in ascending order, starting with the lowest ranking elected or appointed officer (i.e., Chaplain, Sergeant-At-Arms, etc.). It is not necessary to charge appointed officers. If there are elected officers other than those shown, a charge should be prepared for them also. The charge may read as follows:

1 - DIRECTORS, you have been elected to the governing body of your chapter. This honor requires faithful performance of all assigned duties, and attendance at all Board and Membership meetings. You will chair committees and play other important roles in the progress of your chapter. I urge you to perform your assignments to the best of your ability, and I wish you the best of luck.

2 - TREASURER, you have been elected as the Finance Officer of your chapter. It is your responsibility to ensure that all funds entrusted to you are safe-guarded and accounted for at all times. You must present both verbal and written financial reports to the BOD and membership. Your job is very important and I wish you the best of luck in all your endeavors.

3 - SECRETARY, your responsibilities are numerous and include keeping chapter records and membership rosters; recording, keeping, and reading of the minutes of meetings – and such other duties as may be assigned. You are the direct link of communication between the chapter and TREA Headquarters. Your tasks are many and I wish you the best of luck.

4 - VICE-PRESIDENT, you have been elected as direct assistant to the chapter president and must be able and willing to assist – and to replace him when he is absent for any reason. The success of your chapter will depend on how well you perform your duties. I urge you to perform to the best of your ability and I wish you luck in all of your endeavors.

5 – PRESIDENT, as the elected leader of the chapter, you have enormous responsibilities. You are responsible for everything the chapter does, or fails to do. You must be able to organize, lead, inspire, and guide your chapter if it is to grow and be vibrant. You cannot, and should not, attempt to do all of the work yourself - but should assign duties to other members of the BOD and allow them to perform under your guidance. Success or failure of the chapter is in your hands. Good luck and God Bless you both.

OATH OF OFFICE
I, (give your name), having been elected or appointed to the office of (state your 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 the rules and regulations to which I am subject - SO HELP ME GOD.

Congratulations. It is my distinct pleasure to declare you officially installed as officers and directors of this chapter of The Retired Enlisted Association, and I wish all of you the very best in all of your future endeavors. Good luck to one and all.

Last updated – April 2019
### SR 10 APPENDIX 4 – PATRIOTIC COURTESIES

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>WHEN TO SALUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>During hoisting or lowering of flag, posting of colors or when the flag</td>
<td><strong>INDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td>passes in review</td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Stand at attention (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Stand at attention.</td>
</tr>
<tr>
<td></td>
<td>Under arms? Salute (1) (3)</td>
</tr>
<tr>
<td></td>
<td><strong>OUTDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Salute (2) (3) (4)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Salute (3) (4)</td>
</tr>
<tr>
<td>When Playing National Anthem: and,</td>
<td><strong>INDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td>a. flag is not displayed: face the music</td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Stand at attention (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Stand at attention.</td>
</tr>
<tr>
<td></td>
<td>Under arms? Salute (1) (3)</td>
</tr>
<tr>
<td></td>
<td><strong>OUTDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Salute (1) (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Salute (1)</td>
</tr>
<tr>
<td>b. flag is displayed: face the flag</td>
<td><strong>INDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Stand at attention (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Stand at attention.</td>
</tr>
<tr>
<td></td>
<td>Under arms? Salute (1) (3)</td>
</tr>
<tr>
<td></td>
<td><strong>OUTDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Civilian Attire</td>
</tr>
<tr>
<td></td>
<td>Salute (1) (2) (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Salute (1)</td>
</tr>
<tr>
<td>During the Pledge of Allegiance</td>
<td><strong>INDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Salute (2)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Stand at attention.</td>
</tr>
<tr>
<td></td>
<td>Under arms? Salute</td>
</tr>
<tr>
<td></td>
<td><strong>OUTDOOR ACTIVITIES</strong></td>
</tr>
<tr>
<td></td>
<td>Salute (2) (3)</td>
</tr>
<tr>
<td></td>
<td>In Uniform</td>
</tr>
<tr>
<td></td>
<td>Salute (3)</td>
</tr>
</tbody>
</table>

(1) Salute is rendered at first note of music and held until last note.

(2) Proper form of salute when in civilian attire:
   - **MEN** - with hats. Remove hats with right hand and hold at left shoulder with hand over heart.
   - without hats. Please right hand, palm open, over heart.
   - **WOMEN** - place right hand, palm open, over heart.

(3) When in athletic clothing, face flag or music, remove hat or cap and stand at attention (no salute).

(4) Salute is rendered when flag is 6 paces from viewer and held until it passes 6 paces beyond.

**NOTE:** No salute is rendered indoors or outdoors during playing or singing of “America” or singing the National Anthem (“The Star Spangled Banner”). Foreign Nationals should stand at attention for (1) through (4).
Standing Rule 11

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Available for future use

Standing Rule 12 - ANNUAL NATIONAL CONVENTION

1. **INTRODUCTION:** The assembled delegates who represent TREA's membership shall be the governing body of TREA during the time the convention is in session. The purpose of the convention is to set a course of action for TREA for the forthcoming year by reviewing and amending its policies as may be necessary, the election of national officers, and the consideration of such other matters as may properly come before the assembly.

2. **CONVENTION MANAGEMENT:** The National Convention Committee shall be responsible for the overall planning and management of the convention. All actions shall be coordinated with TREA National Headquarters so that necessary staff assistance may be provided. If a TREA chapter is located in the vicinity of the convention site, the chapter may be tasked to provide coordination and assistance at the local level. At least six months prior to the annual convention the committee will prepare and submit a proposed convention plan to the Board of Directors for their consideration. The approved plan will be used as a basis for preparing the Convention Agenda or Program.

3. **GENERAL SESSIONS:** All general membership sessions (both annual and special) and the official call of such sessions, shall be as prescribed in Article X, of the TREA Bylaws. All sessions are public sessions and (when space is available) are open to all “non-delegate” TREA members who shall be considered “convention guests” as prescribed in Article X, Section 8 of the TREA Bylaws.

