

SOUTHEAST REGIONAL BYLAWS - 2018-2019

LA FRA

Article I - Name

SECTION 101: The name of this Organization shall be the Southeast Region, LA FRA.

Article II - Objective

SECTION 201: The Southeast Region (SER) shall be the coordinating and assisting body for the LA FRA organization located within the states as listed in LA FRA C&BL, Article 10.

SECTION 202: The Southeast Region shall conduct business as may properly come before it as it relates to the affairs of the Southeast Region and the LA FRA and the welfare of its members.

Article III - Organization & Jurisdiction

SECTION 301: Membership in the Southeast Region shall consist of and be restricted to members of all Units of the LA FRA situated in the Southeast Region as defined in LA FRA C&BL, Article 10, Section 1001(c).

SECTION 302: If LA FRA Southeast Region should merge with another LA FRA region, the members will be notified of this action.

SECTION 303: The Units of the LA FRA Southeast Region are required to advise the Regional President of the Unit's plans to dispose of the Unit's assets in the event that their Charter is surrendered. This will be done by the Units providing the Regional President Southeast with a copy of the Unit's Bylaws in which is an article or section stating how the assets will be handled.

SECTION 304: The Units of the LA FRA Southeast Region are required to provide the Regional President Southeast with the Unit's up-dated, most current copy of their Bylaws.

SECTION 306: These Bylaws and Standing Rules shall govern the administration of the LA FRA Southeast Region, and shall not be in conflict with the LA FRA Constitution and Bylaws and Standing Rules at any time.

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Article IV - Officers, Regional Board of Directors (RBOD), and Standing Committees

Section 401: The Officers of the Southeast Region shall be: Regional President, Regional Vice President, Regional Treasurer and Junior Past Regional President. These Officers will comprise the Regional Board of Directors (RBOD) Southeast and are charged with the administration of the Southeast Region between conventions. A quorum exists with three (3) members.

Section 402: Units may nominate or endorse any member of a Unit of the Southeast Region, who is eligible for Regional Office [Reference: LA FRA C&BL, Article 6, Section 609(a)]. All nominating resolutions shall be received in the proper format and content. Nominating resolutions shall be promulgated to all Units of the Region by the nominee with a copy to the Regional President, the Regional Vice President and the National Executive Secretary. Nominations may be made from the floor at the Convention by any accredited delegate. If the nominee is not present, the presiding officer must have a letter of acceptance of the nomination from the nominee for that office.

Section 403: The Annual Convention Delegates shall elect a Regional President and a Regional Vice President for a term of one (1) year and a Regional Treasurer for a term of three (3) years upon completion of the current 3 year term of office.

Section 404(a): The Regional President-elect shall be installed in person or by proxy at the National Convention.

Section 404(b): The Regional Vice President-elect and the Regional Treasurer-elect shall be installed in person or by proxy at the Regional Convention at which elected.

Section 404(c): The Regional President-elect may be installed at the Regional Convention, in a token ceremony, prior to the banquet.

Section 405: In the event that no Southeast Regional Convention is held, the Regional President, the Regional Vice President and the Regional Treasurer shall be elected by the delegates from the Southeast Region in attendance at the National Convention. (Reference: LA FRA, Standing Rules, SR-19(d).)

Section 406: The Standing Committees of the Southeast Region shall be: Unit Activities; Americanism-Patriotism; Audit; Budget & Finance; Bylaws and Standing Rules; Hospital; Publicity; Unit Report; Welfare & Rehabilitation; and Youth Activities. Committees or Appointees shall serve until the close of the Regional Convention.

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Section 407: Duties of the Budget and Finance Committee.

Section 407(a): The Regional Budget and Finance Committee shall be appointed by the Regional President and shall be composed of three (3) members, preferably from a different unit, and are members in good standing of the LA FRA.

Section 407(b): Shall present a proposed budget, in writing, to the Regional President for the ensuing year for inclusion in the delegate packets at the regional convention for their approval.

