



**Standing Rules
of
The Travelers Protective Association of America**

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1 **Standing Rules**

2
3 **Section I. Dues and Assessments**

4
5 **A. Annual dues**

- 6 1. The annual dues shall be amounts to be set by the national board of directors and
7 published on a separate dues schedule.
- 8 2. Any members may pay said dues before they become due, but any members failing to
9 pay dues on or before the day on which they become dues, or within the grace period, to
10 the secretary/treasurer of the division to which they belong, shall, because of such failure,
11 cease to be a member in good standing, and they and their beneficiary shall cease to be
12 entitled to any accidental benefits provided. If annual dues are paid in advance, the dues
13 rate will be the dues rate in effect for the period covered by the early payment.
- 14 3. If a prior member has been out of the organization for no more than four (4) years, they
15 may be brought back in as a Class A member in good standing by paying the current
16 national dues amount for one year back and one year forward. The member's benefits
17 will be resumed when they are reinstated. No claims can be submitted for the time period
18 the member was lapsed. Members who are officially reinstated between the months of
19 January and June will be paid through the following December 31st and members who
20 are officially reinstated between July and December will be paid through the following
21 June 30th.
- 22 4. Such lapsed member shall not be eligible for membership under a different certificate
23 prior to the passage of one (1) year from the date they became delinquent.
- 24 5. The TPA chief administrative officer may remind members of the payment of their dues
25 but it shall not be obligatory upon him/her so to do, and the failure of their so doing or the
26 failure of the member to receive such reminder, shall in no way impair the effect of the
27 foregoing section and shall be no excuse of such member for the non-payment of their
28 dues on the day on which they are due. It is the member's responsibility to ensure their
29 dues are paid on time.
- 30 6. Annual dues renewal payments may be made through procedures provided by the
31 national board of directors.
- 32 7. Dues Payment: Members shall pay dues to their respective division secretary/treasurer or
33 national headquarters at the discretion of each division board of directors. No division or
34 post may charge dues or make assessments of the members of the division or post. This
35 procedure will not apply to online application.

36
37 **B. Apportionment of dues**

- 38 1. The annual dues of fraternal members shall be apportioned as follows:
39 a. \$5.04 to the post
40 b. \$6.51 to the state division, and
41 c. \$11.55 to the expense fund.
- 42 2. The annual dues of benefit members shall be apportioned as follows:
43 a. \$0.00 to the benefit fund,
44 b. \$6.08 to the post,
45 c. \$7.60 to the state division, and
46 d. \$28.12 to the expense fund.
- 47 3. This apportionment shall be effective so long as the following two enumerated events
48 occur: (1) On May 1 and November 1 of any year there is in the benefit fund \$20.00 or



- 49 more net per capita according to the chief administrative officer's report of said date; and
50 (2) So long as the budgeted and expended expense fund monies of the Association, as
51 appropriated and approved by the board of directors, in an ensuing fiscal year do not
52 exceed the actual accrued expense fund revenues for the previous fiscal year as reflected
53 by the funds report to the TPA annual meeting, as adjusted allowing for any additional
54 funds accruing to the expense fund.
- 55 4. \$1.70 of the amount designated for the expense fund shall be for the sole use of
56 publishing and improving the magazine. Any excess funds remaining at the end of the
57 fiscal year may be used as determined by the board of directors.
 - 58 5. For any semi-annual payments of dues there will be a surcharge of \$1.50 to be
59 apportioned as follows: \$0.20 to the post, \$0.30 to the division, and \$1.00 to the TPA
60 expense fund.
 - 61 6. When on May 1st or November 1st of any year there is in the benefit fund less than
62 \$20.00 but in excess of \$10.00 net per capita, according to the chief administrative
63 officer's report of said dates and based on the membership concurrently therewith, the
64 amount thereafter paid as a full years dues shall be apportioned: 64% to the benefit fund,
65 9% to the post, 10% to the division, and 17% to the expense fund.
 - 66 7. When on any of said dates there is in the benefit fund \$10.00 or less net per capita,
67 according to the chief administrative officer's report and based on the membership
68 concurrently therewith, said full years dues shall be apportioned: 75% to the benefit fund,
69 6% to the post, 7% to the division, and 12% to the expense fund. In either of the
70 foregoing cases, proportional apportionment shall be made on payments of less than full
71 years dues paid by members. The apportionments provided for in this paragraph shall
72 apply accordingly and until time as on any May 1st or November 1st following there
73 shall again be in the benefit fund, according to the chief administrative officer's report
74 and based on the membership concurrently therewith, in excess of \$20.00 per net capita,
75 whereupon dues thereafter paid shall again be apportioned as provided in the preceding
76 paragraph of this section.
 - 77 8. The foregoing plan of provisional apportionment of funds derived from dues payments by
78 members shall apply or not apply to dues collected accordingly as the board of directors
79 shall find and declare, at their respective May 1st and November 1st meetings, the facts
80 regarding the net per capita in the benefit fund as of the 1st day of May and the 1st day of
81 November respectively preceding the regular dues paying period next following.

