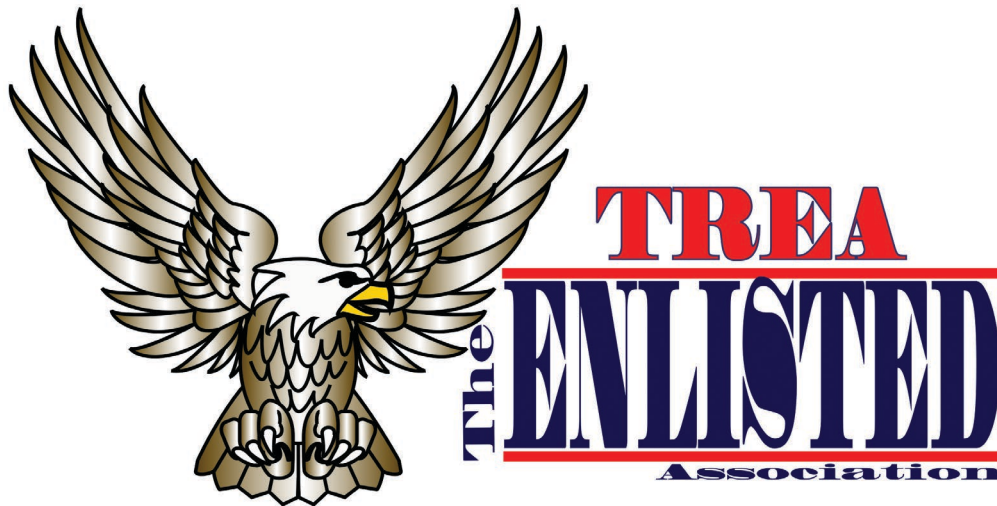


# TREA: The Enlisted Association

## STANDING RULES



Chartered by Congress

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**UPDATED SEPTEMBER 2023**

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## **Standing Rule 1 - CODE OF CONDUCT FOR NATIONAL OFFICERS AND ASSOCIATES**

1. **APPLICABILITY:** The TREA Code of Conduct applies to National Officers of TREA, 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.
  - 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.
- 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), 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. 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 the individual should be chosen based upon consideration of all relevant factors, including the nature of the relationship with the paid representative.
- c. 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 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.
- d. Any child or grandchild of an employee of TREA or one holding and elected or appointed office within TREA of its affiliates will not be eligible to apply for a scholarship (from any TREA program or TREA affiliate)

**7. Disciplinary Action:** See Article 3, Section 10 (Disciplinary Procedures)

**For Board of Directors:** The National Board of Directors shall reserve the right to review and modify determinations made by the Ad Hoc Disciplinary Committee. Approval and/or disapproval will be required by 2/3 vote of the members of TREA's National Board of Directors.

**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 THE ANNUAL MEMBERSHIP MEETING**

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 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.

## Standing Rule 2 - TREA NATIONAL OFFICERS

1. **ELECTED OFFICERS:** The elected officers shall consist of the President, 1<sup>st</sup>, 2nd and 3rd Vice Presidents, Treasurer and two 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. 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 Senior Citizens League Chairman: The Senior Citizens League Chairman serves as a member of the Board of Directors in the interest of the League.
  - e. 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.
  - f. 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.
  - g. 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 Annual Membership Meeting. 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.
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 members 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 members at any duly constituted membership meeting 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.

**Standing Rule 3 - This page intentionally left blank - Available for future use**

## 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 annual membership-meeting 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 ANNUAL MEMBERSHIP MEETING:** 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 the physical annual membership meeting:
  - 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 meeting 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 annual membership meeting 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 the annual membership meeting (which shall be primarily for the benefit of TREA), certain rights and privileges, as indicated below, shall be extended to the PNP's:

- a. 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 the annual membership meeting or any other assigned function.
- b. Annual Membership Meeting Expenses. PNP's of TREA who are current members of the National Board of Directors shall have their expenses and registration packets paid in full. TREA shall not be responsible for membership meeting travel or other membership meeting 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 board is voted in – every other year) 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 the general membership, 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 annual membership meeting. Bylaws and Standing Rules become effective upon adjournment of the annual membership meeting, unless otherwise stated.
  - c. Annual Membership Meeting Committee (SR #12): This committee shall be responsible for planning, administering and managing all TREA National Membership Meetings, 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 the membership 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.