Section 408: Duties of the Audit Committee

Section 408(a): The Audit committee shall be appointed by the Regional President and shall be composed of at least three (3) members of the Southeast Region, preferably from a different unit, and are members in good standing of the LA FRA within the area of the Regional Treasurer.

Section 408(b): The fiscal year of the SER will be 1 July to 30 June. The annual financial audit shall be conducted no later than fifteen (15) days prior to the convening of the regional convention. A final review of the books will be conducted prior to the opening of the last business session of the Regional Convention.

Section 408(c): Upon completion of the audit, the Committee Chairman shall provide a copy of the audit to the three (3) elected Regional Officers, and to the Chairman of the Budget and Finance Committee. The report shall be included in the delegate folders for the Southeast Regional Convention.

Article V - Regional Convention

Section 501(a): The Regional President Southeast shall call a Regional Convention of all Units within the Region to coincide with the date and place as set by the FRA, Southeast Region.

Section 501(b): Should the FRA, Southeast accept a bid from a Branch which has no Auxiliary, the Auxiliary Regional President may appoint a chair and co-chair from the Auxiliary membership for that Convention. Recommendation of the FRA host Branch may be considered in making these appointments.

Section 501(c): In the event that the Southeast Region FRA does not accept a bid for sponsoring a regional convention and the FRA SER has established a SER Host Convention committee, three (3) LA FRA members shall be appointed, by the LA FRA RPSE, to serve on the committee.

Section 502: The Southeast Region shall at all times follow the Regional Convention Rules as prescribed by LA FRA, Standing Rules, SR 46.

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Section 503(a): Units may elect one (1) delegate for each vote allowed. They may designate any member in good standing of the LA FRA, Southeast Region, including a member of the Membership-at-Large Roll as their Proxy Delegate. All delegates and proxies shall carry their paid up membership card.

Section 503(b): All Units shall send copies of the SER Convention Delegate Sheet (which lists the names of the Unit's elected delegate(s)/alternate delegate(s) and proxy/alternate proxy) to the Regional President, Convention Chairman, Regional Credential Chairman, and the Regional Registration Chairman at least 15 days prior to the convening of the Southeast Regional Convention, of the Unit's members elected as delegates to the Southeast Region Convention using the Regional Delegate Sheet provided by the Regional President.

Section 503(c): A quorum exists at the Southeast Regional Convention when two-thirds of the authorized voting strength of the LA FRA Southeast Region is registered.

Section 504: The first order of business of the Southeast Regional Convention shall be the Memorial Service. Auxiliary members participating in the Memorial Service will wear appropriate attire. Female members: white dress, suit, pant suit, or blouse and slacks, (no shorts or culottes), white gloves, white shoes and LA FRA hat. Male members: navy blue or dark trousers, white dress shirt, navy blue sport coat, navy blue tie (business suit is optional), white gloves, appropriate dark dress shoes and FRA cover with the LA FRA emblem and Unit number. Auxiliary members attending the Memorial are encouraged to follow the above appropriate attire. (Reference: LA FRA, Standing Rules, SR 30(a).)

Section 505: No delegate shall be allowed more than three (3) minutes of discussion on one subject. No one will have the privilege of the floor on the same subject more than once until all members have been given an opportunity to speak. The Regional President shall designate a southeast regional delegate as the timekeeper.

Section 506: To meet necessary expenses of the Regional Convention, e.g. printing of forms and minutes, and mailing updated copies of Regional Bylaws to the Units and Officers of the Southeast Region, each Unit within the Region shall be assessed five dollars (\$5.00) per delegate vote based on the March 31 Annual Membership Report, compiled by the National Financial Secretary (LA FRA National C&BL, Article VIII, Section 809(q).), in the year in which the Convention is held. These assessments are to be made payable to the LA FRA SER and mailed to the Regional Treasurer, at least 30 (thirty) days prior to the convening of the regional convention. If a Unit's assessment is not received by twenty-five (25) days prior to the regional convention, the Regional Treasurer shall notify the Unit and advise the Regional President.