82
83 **C. Assessments of benefit members**

- 84 1. Whenever the benefit fund is reduced by the payment of or liability to pay for disability
85 or death benefits to less than \$400,000.00, according to the board's finding, the board of
86 directors may levy a uniform assessment on each benefit member to be credited to the
87 benefit fund, in sufficient amount so as to maintain it as a constant operating fund of not
88 less than \$400,000.00.
- 89 2. When, under this section, the board of directors shall have levied an assessment, each
90 member shall pay the amount of their assessment to the secretary/treasurer of the division
91 to which they belong within thirty days after the date notice of such assessment and the
92 amount thereof, has been deposited by this Association in the United States mail at Saint
93 Charles, Missouri, postage prepaid, addressed to the member at their most recent address
94 appearing on the membership records of this Association at Saint Charles, Missouri.
- 95 3. Any member failing to pay the assessment levied within the time provided shall cease to
96 be a member of this Association and they and their beneficiary shall cease to be entitled



97 to any benefit or benefits under their certificate of membership. Should a member default
98 in the payment of any assessment levied within thirty days after such default make
99 payment as directed of the assessment levied, their membership shall be automatically
100 reinstated, but neither the member nor their beneficiary shall be entitled to any benefit or
101 benefits should the member be injured fatally or otherwise during the period the member
102 is in default of the payment of any assessment levied under these provisions.

103
104 For Members in the State of Ohio

105 4. Any member failing to pay the assessment levied within the time period will be entitled
106 to only proportionate reduction in benefits under their certificate of membership. Should
107 a member default in the payment of any assessment levied within thirty days after such
108 default make payment as directed of the assessment levied, their membership shall be
109 automatically reinstated, but the member or his or her beneficiary will be entitled to only
110 a proportionate share of the benefits if the members is injured fatally or otherwise during
111 the period the member is in default of the payment of any assessment levied under these
112 provisions.

113
114 **Section II. Membership**

115
116 **A. Applications for membership: sponsorship and processing**

- 117 1. All paper applications must be signed by a current member and the sponsor must submit
118 the application to their respective division secretary/treasurer, then to TPA headquarters.
119 2. Application for membership may be applied for online through the TPA website and the
120 initial dues payment may be made electronically.
121 3. The chief administrative officer shall, upon the approval of the application, notify the
122 secretary/treasurer of the division of which the applicant elects to become a member.
123 The chief administrative officer shall issue a certificate of membership to the applicant,
124 and the member shall be received into the post in accordance with the requirements of the
125 bylaws.
126 4. A non-benefit member over the age of 65 will be eligible for insurance benefits after two
127 consecutive years of membership. Eligibility for becoming a benefit member will be
128 contingent upon two requirements: a member must be at least 18 years of age and must
129 reside in a licensed state where TPA is eligible to offer benefits.

130
131 **B. Membership fee**

- 132 1. A membership fee in the amount of \$5.00 shall be paid by each applicant admitted to
133 TPA membership, of which \$1.75 shall belong to the member's division, \$1.75 shall
134 belong to the member's post, and \$1.50 shall be deposited in the TPA expense fund.
135 2. The membership fee shall be waived for applicants for membership who are in all
136 respects qualified for membership, and who may previously have been members in good
137 standing and whose membership may have been terminated or lapsed because of active
138 military service in the military forces of the United States of America, provided such
139 application for membership is made within one year following the applicant's discharge
140 from the military forces of the United States Government.