k. Removed – 9.23 – put under TREA GIVES

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 membership meeting. 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 not be accepted. 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 annual membership meeting registration desk is properly manned; that the number of accredited members are in accordance with Article X, Section 3, of the National Bylaws; that a list of accredited members is maintained; and that a motion is made to accept the Credentials Report, before any annual membership meeting 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 annual membership-meeting packets. When committee chairs are called on to present Committee Reports, and no further information is to be presented, and no motions made, the chair may 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.



## 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 and TREA Senior Citizens League (TSCL). 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. The Board of Directors will be responsible for maintaining a professional, effective and successful national staff to ensure that all of the programs and actions of TREA are properly managed. The Operating procedures that define these positions and responsibilities shall be published in TREA Procedures Guides (TPG's).
- 3. NATIONAL STAFF:** TREA shall employ an Executive Director (ExD) to manage, lead and operate its National Staff, including paid contractors. The Executive Director will be located at the National Headquarters Office. TREA will employ a full complement of paid professionals to accomplish its missions and programs. The Executive Director will be accountable to the BOD as a body, but will answer to and receive instructions from the National President only. The Executive Director 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.

## 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 TREA National Headquarters. 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:** The membership category was deleted by the TREA membership at the 2020 Annual Membership Meeting.
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 members, provided proper documentation is completed and submitted through an insurance plan set and managed by TREA for this sole purpose. TREA Headquarter staff will provide supportive assistance, but the ultimate responsibility to receive the refund falls on the beneficiary.

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 membership for a surviving spouse, providing the spouse is eligible for TREA membership in accordance with Article III, Section 2 of the TREA Bylaws.

- 11. REMOVAL OF MEMBERS FOR NON-PAYMENT OF DUES:** Membership dues become delinquent if not paid within 10 days of the membership expiration (end of the month), at which time the member will be made inactive. If the member pays within 30 days, they will be reinstated under the same membership number and will keep their original membership join date. If the member does not pay within 30 days of expiration, they will be removed as a member in good standing. (Amended 2022)
- 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 shall be in accordance with Article III, Section 7 of the TREA National Bylaws. 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 of the National Board of Directors.
- 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 esprit-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 Award Committee shall be chaired by the immediate Past National President and shall be composed of Chapter Members and MAL's in good standing. A staff member will be assigned by the DFO as a staff advisor. 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.
  - 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 may be held when attendance and funds allow during on-site, physical annual membership meetings. All awards shall be announced at a time and place decided upon by the Annual Membership Meeting Committee. All award recipients will be posted in the website and published in the Fall issue of *The VOICE* magazine
  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**

Finances of the organization should be taken into account in the decision to purchase awards. If the organization is experiencing decreased revenue and is operating at a net loss, certificates will be presented in lieu of the stated award. (added 9.23)

**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, regardless of chapter size. 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. (amended 2022)

#### Breakdown of Points –

- Retention of members (no points unless retention rate exceeds 74%. - 40points  
(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, in print or electronic (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 31<sup>st</sup> and will be verified.

Type of Award: Special award, Canadian Red Blazer or other TREA accessory of equivalent value, and registration fee to attend the Annual Membership Meeting 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 all expenses (transportation, lodging, meals and registration packet) to attend the annual membership meeting 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.

### Chapter Social Media Award

Awarded annually to chapters, regardless of size, based on recommendations of the IT Committee. This award is for outstanding outreach to current and prospective members through social media outlets, such as, but not limited to: Chapter web sites, Facebook pages, twitter, Linked In, etc. Specific criteria for award will be published on the TREA website and subject to change by the IT Committee, with BOD approval, at the beginning of each calendar year.