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Article VI - Parliamentary Authority

Section 601: In the absence of a written rule governing debates and procedures, the Southeast Region shall be governed by Robert's Rules of Order, Newly Revised. (Reference: LA FRA, C&BL, Article 15, Section 1502).

Article VII - Amendments

Section 701: The Bylaws of the Southeast Region may be amended by the delegates to the Regional Convention in the manner herein provided.

Section 702: Proposed amendments to the Southeast Regional Bylaws shall be received in proper resolution form by the Regional President and the Regional Parliamentarian, in accordance to LA FRA C&BL, Article 12, Section 1204(b) and (d) [substituting the word Regional for the word National] and Section 1205(b) to (f), and Section 1206 may originate as follows:

- (a) from a Unit
- (b) from a Standing Regional Committee

Section 703: All proposed amendments shall be in the prescribed resolution form. A signed copy with original signatures shall be sent to the Regional President and to the Regional Parliamentarian, no later than one hundred twenty (120) days before the convening date of the Regional Convention, except the Regional Bylaws Committee shall be allowed an extension of thirty (30) days beyond that date. Reference: LA FRA C&BL, Article 12, Section 1205(a), (b), (c), (d), (e), and (f), and Roberts Rules of Order, Newly Revised, Chapter V, Section titled "Framing of Main Motions".

Section 704: All proposed amendments to the Southeast Regional Bylaws shall be promulgated to the units in the final Regional Newsletter issued prior to Convention.

Section 705: A two-thirds (2/3) vote of the registered voting strength at the Regional Convention shall be required to amend the Bylaws of the Southeast Region.

Section 706: The President and/or the Bylaws Committee shall have the authority to make corrections for typographical errors, duplication, punctuation and capitalization provided such changes do not alter the meaning of context of the sentence.

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Article VIII - Duties of the Regional President (RPSE)

Section 801: The Regional President shall be a National Officer and a member of the National Board of Directors and shall carry out the duties as prescribed in the SER Bylaws and LA FRA C&BL, Article 8, Section 806. The Regional President is a member of and the Presiding Officer of the Regional Board of Directors (RBOD) according to SER Bylaw, Article IV - Officers, Regional Board of Directors (RBOD) and Standing Committees, Section 406(e).

Section 802: In accordance with IRS regulation for 501(c) veterans' organizations/auxiliaries, all LA FRA units shall have an EIN and file the IRS Form 990-N or equivalent. Annually each unit shall send a copy of the confirmation of receipt of IRS Form 990-N or equivalent to the Regional President to be maintained the Southeast Regional files. The files will be retained for three (3) years after a unit is no longer Chartered. The Regional President shall assist any SER Unit in obtaining an EIN and how to file the 990-N.

Section 803: The Regional President Southeast is authorized as a signer on the Southeast Region's financial accounts.

Section 804: The Regional President shall be the presiding officer at the annual Southeast Regional Convention.

Section 805: The Regional President shall keep the Southeast Regional Vice President informed of all Southeast Regional business.

Section 806: The Regional President shall maintain copies of the Southeast Region Bylaws and Standing Rules for distribution to existing units and to newly formed units.

Section 807: The Regional President shall issue a bulletin to all Unit Secretaries, Presidents, and present Regional Officers in the Southeast Region at least once each quarter with a copy to the National Board of Directors and all Past National Officers in the Southeast Region.

Section 808: Regional President shall retain all properties and files of the Southeast Region. Said properties and files shall not be taken from the Region, *with the exception of properties and files that are necessary for the conduct of the Office of Regional President at LA FRA national functions outside the region*, without approval of the units within the region. No properties and files of the Southeast Region shall be destroyed without prior permission of the delegates assembled at a Regional Convention.