4. **DELEGATES:** The number of voting delegates authorized at the national convention shall be based on the number of regular members assigned to each chapter as of March 31 in the year of the convention, the number of registered MALs as prescribed in Article X, Sections 3 and 5 of the TREA Bylaws; plus one delegate from each new Chapter chartered between March 31 and July 15. Chapters shall normally elect their delegates but other selection methods may be used at the discretion of the membership. The chapter membership shall also elect/select the Chief Delegate. Delegates shall have the following specific responsibilities, which are in addition to those assigned by their chapters, or as may be prescribed in the Convention Special Rules of Order or other TREA directives:

   a. **Attendance.** Each delegate who has consented to represent his chapter, has the obligation to attend the convention (whether an expense allowance is provided or not); to be present at all business meetings; and to be prepared upon his return home to make an informational report to his chapter as to what happened.

   b. **Voting.** A delegate is free to vote as he sees fit on all matters arising at the convention except when specifically instructed by his chapter (by majority vote) in regard to particular issues scheduled for consideration. With regard to the election of national officers (which is by secret ballot), each
delegate is obligated to vote for the candidate that he firmly believes is the most capable among those seeking national office. Consequently, outside influence must not be exerted.

c. Dress Requirements. Dress requirements shall be as prescribed in the convention program, the TREA VOICE, or as announced by the National President, and all delegates are obligated to comply with these requirements.

5. **ACCREDITATION OF DELEGATES:** The Chief Delegate of each chapter shall ensure that TREA Form 100-1 is properly prepared and submitted in accordance with instructions received from the Credentials Committee. The instructions will contain a submission deadline which is critical since the number of delegates must be known in order to make final convention arrangements. Failure to comply with instructions may result in denial of access to certain meetings and functions. Each delegate carrying a proxy (TREA Form 100-2) must register the proxy when registering himself.

6. **PROXIES:** Proxy votes may be cast only as authorized in Article X, Sections 3 and 5 of the TREA Bylaws. That is, accredited chapter delegates from chapters chartered on or before March 31, in the year of the convention, may cast one proxy vote each, as long as the total votes cast do not exceed the number of chapter votes authorized. Past National Presidents and MALs may also cast proxy votes in accordance with the above reference. A proxy is a Power of Attorney given on TREA Form 100-2 by one member to another member to vote in his stead. The proxy assignor may authorize the assignee (by notation on the form) to transfer his proxy to another member of his chapter in the event the assignee becomes ill or must leave the convention for some other reason.

7. **ORGANIZING THE VOTING BODY:** The word “Convention” refers to an assembly of delegates, except in a law making body. Non-Profit organizations are known as deliberative assemblies and the parent organization draws the majority of its delegates from its constituent units or chapters. Consequently, no business may be conducted by a “Convention Assembly” until the convention officially forms itself into a single voting body, which is done at the first business meeting. This is brought about by adoption of the Credentials Committee Report, Convention Special Rules of Order, and the Convention Agenda or Program. Once organized into a special voting body, the assembly is authorized to act in the name of TREA.

8. **PRESIDING OFFICER:** The National President (or Vice-Presidents in succession) shall preside at all business meetings of the assembly. He shall be responsible for conducting all business in accordance with adopted procedures which shall include the Convention Special Rules of Order and Robert’s Rules of Order Newly Revised, when Robert’s Rules are not inconsistent with any other rules adopted by TREA.

9. **ORDER OF BUSINESS:** Unless otherwise prescribed in the Convention Agenda, the delegate business meeting agenda will normally be as shown. Calling a meeting to order is not an item of business but must always be done when opening a meeting and after each recess. As noted in paragraph 7 above, no business may be conducted until the convention forms itself into a single voting body by adopting the reports shown in g, h and i below:

   a. Invocation and Opening of the Bible
   b. Pledge of Allegiance (after the National Anthem and posting of colors, if applicable)
   c. Roll Call of Board of Directors
   d. Recognition of TREA’s PNP’s and VIP’s

Last updated – November 2018
e. Convention Update
f. Appointment of Sergeant-At-Arms and one or more assistants
g. Adoption of Credentials Committee Report (majority) and Roll Call Certification
h. Adoption of Special Rules of Order (two-thirds)
i. Adoption of Convention Agenda (majority)
j. Open approved minutes of previous convention for correction
k. Nominating Committee Report
l. Nominations from the floor
m. Officers, Staff, and PNP Reports
n. TSCL Reports
o. Foundation Reports
p. Committee Reports
q. UNFINISHED BUSINESS (Business referred to a committee at last convention only)
r. NEW BUSINESS (Election briefing, speeches and seconding speeches, voting, tallying and announcing election results. Presentation of Proposed National Resolutions, Amendments to the National Bylaws and Rules and Selection of a future convention site, etc.)
s. Good of the Order
t. Benediction and Adjournment

10. DECORUM, PRIVILEGES AND TIME LIMITATIONS: A delegate who wishes to make a motion or debate a question shall rise, face the Chair, and address the Chair as Mr./Madam President. When recognized, the delegate will state his name and chapter (or MAL status), before any discussion takes place. All comments will be confined to the pending question and must be presented in a clear and logical manner. All discussion must be in a calm and dignified manner and personalities must be avoided whenever possible. Except for presentation of reports, and candidate or nomination speeches, a delegate or officer will not normally be permitted to speak more than three minutes at a time, nor will a delegate be permitted to speak a second time on a subject until all who wish to speak have spoken at least once.

11. VOTING: Except during the election of officers (paragraph 13, below), voting shall normally be by voice or unanimous consent (i.e., Without Objection). However, when the President is in doubt about the results he may order a voice vote to be retaken by a show of hands or by standing. Hand or stand voting does not require a vote count but the President may order a count if still in doubt. When necessary, roll call voting, by chapter, in numerical sequence (followed by all other members entitled to vote), may be conducted. Proxies are not considered in voice or unanimous consent voting but shall be considered upon request of any member when hand or stand voting is conducted and the votes appear to be very close. In this event, the votes will be counted. A recount is permitted only when voting is by ballot.

12. RECONSIDERATION: A motion to reconsider (within a limited time) permits a motion already voted on to be brought back before the assembly for reconsideration. Such motion may be made only by a delegate who voted on the prevailing side. If adopted by unanimous consent, all delegates are considered to have voted on the prevailing side. The motion to reconsider must be made on the same day, or the next day, after the initial vote was taken. A motion to reconsider is debatable and requires a majority vote. If the motion passes, a motion may then be made to amend or rescind a motion that was previously adopted. If that motion is rejected, the matter cannot be considered a second time except by unanimous consent. A negative vote on a motion to amend the Bylaws or Standing Rules may be reconsidered, but not an affirmative vote.

