

NSASB FAMILY READINESS GROUP (FRG) STANDING RULES

1. These standing rules may be changed by a simple majority vote of the FRG at any regular meeting of same.
2. Robert's Rules of Order shall be utilized as practical.
3. Standing committees may include fundraising, welcome, social media, charitable/community outreach and social/recreation. Chairmen of standing committees will be included in Executive Board meetings as non-voting participants at the discretion of the Executive Board itself.
4. Ad hoc committees may include, nominating, special events (e.g., holiday parties, etc.) and by-laws review. Chairmen of ad hoc committees may be included in Executive Board meetings as non-voting participants at the discretion of the Executive Board itself.
5. All officers, advisors, and committee chairpersons shall keep a binder, inclusive of the by laws, standing rules and relevant attachments, and turn it over, along with any and all materials related to the position, to their successors within 30 days following change in status.
6. Any conflicts of interest shall be handled by the Executive Board.
7. Any disputes shall be handled by the Executive Board. At its discretion, the matter may be referred to either Fleet and Family Service Center or the NSASB Chaplain's office.
8. Any conflicts of interest and disputes amongst elected officers shall be handled by the NSASB FRG Advisors. At its discretion, the matter may be referred to either Fleet and Family Service Center or the NSASB Chaplain's Office.
9. Committee reports shall be given to the Executive Board quarterly at a regularly scheduled general meeting or Executive Board meeting at the discretion of the Executive Board.
10. All Executive Board members shall dress in a tasteful manner when conducting business.
11. The Treasurer may keep a small amount of real cash monies in petty cash for incidental expenses; this amount shall not exceed \$50.00.
12. Interaction with installation activities and military- affiliated private organizations on behalf of the FRG shall be coordinated and directed by the Executive Board.
13. All Executive Board members shall adhere to the NSASB FRG Executive Board Code of

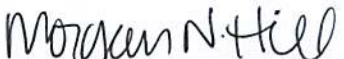
Conduct.

14. All members shall adhere to the NSASB FRG Code of Conduct.

ADOPTED by majority vote of the Executive Board, this 25th day of April, 2017.



FRG President



FRG Secretary