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Section 809(a): Properties belonging to the Southeast Region may be relinquished to the Regional President-elect at the conclusion of the Regional Convention.

Section 809(b): Prior to transferring properties to the Regional President-elect, an inventory shall be conducted by a committee of two (2) appointed by the Southeast Regional President. Said inventory shall be typed or legibly prepared and contain the signatures of the two (2) committee members, the outgoing Regional President and the incoming President.

Section 810: The Regional President shall appoint a Regional Secretary, Chaplain, Parliamentarian, and all committees necessary to assist in the conduct of the affairs of the Southeast Region.

Section 811: Prior to June, but no later than, shall issue a convention call to all units in the Southeast Region accompanied by delegate forms and a complete listing of the Regional Appointments.

Section 812: The Regional President shall furnish the Convention Committee with a photograph and short autobiography.

Section 813(a): Regional President shall receive reimbursement for expenses, with proper submission of documentation/receipts, not later than June 15th to the Regional Treasurer, not to exceed authorized budget line item(s). If expenses exceed the budget line item, a SER convention resolution must be presented and adopted, prior to the final review of the Treasurer's books.

Section 813(b): The Regional President shall provide the Regional Treasurer and the Chairman of the Budget and Finance Committee an itemized listing of all expenses incurred to date as well as a list of projected expenses that may still incur through the date of the Regional Convention. This report shall be submitted to the above listed at least sixty (60) days prior to the convening of the Regional Convention.

Section 814: The Regional President shall make full and detailed report as to the activities, number of units visited and number of miles traveled on Auxiliary business and any other work done during the year. This report to be made at the Regional Convention and any extra activities will be included in the report at the National Convention.

Section 815: Upon receipt of the Year End Membership Report from the National Financial Secretary, the Regional President Southeast shall provide the Southeast Regional Treasurer, the Chairman of the Southeast Budget and Finance Committee, and the Regional Credentials Chairman a report of the delegate strength of each unit within the Region.

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Section 816: The Regional President shall notify the National Executive Secretary immediately and all units in the region of the name and address of the Regional President-elect, the Regional Vice President and the Regional Treasurer.

Section 817: Changes to these Bylaws must be approved by the delegates in attendance at a Southeast Regional Convention. The Regional President shall distribute copies of amendments to the Southeast Regional Bylaws to the National Parliamentarian and the National Board of Directors for their study prior to the Pre-Board Meeting of the National Convention for their acceptance. The approved changes then must be ratified by the Delegates at the LA FRA National Convention, before they become effective. The ratified SER Bylaws and/or adopted Standing Rules will be included in the Southeast Regional Convention minutes and will be updated on the Southeast Region's website, so that they may be obtained by the SER Units.

Section 818: The Regional President Southeast shall call a Mid-Year Meeting or special meeting(s) of the units of the Southeast Region at a time and place which has been decided upon in conjunction with the Regional President FRA.

Section 819: Per LA FRA National C&BL Article 11- Unit Charters, the Regional President Southeast shall assist in all matters pertaining to the:

Section 819(a): Formation of a new unit. Reference: LA FRA C&BL, Article 11 B Unit Charters, Section 1101 - 1103.

Section 819(b): Suspension or Revocation of Charter. Reference: LA FRA C&BL, Article 11(b) Unit Charters, Section 1104.

Section 819(c): Surrendering of a Charter. Reference: LA FRA C&BL, Article 11(b) Unit Charters, Section 1105.

Section 819(d): Reactivation of Charter. Reference: LA FRA C&BL, Article 11(b) Unit Charters, Section 1106.

Section 820: In the event of a vacancy in the Office of the Regional Vice President Southeast, the current Regional President Southeast shall appoint a Past Regional President Southeast to fill the unexpired term of Vice President Southeast.