Last updated – November 2018
13. **ELECTION PROCEDURES:** The election of officers shall be conducted in accordance with Article IX of the TREA Bylaws. Each candidate (except candidates for President) whose name appears on the election ballot will be allowed five minutes to outline his qualifications for the office sought and his goals for the forthcoming year if elected. Each candidate will also be allowed one seconding speech of three minutes, except candidates for President – who will be allowed two five minute seconding speeches. Titled officers will be elected by majority vote (or by acclamation when there is only one candidate) and directors will be elected by plurality. When three or more members are candidates for a titled officer position and no one received a majority of the votes cast, a run-off election will be held between the top two contenders.

14. **CONVENTION SITE SELECTION:** Convention site selection shall be in accordance with Article X, Section 7, of the TREA Bylaws. When a chapter or MAL wishes to compete for the national convention a variety of information (as shown in “a” below) must be presented to the Convention Committee. If the committee determines that the proposed city can adequately host the national convention and places it on the recommended site selection list, the chapter or MAL must be prepared to make a presentation to the delegates at the next annual convention. Conventions shall not be held at the same site more frequently than every five years, except by two-thirds vote of the delegates. Procedures for requesting a national convention and processing of requests by the Convention Committee are as follows:

a. **Chapters or MALs:** Obtain Convention Data Forms from National Headquarters to record the results of meetings with hotels, Convention Centers, Chambers of Commerce, Offices of Tourism, etc. The purpose of these meetings and recording of the data shall be to determine if adequate transportation and facilities are available, and what assistance may be provided to TREA in the way of administrative support, maps, brochures, etc. As a minimum, the following data will be submitted by March 1, three years prior to the year the convention is desired (i.e., March 1, 2003 for the 2006 convention):

b. **Convention Committee:**

(1) The Committee shall review and evaluate the data furnished and may contact hotel or other officials to clarify and/or obtain additional information. If the committee is convinced that the proposed host city can adequately host the convention, and recommends it for delegate consideration, it will be placed on a list of potential host sites in the order of merit determined by the committee. Each chapter or MAL that proposes a site in accordance with these instructions will be advised no later than May 1 as to whether its proposed site will be placed on the committee recommended list. This will allow time for chapters or MALs to gather materials and assist in other arrangements for the forthcoming convention.

(2) The committee may, at any time, propose convention sites on its own accord without regard to the location of a chapter. The committee will make specific recommendations for or against proposed sites and will advise the delegates of the basis for their conclusions and recommendations. The site receiving the second most votes will be the alternative convention site for the year in question.
Standing Rule 13 – FINANCIAL MANAGEMENT

1. **APPLICABILITY:** This Standing Rule applies to the TREA National Board of Directors (BOD), the TREA National Treasurer, and the TREA National Finance Committee. It also applies to all other officers, agents or employees who have any responsibility for the financial well being of TREA.

2. **RESPONSIBILITIES:** The TREA National BOD shall be responsible for the financial solvency of the Association and its affiliates and shall monitor all financial management practices to ensure compliance with TREA fiscal policies. The BOD will establish and maintain internal operating procedures; prepare, approve and execute the annual TREA budget; and comply with management policies prescribed in TREA’s bylaws and rules. The budget will be based on projected need but shall not exceed projected income without a two-thirds vote of the BOD. Approval shall constitute spending authority without further action unless otherwise specified by the BOD. The TREA Treasurer, as the principal financial officer, shall be responsible and accountable for all funds, securities, evidence of indebtedness and other property. He shall serve as Chairman of the Finance Committee and perform other duties as directed by the president and BOD. Additionally, he shall:

   a. Provide guidance to the TREA Accountant and be responsible for all TREA financial transactions. He shall normally serve as Treasurer for TSCL and the TREA Memorial Foundation – and when so doing, shall ensure that the financial transactions of these affiliates (and the National Auxiliary) are also in compliance with TREA policies or TREA approved affiliate policies.

   b. Ensure that all financial accounts of TREA and its affiliates are maintained on a fiscal year basis, running from January 1 through December 31 each year.

   c. Ensure that all checks are signed by the treasurer and a designated employee except in emergencies or unusual circumstances, when the national president or treasurer may designate two employees to sign checks.

   d. Establish budget preparation and submission procedures. Present proposed TREA budget to the Finance Committee for review and recommendations – and to the TREA BOD for approval.

   e. Ensure that an annual audit of all TREA and affiliate accounts is conducted as soon as possible after the end of each fiscal year. Results of the TREA audit will be presented to the BOD at the Mid-Term Board meeting (if available), and to the delegates at the national convention. A limited amount of data from the audit report will be placed in convention packets and the Treasurer will make a motion for approval of the report at the convention.

   f. Provide a bond in such sums and with such sureties as shall be satisfactory to the national BOD, conditioned upon the faithful performance of his duties. Bond shall be an adequate amount to cover all officers, employees and others against financial loss or liability.

   g. Indemnify all officers, employees or representatives of TREA against damage, loss, hurt, legal suit or bodily injury as prescribed in Article XXI of the TREA National Bylaws.

   h. Ensure that no one (officer, member, employee, agent or any other individual or entity) enters into any agreement, incurs any obligation, or authorizes any expenditure for which TREA is responsible, without appropriate prior approval.

Last updated – November 2018
i. Ensure that no loans are made to any officer, member, employee, agent or other individual, or to any TREA entity or affiliate, regardless of the relationship that might exist between them and TREA.

3. **REIMBURSABLE EXPENSES:** Officers, members, employees, agents or others who perform official travel at TREA’s expense will use the most economical transportation available whenever practical. In most cases such travel will be by commercial air. First Class or Business Class travel is not authorized but ticket upgrades that include the price of checked and carry-on bags is authorized when such an upgrade provides the best value to TREA. Authorization for more than one checked bag and one carry on item must be obtained prior to travel from the person who authorized the original travel. Lodging, meals and incidentals are authorized in accordance with the FEDERAL Joint Travel Regulation (FJTR). Meals furnished or available at no cost to the traveler must be reported on the traveler’s travel voucher and will be deducted from normal per diem reimbursement (see FJTR). In the event of a conflict, TREA’s TREASURER will make the determination of reimbursement for TREA member and employees. Expenses including taxi fares, tips, parking fees, etc., but excluding mileage or vehicle rental expenses, shall not exceed $275.00 per day. Receipts are required for travel expenses charged to a TREA issued Credit Cards. Such expenses will be deducted from reimbursement for travel as appropriate. Advance travel and meal payments must be fully justified and approved by the National President.

   a. Travel and lodging arrangements may normally be made by TREA National HQ staff. However, a traveler may make his or her own arrangements utilizing a TREA Corporate Account Credit Card or if individual does not have a Corporate Account Credit Card, then by submitting a voucher for reimbursement.

   b. Privately owned conveyance (POC) travel needs to be requested and approved in advance (See FJTR). Reimbursement for mileage shall not exceed the IRS standard rates for volunteers and employees, as appropriate. Fuel purchases are not a qualified expense in conjunction with POC travel.