Type of Award: Special award. Additionally, Certificates of Achievement may also be awarded for special recognition. (Added in September 2019)

## **3. GROUP III - NATIONAL PRESIDENT'S AWARDS**

### National President's Award

Presented annually to a member or non-member of TREA for outstanding recruiting efforts and dedication to TREA's Membership Development Program. TREA Board members are eligible for the award and can be recognized as the winner, but are unable to receive the award money. A non-member recipient of the top

award will receive \$200 in lieu of the stated award. The Membership Committee will recommend recipients for this award based on factual analytic data from National Headquarters.

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.

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

Recruiter of the Year Award (See Paragraph 2)

**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, event sponsors, 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.

Read Standing Rule #8 before Completing This Form



**RECOMMENDATIONS FOR TREA NATIONAL AWARDS**

TO:		Chairman, TREA National Awards Committee 12200 E Briarwood Ave, #250 – Centennial, CO 80112.		
FROM:				
PERSON/CHAPTER: (recommended for award)				
ADDRESS:				
<input type="checkbox"/> Chapter	<input type="checkbox"/> Chapter Member	<input type="checkbox"/> MAL	<input type="checkbox"/> Legislator	<input type="checkbox"/> Other:
Check the Award Recommended, complete justification and proposed citation on next page				
<b>GROUP I AWARDS</b>		<b>GROUP II AWARDS</b>		
<input type="checkbox"/> Marjorie Holt Award		Outstanding Chapter of the Year		
<input type="checkbox"/> Benjamin S. Pearson Award		<input type="checkbox"/> Large Chapter (350 or more)		
<input type="checkbox"/> Heroism Award		<input type="checkbox"/> Medium Chapter (151-349)		
<input type="checkbox"/> Award of Excellence		<input type="checkbox"/> Small Chapter (150 or less)		
<input type="checkbox"/> Citation of Honor		Chapter President of the Year Award		
<input type="checkbox"/> Honorary Life Member		<input type="checkbox"/> Large Chapter (350 or more)		
<input type="checkbox"/> Alvino R. Gutierrez Americanism Award		<input type="checkbox"/> Medium Chapter (151-349)		
<input type="checkbox"/> TREA Member of the Year Award		<input type="checkbox"/> Small Chapter (150 or less)		
<input type="checkbox"/> TREA Founders Award for Distinguished Service		<input type="checkbox"/> New Chapter Growth Award		
		<i>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.</i>		
<b>GROUP IV AWARDS</b>				
<input type="checkbox"/> Community Service Award				
<input type="checkbox"/> Certificate of Achievement				
<input type="checkbox"/> Miscellaneous Awards*		Chapter Newsletter Awards ( <i>NOTE: only the Public Relations Committee will provide recommendations.</i> )		
<i>* 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.)</i>		Recruiter Awards ( <i>NOTE: only the Membership Committee will provide recommendations.</i> )		
		Chapter Website Award ( <i>NOTE: only the IT Committee will provide recommendations for one award and special recognition for social media site</i> )		
		<b>GROUP III AWARDS (do not recommend)</b>		
		National President's Award		
		National Past President's Award		
		BOD Lifetime Award		

**Standing Rule #8 – APPENDIX 2 Continued**

**JUSTIFICATION FOR NOMINATION**

Empty space for justification for nomination.

**PROPOSED CITATION**

Empty space for proposed citation.

## 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.

# SR #8, APPENDIX 3 - RECOMMENDATION TO ESTABLISH A NEW TREA AWARD

[To be typed on National or Chapter Letterhead]