Section 821: In the event of a vacancy in the Office of the Regional Treasurer, the current Regional President Southeast shall seek the advice of Past Regional Presidents Southeast and then appoint a Past Regional Treasurer or a Past Regional President to either fill the office until the end of the unexpired term or next regional convention.

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Article IX - Duties of the Regional Vice President (RVPSE)

Section 901: The Regional Vice President is not a National Officer, but is a member of the National Membership and Retention Committee (Reference: LA FRA C&BL, Article VIII, Section 820(a).) The Regional Vice President is a member of the Southeast Regional Board of Directors.

Section 902: The Regional Vice President shall be the assistant to the Regional President and shall carry out the duties as prescribed in the SER Bylaws and LA FRA C&BL, Article 8, Section 807.

Section 903: The Regional Vice President of the Southeast Region is an authorized signer on the Southeast Region's financial accounts.

Section 904: The Regional Vice President shall receive reimbursement for expenses, with proper submission of documentation/receipts, incurred while doing membership retention (e.g., postage, printing, and supplies) not to exceed the authorized budget line item(s), not later than June 15th to the Regional Treasurer. If expenses exceed the budget line item, a SER convention resolution must be presented and adopted prior to the final review of the Treasurer's books.

Section 905: The Regional Vice President shall provide the Regional President, Regional Treasurer, and the Chairman of the Budget and Finance Committee an itemized listing of all expenses incurred to date as well as a list of projected expenses that may still incur through the date of the Regional Convention. This report shall be submitted to the above listed persons at least sixty (60) days prior to the convening of the Regional Convention.

Section 906: In the event of a vacancy in the office of the Regional President, the Regional Vice President shall complete the unexpired term.

Article X - Duties of the Regional Treasurer (RTSE)

Section 1001: Upon election, the Regional Treasurer will make either an arrangement with a bank and/or a credit union to update the signers on an existing account(s) or open a new account(s) in the name of the Ladies Aux, FRA Southeast. All officers who are signers on the account(s) shall make arrangements to go to either the bank or credit union or one of its branches to complete the necessary paperwork. *This will also be done after every annual election.* All required paperwork for opening and/or updating the SER account(s) must be completed within sixty (60) days after the closing of the SER Convention. The Regional Treasurer shall record an accurate and true record of all receipts and disbursements and no change therein shall be made without the approval of the Regional President which shall be ratified by the delegates at the Southeast Regional Convention.

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Section 1002: Per IRS regulations, the SER must file form 990-N using the tax period that has been adopted by the Southeast region. The Regional Treasurer is required to file with the Internal Revenue Service (IRS) annually the IRS Form 990-N (e-post card), this requirement does not change if the IRS changes either the name and/or number of this form. The Regional Treasurer is required to provide a copy of the IRS's confirmation of receipt of the filing notification form to the following National and Regional Officers and committee chairmen: LA FRA National Treasurer, LA FRA Regional President Southeast, LA FRA SER Audit Committee Chairman. This can be done electronically or by US Postal Service (USPS), if the USPS is used the form will be sent via certified mail. The date of filing IRS Form 990-N will be based on the IRS instructions and the Southeast Region's Tax Year End Date. The Regional Treasurer is required to file any other form required by either the United States government or any government authority that has a requirement that applies to the LA FRA, SER, e.g., not-for-profit status or 501(c) veterans auxiliary.

Section 1003: The Regional Treasurer shall at close of the term of office turn over all books, records and papers to the newly elected Regional Treasurer before leaving the convention site. The Regional Treasurer shall mail the final bank statement to the current Regional Treasurer immediately on receipt of same.

Section 1004: All monies received shall be deposited as received by the Regional Treasurer and be deposited in the checking and/or saving account of the LA FRA Southeast Region. All unit's regional assessments received, per SER Bylaw Article 5, Section 506, are to be used for necessary regional convention expenses. The Regional Treasurer may transfer funds as deemed necessary, after notifying and receiving authorization from the Regional President.