   Distances will be based on odometer readings or [www.mapquest.com](http://www.mapquest.com), whichever is less. When POC is used for the traveler’s convenience versus the mode most economical to TREA, reimbursement will be at the standard mileage rates plus per diem for lodging while enroute or the coach class air fare – whichever is less.

   When POC is used solely for the convenience of TREA, reimbursement will be at the IRS standard mileage rate, plus per diem for meals and lodging while enroute. Travel days as in the JTR are based on 400 miles per day.

4. **TREA CORPORATE ACCOUNTS:** The TREA BOD shall establish procedures for control and use of TREA Corporate Account Credit Cards and shall ensure that charges incurred against such accounts are strictly controlled. In the event travel accident insurance provided by a corporate credit card becomes payable, TREA waives claim to the proceeds in favor of the decedent’s beneficiary or estate.

5. **INVESTMENT OF TREA FUNDS:** TREA funds may be invested in Certificates of Deposit, Treasury Bills or Notes, Money Market Funds, Ginnie Mae’s (GNMA), Fannie Mae’s (FNMA), and such other financial instruments or institutions (including mutual funds) as the BOD may authorize, providing the
investment will not impede the account or restrict TREA’s ability of function. The Finance Committee will review the results of all investments and report their analysis to the BOD when appropriate.

Standing Rule 14 – TREA NATIONAL 5-YEAR PLAN

1. **APPLICABILITY:** This Standing Rule applies to TREA’s Five Year Planning Committee Chairman and members thereof. It also applies to all other officers, agents or employees who have any responsibilities for submission of data to maintain its currency. The committee shall insure that all current and ongoing programs that require significant expenditures are included in the Five Year Plan, which must be updated and approved by the Board of Directors (BOD) annually. Additional specific guidance can be found in TREA Procedures Guide (TPG) Number 8.

2. **BACKGROUND:** This Standing Rule describes how TREA intends to improve the overall management through enhanced coordination at all levels of our organization. Founded primarily as a fraternal organization, the leadership of TREA recognized the need to become more involved in the political arena in order to save our earned benefits that had been promised to career military personnel. These hard-earned benefits are continually under attack; therefore, it’s imperative that TREA continue to address these areas so as to protect the Retired Enlisted, Active Duty, and National Guard and Reserve Men and Women of the United States Armed Forces. Thus, long term planning and the allocation of funds is paramount if this organization is to survive any and all attacks on our earned benefits as we know them today. Basically, we must maintain our resolve and take immediate steps to obtain a steady source of funds if we are to survive.

3. **DUTIES AND RESPONSIBILITIES:**
   
   a. Annually during the first quarter of each new year, the Five-Year Plan will be reviewed by the committee, who will then provide those agencies with a copy of the existing plan for their review of the current and projected new requirements. The full committee will then make their recommendations to the BOD prior to the annual Mid Term Meeting. Once approved/disapproved/modified by the BOD, the plan will then be presented to the membership at TREA’s annual convention for ratification. The submitting agencies will then be provided a copy of the ratified plan in order to make any adjustment to their specific budgeted requirements, as may be deemed appropriate.

   b. The required annual inventory will be completed by the Headquarters staff during each new fiscal year and an annotation to this effect will become part of the annual review of the Five Year Plan in accordance with TPG #8, paragraph 3g. This information will be recorded on the National Committee Report (TREA Form 100-12) by the committee Chairman for the Mid Term Report.
Standing Rule 15 - CORRESPONDENCE AND PUBLICATIONS

1. CORRESPONDENCE
   a. Review by members. Copies of official TREA correspondence shall be made available for review (in person or by mail) by any member in good standing. Appointments must be made in advance, (in person) and the member must pay (in advance) the cost for search, reproduction and shipping when documents are requested by mail or by other means. The release of documents that are prohibited by the Privacy Act (i.e., documents that are private or personal in nature, such as completed membership applications, employment resumes, or correspondence related only to an individual) will only be made to the person(s) to whom they pertain. Minutes of meetings held in executive session and documents restricted by other agencies or firms will likewise not be released. All documents requested must be properly identified.
   b. Distribution. Copies of all official correspondence shall be provided to the Board of Directors, Chapter Presidents and other members on a “need to know” basis.

2. PUBLICATIONS:
   a. TREA Bylaws. The Bylaws are the basic governing document of TREA and provides guidance to TREA Chapters. The Bylaws may be amended only as prescribed in Article XIV therein. When amended, the date of amendment will appear in the front cover, and all issues prior to that date shall be obsolete. Revised copies will be distributed to all TREA officers and agencies, all members of the Board of Directors and all TREA Chapters. Copies will also be provided to individual members upon request.
   b. Standing Rules. Standing Rules, as promulgated by TREA, relate primarily to details of administration and procedures, but may, when the need arises, establish certain TREA policies, particularly in the area of finances. Standing Rules may be adopted by the Board of Directors, but must be ratified by the general assembly. Distribution shall be the same as indicated in “a” above.
   c. TREA Procedures Guides. The Board of Directors shall publish procedures guides for use by the National Staff, Board of Directors and Committees. These guides will contain detailed procedures for accomplishing assigned tasks at the national level and may be adopted and/or amended by the National Board of Directors as necessary. Distribution will be made only to the National Staff, Board Members, Committee Chairmen, National Auxiliary President and Chairmen of TSCL and the Memorial Foundation. Committee Chairmen may secure additional copies related to their committee for other committee members as necessary.
   d. The VOICE. The VOICE is the official news document of TREA, but the contents of letters or news articles published therein are unofficial unless specifically identified as being official. However, official notices such as meetings, convention dates, requirements and/or deadlines for submission of information to TREA, etc., shall constitute official notification to chapters and the membership. The VOICE shall be distributed to the membership and other interested persons as determined by the National Board of Directors.

Standing Rule 16 - AUXILIARY

Last updated – November 2018
1. **NATIONAL AUXILIARY**: The National Auxiliary shall be governed by TREA’s Bylaws. However, the Auxiliary may adopt separate bylaws to govern its internal organization and operation providing they conform to TREA’s bylaws on clearly requisite points.