## 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.

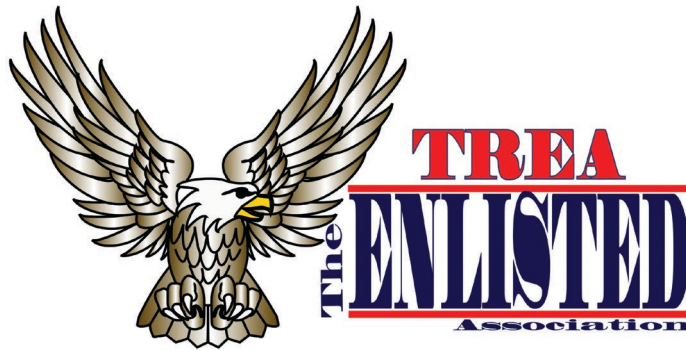


Ribbon for Bank of Chest Ribbons



Backside of Medal

**STANDING RULE #8, APPENDIX 4 – JUNIOR ROTC AWARD OF MERIT**



**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 a non profit 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. (amended 9/23)
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 4 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.
5. Chapters are encouraged to fundraise to secure funds for operations, donations and community service events. This fundraising activity must be done under the IRS 501(C)19 tax code. Chapters cannot create a 501(C)3 entity or affiliation that operates in direct financial competition with TREA Nationals' 501(C)3 entity: TREA GIVES.

### PART II - FINANCIAL ASSISTANCE TO CHAPTERS

1. **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.

2. **ANNUAL MEMBERSHIP MEETING ASSISTANCE:** Financial assistance will be provided newly chartered chapters to allow one voting chapter member (normally the president) to attend the next TREA annual membership meeting when a chapter is chartered between March 31 and July 15th in the year of the meeting. When chartered after July 15th, assistance will be provided for one member 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**

1. **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.
2. **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.
  - g. Submission confirmation of the annual IRS Form 990, for chapters who meet the filing requirement (added in 2022)

## **Standing Rule 10 – CHAPTER CEREMONIES AND PROTOCOL GUIDELINES**

This information is available at TREA Headquarters and will be provided to any chapter upon request.

## **Standing Rule 11**

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Available for future use**

## Standing Rule 12 - ANNUAL MEMBERSHIP MEETING

1. **INTRODUCTION:** The total membership of TREA shall be the governing body of TREA during the time the Annual Membership Meeting is in session. The purpose of the annual membership meeting is to review the course of action for TREA that has been set forth by the Bylaws and Standing Rules and to put into place the changes that have been voted on by the total membership. This meeting will enable the installation of the newly elected national officers as elected by the total membership.
2. **ANNUAL MEMBERSHIP MEETING MANAGEMENT:** The National Annual Membership Meeting Committee shall be responsible for the overall planning and management of the Annual Membership Meeting. 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 Annual Membership Meeting site, the chapter may be tasked to provide coordination and assistance at the local level. At least six months prior to the Annual Membership Meeting the committee will prepare and submit a proposed Annual Membership Meeting plan to the Board of Directors for their consideration. The approved plan will be used as a basis for preparing the Annual Membership Meeting 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 general sessions are open to TREA members.
4. **PRESIDING OFFICER:** The National President (or Vice-Presidents in succession) shall preside at all TREA business meetings. They shall be responsible for conducting all business in accordance with adopted procedures which shall include the Annual Membership Meeting 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.
5. **ORDER OF BUSINESS:** Unless otherwise prescribed in the Annual Membership Meeting Agenda, the 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.
  - 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
  - e. Annual Membership Meeting Update
  - f. Appointment of Sergeant-At-Arms and one or more assistants
  - g. Adoption of Special Rules of Order (two-thirds)
  - h. Adoption of Annual Membership Meeting Agenda (majority)
  - i. Open approved minutes of previous Annual Membership Meeting for correction
  - j. Nominating Committee Report (list of all names who submitted resumes for board positions)
  - k. Officers, Staff, and PNP Reports
  - l. TSCL Reports
  - m. Committee Reports
  - n. UNFINISHED BUSINESS (Business referred to a committee at the last Annual Membership Meeting only)
  - o. 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 Annual Membership Meeting site, etc.)