Section 1005(a): The Regional Treasurer shall receive reimbursement for expenses, with proper submission of documentation/receipts, all receipts must be received prior to June 15, and with authorization from the Regional President, incurred due to the normal performance of the duties of the office. If expenses exceed the budget line item, a Southeast Regional Convention resolution must be presented and adopted prior to the final review of the Treasurer's books.

Section 1005(b): The cost of reproducing and mailing of the Regional Convention Minutes, updated copies of the Regional Bylaws shall be a regional budgeted item and defrayed by the Regional upon receipt of bill for same.

Section 1006: The Regional Treasurer shall be an advisory member to the Regional Budget and Finance Committee.

Section 1007(a): All funds received by the Regional Treasurer shall be deposited in a general checking/saving account of the Southeast Region of the LA FRA. All disbursements shall be made by check which requires two signatures; signed by the Regional Treasurer, Regional President and/or Regional Vice President.
Disbursements made by mail shall be sent via certified mail.

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Section 1007(b): The Regional Treasurer shall submit a financial report, as to the income and expenditures, sixty (60) days after the Regional Convention and sixty (60) days prior to the next Regional Convention, as well as an itemized listing of all projected expenses that may still be incurred throughout the date of the Regional Convention to the Regional President and the Chairman of the Budget and Finance Committee.

Section 1007(c): The Regional Treasurer with the approval of the Regional President may purchase Certificate(s) of Deposit in the name of the Southeast Region of the LA FRA from the funds in the checking/savings account(s).

Section 1008: In accordance with SER Bylaw 506 Assessments, the Regional Treasurer shall notify any noncompliant unit with a notification of non-receipt. This shall be sent to the Unit's Secretary and/or President with copies to the Regional President.

Section 1009: No monies shall be disbursed by the Regional Treasurer that have not been budgeted and approved by the delegates of the Regional Convention, except that extraordinary disbursements, not to exceed two hundred dollars (\$200), may be made by unanimous vote from the Southeast RBOD. Such disbursements shall require ratification by the delegates at the next Regional Convention.

Section 1010(a): The Regional Treasurer shall provide to the Audit Committee complete treasurer's records of all transactions conducted through 30 days prior to the Regional Convention. The Regional Treasurer shall submit a written report to the Regional President for inclusion in the delegate packets.

Section 1010(b): The Regional Treasurer shall bring the above cited records to the Southeast Regional Convention for final review.

Section 1011: A copy of the financial statement of the Southeast Regional Convention shall be forwarded to the Regional President in office, with a copy to the Junior Past Regional President, as soon as possible for publication in the Regional President's bulletin. This statement shall include an accurate accounting of all unit assessment funds received, amount collected for individual copies of the minutes and a detailed report of expenses as per Article V, Section 506.

Section 1012: No properties and files of the Southeast Region shall be destroyed without prior permission of the delegates assembled at a Regional Convention.

Section 1013: Personal copies of the Southeast Region Convention minutes are available for purchase through the Regional Treasurer for a nominal fee.

Section 1014(a): The Regional Treasurer shall bring new checking account signature cards to the Southeast Regional Convention to be signed by the newly elected Regional Officers.

Section 1014(b): In the year that election of a Regional Treasurer is held, each nominee shall bring to Regional Convention a signature card, for a checking account, to be signed by the newly elected Regional Officers.

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Article XI - Duties of the Junior Past Regional President (JrPRPSE)

Section 1101: The Junior Past Regional President has the opportunity to offer assistance to the new regime because of gained knowledge of regional affairs, This expertise and advice should be of great value and should be solicited.

Section 1102: The Junior Past Regional President shall be responsible for the publication and distribution of the minutes from the convention at which presided. Has the responsibility to edit, print/have printed, or publish in an electronic document/method, and provide a minimum of one (1) copy of the Southeast Regional Convention Minutes to each unit in the region; one (1) copy each to the Regional President, Regional Vice President, Regional Treasurer, and to any member who has ordered and paid for a copy. These copies shall be mailed/distributed within one hundred twenty (120) days of the close of the Regional Convention.