2. **VOTING AND ELIGIBILITY TO HOLD OFFICE**: Auxiliary members shall enjoy the rights and privileges of active membership in TREA with the exception that they cannot vote and/or hold office except in TREA’s Auxiliary. They may participate in liaison capacities in Board of Directors meetings at all levels.

3. **REPORT OF AUXILIARY ANNUAL CONVENTION**: The TREA National Board of Directors will receive a report of the Auxiliary Annual Convention and Mid-term Board of Directors Meeting. No disapproval or major modification of action items voted on by the Auxiliary Annual Convention will be accomplished without first notifying the Auxiliary Board of Directors and soliciting its views concerning any intended negative action.

4. **CHAPTER AUXILIARIES**: TREA Chapters will be encouraged to organize auxiliaries. TREA Chapters may petition TREA National Auxiliary for an Auxiliary Chapter.

**Standing Rule 17 – INFORMATION TECHNOLOGY**

1. **GENERAL**: The Information Technology (IT) committee is taken from TREA National Bylaws, Article XII - Committees and Standing Rule #5 - Standing and Special Committees, Section j - Information Technology.

2. **PURPOSE**: The purpose of this committee is to investigate technological advances involving communications, social media and any other electronic mediums we may use and recommend to TREA’s leadership, improve communication with the membership, enable more rapid dissemination of information to and among the membership as well as TREA’s leadership, thereby improving the overall effectiveness of TREA’s operation. In addition the committee will be as content management for the web. Twitter, Facebook and lined in. (Amended September 2015)

3. **RESPONSIBILITIES**: The IT committee is responsible for informing and/or makes recommendations to TREA National Headquarters, TREA National Legislature Affairs Office, and members of the new technology (hardware and software) and information security events. The IT committee is responsible to find additional methods and procedures to assist all committees within National. The committee will oversee the TREA National Web Site to ensure information is current.

4. **DUTIES**:  
   a. The committee will provide support to all other committees, National Headquarters, and Legislature Affairs Office.  
   b. The committee will make recommendation for hardware and software solutions to support administrative functions.  
   c. The committee will write and/or solicit articles on information technology and/or information system security to be printed monthly in the Voice.
d. Ensure each edition of the Voice has a statement to submit web site changes to the National Headquarters and the IT Committee. This request will also be displayed prominently on the National Web Site.

e. The committee will oversee the upkeep of the National Web Site by:
   1) Reviewing the web site once a month to check on its validity.
   2) Ensuring the web master makes any and all normal changes to the web site on a weekly basis. Normal updates should be accomplished on the last business day of the week. Important, volatile information should be posted as soon as possible.
   3) Added at the 2015 Convention - Review and approve all new content to ensure the correctness. This would not include immediate notices to the memberships, which needs to be distributed to the membership.

Standing Rule 18 - TREA CLOTHING AND ACCESSORIES

1. PURPOSE: The purpose of TREA’s Clothing and Accessories policy is to enhance the prestige of TREA members by acknowledging and honoring certain established position within the Association.

2. COLOR RECOGNITION CODE:

   a. Colors and Purpose: A distinctive color code, established within the association, is for wearing apparel only and does not alter the official TREA colors of red and gold prescribed in the TREA Bylaws. This distinctive color code not only enhances the prestige of the offices indicated, but evolves as a reliable means for proper identification and recognition of all TREA members. The color code specifically identifies past and present TREA Officials and the highest office held in TREA. “Red” as used below, means “Canadian Red.”

<table>
<thead>
<tr>
<th>POSITION</th>
<th>CAP</th>
<th>BLAZER</th>
<th>SLACKS/</th>
<th>GEM FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>National President</td>
<td>White</td>
<td>Dark Blue</td>
<td>Gray</td>
<td>Diamond</td>
</tr>
<tr>
<td>Past National Presidents</td>
<td>Red</td>
<td>White</td>
<td>Black</td>
<td>Diamond</td>
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<tr>
<td>National Officers</td>
<td>Red</td>
<td>Dark Blue</td>
<td>Gray</td>
<td>Blue Sapphire</td>
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<tr>
<td>Chapter Officers</td>
<td>Red</td>
<td>Gold</td>
<td>Black</td>
<td>Emerald</td>
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<tr>
<td>Members</td>
<td>Red</td>
<td>Gold</td>
<td>Black</td>
<td>Ruby</td>
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   Note: Chapter Presidents of the Year are awarded, and may wear, Canadian Red Blazers.

   b. Current National Board of Directors: Current Board members and past National Presidents shall be authorized to purchase the appropriate blazer and slacks or skirt, and TREA will provide appropriate accouterments. The TREA name tag for National Officers (except the National President) will be adorned with TREA: The Enlisted Association LOGO and be silver with black lettering. The National President’s name tag will be white with blue lettering. The name tag will contain the officers’ name on the top (first line) and position title on the second line. Badges and wearing apparel remain the property of TREA but upon leaving office, the Board may authorize encasement of the badge for presentation to the outgoing officer. Or, the officer may request

Last updated – November 2018
action authorized in “c” below. Disposal of TREA property shall be directed by the Board of Directors.
(Amended September 2016)
c. **Past National Board Members:** These members, except Past National Presidents, may wear the TREA Blazer Badge mounted on a Canadian Red pocket insert with white lettering. Pocket inserts will contain the member’s name on the first line; the title of the highest TREA office held (e.g., “TREA First Vice-President”) on the second line; and the years served in that position (e.g., 1993-1997) on the third line. The previously issued blazer badge will be mounted on the Canadian Red insert at the member’s expense upon written request and surrender of the badge. Past Board members who served prior to issuance of blazer badges may obtain a badge (from TREA) at their own expense. Written requests will be accompanied by a blazer badge (or payment for a new one) and payment for the pocket insert.
d. **Past National Presidents:** The provisions of subparagraph “c” above shall apply in all respects except that Past National Presidents will wear a white pocket insert with black lettering. The Past National President’s name will be on the first line; title on the second line (i.e., “Past National President”); and years served as National President (e.g., 1995-1997) on the third line.
e. **Chapter Members and Members-at-Large:** These members are encouraged to wear the appropriate TREA apparel which bears the TREA emblem.
f. **Winter Jacket and Windbreaker:** In lieu of the blazer, the white windbreaker may be worn with the attire listed in “a” above. These jackets, as well as the white short-sleeve shirt authorized in “g” below, are considered informal but may be worn at official TREA and Chapter functions unless otherwise prescribed. Likewise, as a show of pride in TREA, these outer garments may be worn with other casual clothing at meetings or elsewhere unless otherwise prescribed by the Chapter. Other distinctive attire purchased prior to August 1, 1988 is grandfathered and may continue to be worn when appropriate. [Note: Use of the winter jacket is still authorized by those who own it and is therefore grandfathered in.]
g. **Short-Sleeve Shirt:** All members of TREA may wear a plain white short-sleeve shirt with a black tie and black slacks (or skirt), with or without the white windbreaker. As an exception, the TREA National Board of Directors may wear gray trousers (or skirt). The shirt will be adorned with the following patches, which are available for purchase through TREA National Headquarters.
   1) **Logo Patch:** A TREA logo patch, three and one-half inches (3 1/2”) in diameter, will be centered one-half inch (1/2”) below the seam, on the left shoulder of the white shirt. The logo patch may be worn with or without the “Life Member” tab affixed to the bottom of the patch.
   2) **Flag Patch:** An American Flag Patch, approximately two-by-three inches (2 X 3”) in width and length, will be worn on the right shoulder of the white shirt with the Union Field facing forward or backward as stated in US Code concerning the flag. The patch will be centered so that its top corners are one-half inch (1/2”) below the shoulder seam.