- p. Good of the Order
- q. Benediction and Adjournment

- 6. DECORUM, PRIVILEGES AND TIME LIMITATIONS:** A member 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 member 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, a member or officer will not normally be permitted to speak more than three minutes at a time, nor will a member be permitted to speak a second time on a subject until all who wish to speak have spoken at least once.
- 7. VOTING:** All voting for board positions and bylaw & standing rule changes will be done prior to the first business meeting via on-line, mail-in or physical vote at registration/sign in.
- 8. RECONSIDERATION:** If there is an issue with a Bylaw or Standing Rule, the decision to put it back out to the total membership should be allowed, but having an immediate, onsite vote with just the members present will not be allowed.
- 9. ELECTION PROCEDURES:** The election of officers shall be conducted in accordance with Article IX of the TREA Bylaws. The names of all candidates will be published in the issue of The VOICE immediately prior to the Annual Membership Meeting. All resumes, speeches and seconds will be posted on the TREA website. All positions (except for the President) will be allowed to submit one document that will serve as his/her second. The President will be allowed to submit two.
- 10. ANNUAL MEMBERSHIP MEETING SITE SELECTION:** Annual Membership Meeting site selection shall be in accordance with Article X, Section 7, of the TREA Bylaws. When a TREA member wishes to submit a location for consideration for the Annual Membership Meeting a variety of information (as shown in “a” below) must be presented to the Annual Membership Meeting Committee. If the committee determines that the proposed city can adequately host the national Annual Membership Meeting and places it on the recommended site selection list, the member must be prepared to make a presentation to Annual Membership Meeting Committee. Annual Membership Meetings shall not be held at the same site more frequently than every five years, except by two-thirds vote of the total membership. Procedures for requesting a national Annual Membership Meeting and processing of requests by the Annual Membership Meeting Committee are as follows:
- a. TREA Members: Obtain Annual Membership Meeting Data Forms from National Headquarters to record the results of meetings with hotels, Annual Membership Meeting 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 Annual Membership Meeting is desired (i.e., March 1, 2020 for the 2023 Annual Membership Meeting):
  - b. Annual Membership Meeting 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 Annual Membership Meeting, and recommends it for membership consideration, it will be placed on a list of potential host sites in the order of merit determined by the committee. Each member 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 the member to gather materials and assist in other arrangements for the forthcoming Annual Membership Meeting.

- (2) The committee may, at any time, propose Annual Membership Meeting 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 membership of the basis for their conclusions and recommendations. The site receiving the second most votes will be the alternative Annual Membership Meeting site for the year in question.

***Since TREA's annual membership meeting can be completed via a teleconference/videoconference some procedures will change. These procedures will be placed in the VOICE magazine that immediately precedes the annual membership meeting.***

## 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 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 members at the annual membership meeting. A limited amount of data from the audit report will be placed in registration packets and the Treasurer will make a motion for approval of the report at the annual membership meeting.
  - 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.



- 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.
  
6. 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**

Removed as a standing Committee and made the responsibility of the National President (2021 Annual Membership Meeting)

## **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. 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, important dates, requirements and/or deadlines for submission of information to TREA, etc., shall constitute official notification to chapters and the membership. If photos are submitted they must be 600 PSI for clarity unless taken with a cell phone and then the requirement is 400 PSI. If the photos are in printed form, then 300PSI is sufficient. Chapters should submit a proof sheet to TREA headquarters by the 1<sup>st</sup> day of the 2<sup>nd</sup> month prior to the publication of the magazine. The submitter will be responsible for any necessary corrections. The VOICE shall be distributed to the membership and other interested persons as determined by the National Board of Directors.

## **Standing Rule 16 - AUXILIARY**

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 MEMBERSHIP MEETING:** The TREA National Board of Directors will receive a report of the Auxiliary Annual Membership Meeting and Mid-term Board of Directors Meeting. No disapproval or major modification of action items voted on by the Auxiliary Annual Membership Meeting 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.
  - a. 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/M* - 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.”***

<u>POSITION</u>	<u>CAP</u>	<u>BLAZER</u>	<u>SLACKS/ SKIRT</u>	<u>GEM FOR TREA RING</u>
National President	White	Dark Blue	Gray	Diamond
Past National Presidents	Red	White	Black	Diamond
National Officers	Red	Dark Blue	Gray	Blue Sapphire
Chapter Officers	Red	Gold	Black	Emerald
Members	Red	Gold	Black	Ruby

*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 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 PNPs, 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) 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 arm band 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:
  - 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 received by National HQ. After one year, a new chapter with a new number may be formed in the former locality.
- 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.

## 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 and ceremonies at which TREA is represented.

## 2. OFFICIAL TREA BANNER:

- 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' X6'                      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 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 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 adopt 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.