Section 1103: The Junior Past Regional President shall submit a report to the Regional President, Regional Treasurer, and the Chairman of the Budget and Finance Committee, within one hundred twenty (120) days after the close of the Regional Convention, of the cost of publication and distribution of the convention minutes. This report should also include the number of copies distributed. If expenses exceed the budget line item, a SER convention resolution must be presented and adopted prior to the final review of the Regional Treasurer's books.

Article XII - Duties of the Regional Secretary (RSSE)

Section 1201: The Regional Secretary is appointed by the Regional President.

Section 1202: The Regional Secretary records the convention minutes on a tape recorder or other electronic recording method, which is the property of the Southeast Region.

Section 1203: Within approximately forty-five (45) days after the close of the Regional Convention, a proof copy of the Regional convention minutes shall be submitted to the Junior Past Regional President for editing before printing. Roberts Rules of Order, Newly Revised, will be the guide in determining those items necessary to be published.

Section 1204: The original transcript of the Convention minutes shall be forwarded to the Regional President in office to be retained in the regional files.

Article XIII - Duties of the Regional Chaplain (RChapSE)

Section 1301: The Regional Chaplain shall perform non-sectarian devotional services at the Regional Convention, and such other duties as the Regional President shall prescribe.

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Section 1302: The Regional Chaplain will send sympathy cards to families of deceased Southeast Regional members. The Regional Chaplain shall receive reimbursement for expenses, with proper submission of documentation/receipts incurred due to the normal performance of the duties of the office, not to exceed authorized budget line item(s). If expenses exceed the budget line item, a motion must be presented and adopted, prior to the final review of the Treasurer's books.

Section 1303: The Regional Chaplain shall provide to the Regional President, the Regional Treasurer, and the Chairman of the Budget and Finance Committee an itemized listing of all expenses incurred to date as well as a list of projected expenses that may still incur through the date of the Regional Convention. This report should be received at least sixty (60) days prior to the convening of the Regional Convention.

Article XIV - Duties of the Hostess Unit / Regional Committee

Section 1401: It shall be the responsibility of the Convention Committee to keep the Regional President informed of all plans being formulated and shall be subject to the Regional President's approval.

Section 1402: The Convention Committee shall obtain suitable meeting rooms with the advice of the Regional President.

Section 1404: The Convention Chairman shall open the Convention by welcoming the delegates and guests and by having the Regional President escorted to the rostrum.

Section 1403: All Units within the Southeast Region shall be informed of the approved Convention activities and schedules

Section 1405: All courtesies shall be extended to the Regional President such as hotel accommodations at no cost, tickets to all activities (including spouse).

Article XV - Miscellaneous

Section 1501: The outgoing Secretary of all units shall send a list of names and addresses of Unit Officers as soon as they are elected, even if there is no change, to the Regional President. Any changes in Unit Officers, meeting place, and/or meeting time during the year shall be reported to the following Officers: Regional President, National Executive Secretary, National Treasurer, and Membership Service Administrator.

Section 1502: All Units who wish to contribute toward a gift to the outgoing Regional President should send their contribution to the Regional Vice President at least one hundred twenty (120) days prior to the convening of the Southeast Regional Convention. Checks are to be made payable to the name of the Regional Vice President. The Regional Vice President shall be responsible for purchasing the gift for presentation to the Regional President at the Regional Convention.

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Section 1503: Changes to these Bylaws must be approved by the delegates in attendance at a Southeast Regional Convention. The approved changes must be ratified by the LA FRA National Board of Directors, before they become effective.

Section 1504: Wherever in the Southeast Regional Bylaws "C&BL" is used it means the LA FRA Constitution and Bylaws.