h. **Complete Uniform:** Except for TREA’s BOD and PNP, the complete TREA uniform shall consist of a white shirt, black tie, black trousers or skirt, black shoes and dark socks, and the prescribed cap. Unless otherwise prescribed, the white windbreaker or winter jacket may be worn at the discretion of each member.
3. **TREA LAPEL PINS & TIE TACKS:** Distinctive lapel pins and tie tacks have been designed for the following:

   a. **Charter Members.** All members of TREA on the rolls as of 11/1/81 have been designated as Charter Members and are entitled to wear this special pin.

   b. **Life Members.** Fully paid Life Members are authorized to wear this pin.

   c. **Members.** Members in good standing are authorized to wear this pin.

   d. **Donor Pin.** Fully paid TREA Life Members that have donated their membership dues, upon their demise, to the TREA Scholarship Fund or TREA Building Fund are authorized to wear this pin.

   e. **Recruiter Pin.** Members that have recruited one (1) new TREA Member are authorized to wear this pin.

4. **OFFICIAL TREA CAPS:** Official TREA caps must be ordered through TREA National Headquarters. The caps shall meet the following specifications:

   a. **Size:** Standard and custom cap sizes available.

   b. **Material:** 55% Dacron and 45% Wool.

   c. **Color:** Canadian red body with Spanish gold piping (except the President’s cap shall have a white body with Spanish gold piping) and lettering as indicated in paragraphs 4d and 4f below.

   d. **Letters:** Left side: Three-quarter (3/4”) inch for the word TREA. Color: Spanish Gold

      Right side (optional): One-half (1/2”) inch for words “Chapter #”, “MAL”, “City”, and “State”. Color: Spanish Gold

   e. **Type:** Overseas cap (male or female) style with a TREA logo (2 1/2”) on the left side.

   f. **Additions to Caps:**

      1) Recognition of current or highest chapter office -- or national office--held in TREA, may be added to the cap in three-eighths (3/8”) inch Spanish gold lettering as shown below. Year(s) served in the position may be centered directly below each title (i.e., 1993-1996).

      2) Chapter side. The right side of the cap is the “Chapter side” and may contain the title of the highest chapter office held. The title will be centered lengthwise, as well as between the piping and the top of the existing letters shown in 4d above.

      3) National side. The left side of the cap is the “National side” and may contain the title of the highest national office held. The title will be centered between the logo and the back of the cap, and between the piping and the existing letters shown in 4d above.

      4) Official TREA pins may be worn on the left side of the cap and chapter pins may be worn on the right side.
g. **Use and Wear:** TREA caps should be worn at all TREA National and TREA Chapter functions, as well as at all functions at which TREA is represented.

5. **NAME TAG DESCRIPTION AND WEAR:** The name tag is a colorful rendition of the TREA logo, designed for mounting above the upper left quadrant of a suit or sport coat (blazer) pocket. The name tag with the words “TREA: The Enlisted Association” on a silver background. All prior TREA Badges in use with different words or colors are grand-fathered and may be worn by staff members (including employees of TSCL and the TREA Memorial Foundation) during the conduct of official TREA Business. (Amended September 2016)

6. **LOGO PATCH DESCRIPTION AND WEAR:** The official TREA Logo Patch shall be as depicted on the cover sheet of the TREA National Bylaws. It shall contain the words “TREA: The Enlisted Association” between two concentric circles on a white background. The circles are normally gold in color, but other colors such as blue and red have been used in the past, and are currently grandfathered. The Logo Patch may be worn with TREA jackets and white short-sleeved shirt prescribed in subparagraphs 2f and 2g above. No alterations to the logo may be made inside of the outer circle except that the chapter number may be added between the wings of the eagle providing the numbers are no larger than the other logo lettering. All members are encouraged to purchase and wear the Logo Patch.

7. **OFFICIAL TREA RINGS:** The official TREA ring is designed so that the different colored gems described in TREA’s color recognition code can be mounted in the center of the ring cap. Rings are available for purchase and are awarded to each Past National President upon completion of their elected tenure.

8. **TREA FUNERARY ARMBAND:** The official TREA Funerary Armband is an optional accessory which, if worn, shall be placed on the upper right arm of a TREA member regardless of position, title, gender, or the attire worn.

a. **Purpose and Wear:** The armband is designed to show respect for deceased TREA members and to provide a method of recognizing members attending funerals, memorial services and/or other ceremonies for a deceased member of TREA, whether the attendee is wearing TREA apparel or appropriate civilian attire. When worn with TREA’s blazer or windbreaker, the armband lends dignity to TREA’s wearing apparel. When worn with appropriate civilian attire, the armband provides visual recognition of the presence of TREA members, while acknowledging the solemnity and dignity of the occasion. The armband is also appropriate for other occasions such as Memorial and Veterans Day ceremonies or special remembrances, and may be worn enroute to, during and immediately after all such services and ceremonies.

b. **Description:** The Funerary Armband is made of black fabric, approximately three inches wide and fifteen inches long – if fastened with velcro; or approximately four inches in diameter if made of black plastic material and designed in a circular fashion. The armband contains the letters “TREA” in gold, which are approximately one inch high and are centered vertically and horizontally on the band.

9. **WEARING AND DISPLAY OF DISTINCTIVE ITEMS:** TREA officials and members are encouraged to purchase and wear the distinctive items in this standing rule.
10. **SUPPLY OF DISTINCTIVE ITEMS:** Procuring, stocking and distribution of the distinctive items described in this standing rule will be under the direction of TREA National Headquarters - 1111 South Abilene Court, Aurora, CO 80012.

**Standing Rule 19 – CHAPTER GUIDANCE**

1. **TREA CHAPTERS:** The chapter is the eyes, ears, and pulse of the association. It is the organizational level where members participate in the decision making process of the association and make their individual opinions known. Chapters participate in local, cultural, patriotic, charitable, educational, social, sporting, and community events. TREA chapters are part of the community where they are located as well as an integral part of the association. In reality, a chapter is a field extension of TREA and shall be guided by TREA directives, particularly this Standing Rule #19, Standing Rule #9 and Article XVII of the TREA National Bylaws.

2. **LOCATION OF CHAPTERS:** In determining the location of a chapter, the chartering members and National Board of Directors must take into consideration the existing and potential membership available in the locale where chartering is desired.

3. **CHARTERING OF CHAPTERS:** Chapters are chartered by the TREA Board of Directors and may be organized within the states. Whenever two (2) or more chapters are located within a particular state, a State Council of TREA Chapters may be organized as approved by the respective Chapter Boards of Directors. The State Council should elect a State Legislative Chairman to handle all correspondence and actions concerning national and state legislation. A chapter will not be chartered with less than twenty-four (24) regular TREA members. TREA publication, “How to Organize a TREA Chapter,” provides organizing procedures and is available upon request from TREA National Headquarters.

4. **ASSIGNMENT TO CHAPTERS:** Members who are recruited for assignment to a chapter will be assigned thereto in accordance with instructions contained in TREA Standing Rule #7.

5. **CHAPTER OPERATED CLUBS OR OTHER ACTIVITIES:** The most successful chapters, from a financial standpoint have their own club facilities. The National President encourages all chapters to raise funds and plan for the eventual acquisition of a club facility. In planning for the acquisition of a club facility the following should be taken into consideration.

   a. The National Organization of The Retired Enlisted Association will not be responsible or liable, financially or otherwise, for the operation or management of any club or other venture, either sponsored or endorsed by a chapter of TREA.

   b. No chapter of TREA will endorse or sponsor a club or other venture involving finances unless such club or other venture is in full compliance with all federal, state, county, and local laws.

   c. Failure of any chapter to comply with the provisions of the preceding paragraphs will be sufficient cause to revoke the chapter charter by the National Board of Directors.

6. **CHAPTER OFFICERS:** Chapter officers shall be elected, and may be removed from office as indicated herein:

Last updated – November 2018
a. Election and Assumption of Office. Chapter officers will be elected during the last calendar quarter of each calendar year and shall assume office on January 1, following election. Each chapter’s bylaws must reflect this policy, without deviation, except for filling vacancies. When a new chapter is chartered prior to July 1, officers will normally be elected for the remainder of the current year only. When chartered after July 1, officers will normally be elected for the remainder of the current year and the subsequent calendar year. Thereafter, elections will be in accordance with the chapter bylaws, with assumption of office always being on January 1. SR #10 provides guidance for installation ceremonies, but neither a ceremony nor installation is required in order to assume office.

b. Removal from Office. The chapter membership may remove any officer as may be prescribed in the chapter bylaws or rules, or as prescribed in Chapter XX, Section 60, Robert’s Rules of Order Newly Revised under “Remedies Against Misconduct and Dereliction of Duty in Office”. In essence, this provides for the rescission of an election and the filling of resultant vacancies in accordance with the bylaws.

7. CHAPTER BYLAWS: All chapter bylaws will be periodically reviewed and amended as necessary. Bylaws or amendments thereto are not effective until approved by the TREA National Bylaws and Rules Committee or the National Parliamentarian. Newly chartered chapters must write and submit their bylaws to national headquarters within four months of being chartered. TREA bylaws Article XVII, Section 4, provides additional guidance. When certain critical changes are made to TREA’s national bylaws (e.g., revision of membership qualifications, etc.) the “Model Bylaws” will be amended and provided to all chapters. The Model Bylaws may be adopted in whole or in part, by new or established chapters by revising or filling in the blanks. The most commonly altered Articles of the Model Bylaws relate to the number, title and terms of chapter officers; voting by appointed officers; and appointments of standing and special committees.

8. CHAPTER FUNDS AND LIABILITIES:

a. Chapters are encouraged to provide a surety bond to cover the liability of all chapter officers and employees who may, in the performance of their duties, be responsible for the handling of chapter funds. A financial statement must be filed with TREA National Headquarters no later than 30 days following the end of each calendar quarter (see Standing Rule #9, paragraph 11e).

b. Chapters operating club facilities should purchase a General Comprehensive Liability Insurance Policy.

c. No chapter funds will be disbursed without approval of the general membership. The chapter membership shall determine whether proposed expenditures are to be brought before the membership for approval in advance, or whether recurring and/or certain other expenses may be paid as they become due without further membership approval. Classes of payments that are pre-approved on a continuing basis shall be stated in the Chapter Bylaws or Standing Rules, and in the minutes of the membership meeting. All persons responsible for the drawing and signing of checks shall verify the authenticity of all vouchers and payment notices before funds are disbursed. It is recommended that all savings and checking accounts require two signatures for cash disbursements.
d. The membership may establish a monthly expense account for the Chapter President and may place any restrictions desired on expenditures from the account.

e. The chapter shall make no loans to any officer, member, agent or employee of the chapter or TREA.

9. **REVOCATION OF CHAPTER CHARTER:** The charter of any chapter may be revoked or suspended in accordance with Article XVII, Section 5, of the TREA National Bylaws. While not all-inclusive, any of the following reasons are sufficient to justify initiation of revocation action:

a. When a chapter fails to conduct regular meeting without adequate cause.

b. When a chapter fails to comply with written directives which may include the TREA Bylaws, Standing Rules, other directive or correspondence.

c. When a chapter shall be found purposely guilty of actions which are in violation of or in conflict with the aims and objectives of TREA.

d. When a chapter fails to maintain written contact with TREA National HQ for a period of ninety (90) days or more.

e. When a majority of the chapter members sign a petition requesting revocation, pending election of new Officers.

f. When the membership of a chapter drops below 15 regular members and remains below 15 for a period of three months, notice of suspension or revocation of the chapter charter will be given in accordance with Article XVII, Section 5, of the National Bylaws.

10. **ACTIONS UPON REVOCATION OF CHAPTER CHARTER:** A chapter’s charter may be revoked by TREA or by majority vote of its membership. The chapter bylaws and adopted parliamentary authority will provide procedural guidance. If incorporated, the chapter must comply with the corporate laws of the state in which located. In any event, the following procedures shall apply:

a. All chapter property shall be converted to cash or, if the property cannot be converted to cash, disposed of as considered appropriate by the remaining members of the chapter.

b. All financial records of the chapter shall be audited in accordance with the regulations of the jurisdiction where it is located, or as otherwise prescribed by the TREA Board of Directors.

c. Article XVII, Section 8, of TREA’s Bylaws will apply in all cases involving dissolution, whether as a result of revocation of the chapter charter or voluntary dissolution.

d. Any funds forwarded to National HQ will be held in escrow for a period of one year. If the chapter is not reactivated within one year, these funds will be transferred to TREA’s general fund account.

11. **ACTION UPON CHAPTER REACTIVATION:** TREA National HQ will return all available chapter records. Funds will not be returned unless reactivation occurs within one year from the date funds were
12. **MOVING OF CHAPTERS:** Chapters shall not be moved from one location to another without the approval of the majority of the chapter members. Such approval must be by majority vote and recorded in the minutes of either a regular or special meeting. If the chapter is incorporated it must also comply with the corporate laws of the state in which located.

13. **MERGING OF CHAPTERS:** If, for any reason, a majority of the voting members of two or more chapters desire to merge into a single chapter, merger procedures, as prescribed in each chapter’s parliamentary authority, shall be adhered to. If either of the chapters are incorporated, the corporate laws of the state in which each chapter is located must also be complied with.

14. **REPORTING REQUIREMENTS AND FINANCIAL ASSISTANCE:** TREA provides a limited amount of financial assistance to its chapters to enable them to support TREA’s aims and objectives and to comply with TREA’s reporting and other administrative requirements. Failure to submit these reports as required by paragraph 11, SR #9, places the chapter’s financial assistance in jeopardy.

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**Standing Rule 20 - OFFICIAL TREA FLAGS, BANNERS, & LOGO**

1. **OFFICIAL TREA FLAG:** Official TREA flags can be ordered through TREA National Headquarters. If the chapter would prefer to order the flags locally, TREA Headquarters will supply a copy of the correct TREA logo. The outdoors “single sided” and outdoors “double sided” come with canvas headings and brass grommets. The indoor ceremonial flag is finished with a pole hem and fringe for indoor use. Lettering on the flags for chapter number, name, location, etc. will be at cost per character as indicated in 2c below. Flags will be shipped to the chapter at cost plus postage.

   *The Official TREA Flag shall correspond to the following specifications:*

   **Size:** - 3’ X 5’;  
   **Cloth:** - Nylon;  
   **Logo:** - 18” Official TREA Logo

   **Lettering:** - 3” Canadian Red;  
   **Flag Color:** - Spanish Gold with gold fringe

   a. **Types of flags available:**
      - Outdoor - Single Construction (Copy on one side)
      - Double Construction (Copy on both sides)
      - Indoor - Single Construction (Copy on one side)
      - Double Construction (Copy on both sides)

   b. **Additional Lettering:** Chapter name and number may be placed immediately below the logo

   c. **Use and Display:** The TREA flag should be displayed along with the United States Flag at all meetings, conferences, parades, ceremonies and conventions at which TREA is represented.

2. **OFFICIAL TREA BANNER:**

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Last updated – November 2018
a. TREA National HQ will purchase the basic Chapter Banner, which includes the lettering for the word “Chapter” and for the chapter number. If the chapter chooses to add the chapter name, city, state, or fringe to their banner, the additional lettering costs must be paid by the chapter in advance to TREA National HQ at cost per character.

b. TREA National HQ will purchase the initial chapter banner provided the chapter has completed the following requirements:

   (1) The chapter has elected and installed its initial Officers.

   (2) The chapter has developed its Bylaws and submitted them to TREA National HQ for review and approval, as prescribed in Article XVII, Section 4 of the TREA National Bylaws.

   (3) The chapter has signed a standard affiliation agreement with TREA National HQ.

c. The chapter name characters (letters, comma, period, etc.) are to be paid in advance by the chapter at cost per character.

d. If a chapter desires an additional banner, it will be provided at cost plus postage and lettering.

e. Upon ordering, the chapter must inform TREA National HQ of the chosen name (if applicable) to be placed left of center, adjacent to the logo, and number placed next to the word chapter. The banner will be delivered to the chapter from the distributor postpaid within approximately 4 weeks.

f. Specifications of TREA Chapter Banner:

   **Size:** 3' X 6'  
   **Cloth:** Nylon  
   **Logo:** 18” Official TREA Logo

   **Lettering:**
   - “The Retired Enlisted Association” = four (4”) inches
   - “United We Stand” = three and one-half (3 1/2”) inches
   - “Chapter” = two and one-half (2 1/2”) inches
   - “Chapter Name/Number” = three (3”) inches

   **Banner Color:** Spanish Gold  
   Optional Gold Fringe on bottom

   **Type:** Indoor/Outdoor single construction (copy on one side)  
   Pole hem and hidden grommets.

   **Use and Display:** TREA Chapter Banners should be displayed at all functions in which the chapter participates.

3. **OFFICIAL TREA LOGO:**

   a. The Official Logo of TREA shall be as shown on the cover of the National Bylaws. The Logo may be used on all official TREA documents, flags, stationery, emblems, jewelry, plaques, and similar items. It shall not be used to endorse (or appear to endorse) any commercial product, service or

Last updated – November 2018
private endeavor without specific written approval of the National Board of Directors, which must be signed by the National President.

b. In order to maintain purity and enhance the significance and importance of the TREA National logo, no other logo shall be authorized or used by TREA chapters and no alteration of the National Logo shall be authorized except as in “c” below. TREA affiliate organizations (i.e., Auxiliary, Foundation and TSCL) shall not adopt distinct individual logos except by two-thirds affirmative vote by the TREA National Board of Directors.

c. The chapter number may be added between the wings of the eagle providing the numbers are no larger than the lettering between the two outer circles of the logo. No other alterations shall be made inside the extreme outer circle. To provide individuality and distinction, a chapter may adopts its own distinctive setting (mounting) for the TREA National logo, providing the setting is attractive and designed to enhance the appearance of the logo. The current Chapter 20 logo, in use prior to adoption of the TREA logo, is grandfathered.

d. TREA has color separation charts that chapters may borrow for reproduction of color logos. The PMS color numbers are: Gold - 874C, Red - 193C, Blue - 280C with a black and white background.