141
142 **C. Membership certificates**

143 Membership certificate shall be signed by the chief administrative officer and shall be in
144 such lawful form as prescribed by the TPA board of directors.



145 **D. Member change of address**

146 Members shall furnish the chief administrative officer with their full name and address
147 and shall notify him/her of every permanent change of same, and in view of any long
148 continued absence from the place of their address shall designate some person as a lawful
149 agent to whom any required notices are to be sent during such absence.

151 **Section III. Officers and Directors**

153 **A. Expenses of officers**

154 The expenses of the president, vice president, chief administrative officer, members of
155 the board of directors, and such other persons as the board of directors may designate as
156 necessary for the operation of the annual meeting, incurred in attending the annual
157 meeting, shall be paid by the Association upon approval of the TPA board of directors
158 and are required to stay at the host convention hotel.

160 **B. Chief Administrative Officer**

- 161 1. Bond
162 The chief administrative officer shall be bonded in accordance with the bylaws in the sum
163 of \$150,00.00.
- 164 2. Reporting of delinquents
165 The chief administrative officer shall keep an account with the different members and
166 report all delinquencies in payment to the various division secretary/treasurers as soon as
167 possible after delinquency, and in turn the division secretary/treasurer to report such
168 delinquencies to the post secretary/treasurer immediately upon receipt of the same.
- 169 3. Investment of funds
170 All surplus funds in the hands of the chief administrative officer, whether special or
171 otherwise, shall be invested only in such investments as are authorized by the laws of the
172 State of Missouri for the investments of assets of life insurers and subject to the
173 limitations thereon.
- 174 4. Monthly financial statements
175 A monthly statement of the financial condition of the TPA, together with the number of
176 current members, along with a statement of the disbursements of all funds during the
177 same period, shall be provided to the secretary/treasurer of each post and division printed
178 in an official publication of the Association.
- 179 5. Dishonored checks – refunds to division
180 Whenever a member has been cancelled by the board of directors through the request of a
181 division secretary/treasurer on account of check for membership fee and dues or for dues,
182 not being honored by bank on which the check is drawn, the chief administrative officer
183 shall, when such request is made within fifteen days of notice of dishonored check, return
184 to the division secretary/treasurer the full amount remitted to him/her by the said division
185 secretary/treasurer.
- 186 6. Authorization to renumber articles and sections of bylaws when amended
187 The chief administrative officer shall have authority to number or renumber any article,
188 section or page of the articles of incorporation or bylaws.

189
190
191
192



193 **Section IV. Standing Committees**

194

195 **A. Finance**

196 The finance committee shall be composed of the chief administrative officer and no less
197 than three members appointed by the president with the approval of the board. Its' duty
198 shall be to present a budget for adoption by the board, to recommend on amendments to
199 the budget from time to time, and to work cooperatively with the auditors during the
200 annual audit of the books of account of the Association.

201

202 **B. Membership**

203 The membership committee shall be appointed by the president with the approval of the
204 board to develop, implement, administer, and monitor programs of membership retention
205 and recruitment, including the development of new divisions and posts.

206

207 **C. Bylaws**

208 The bylaws committee shall be appointed by the president with the approval of the board
209 to review any submitted amendments to the bylaws and standing rules and edit for
210 composition similar amendments into a single proposition subject to the approval of the
211 proposers; be authorized to originate bylaw and standing rule amendments; consider and
212 report its recommendation on any proposed amendments submitted to the members;
213 provide model bylaws for divisions and posts subject to the approval of the board of
214 directors; approve or reject proposed division and post bylaws.

215

216 **D. Communications**

217 The communications committee shall be appointed by the president with the approval of
218 the board to develop, implement, administer, and monitor internal and external
219 communication programs including generating publicity and media coverage for TPA at
220 the national, division, and post level.

221

222 **E. Convention**

223 The convention committee shall be appointed by the president with the approval of the
224 board to plan the annual convention of the TPA. The committee shall appoint, with the
225 approval of the president, the following subcommittees: Convention Arrangements,
226 Convention Standing Rules, Convention Credentials, Resolutions, and the Sergeant-at-
227 arms, all of which shall perform the functions set forth in the parliamentary authority of
228 the Association under the coordination and direction of the convention committee.

229

230 **F. Community Service**

231 The community service committee shall be appointed by the president with the approval
232 of the board, and a chairperson elected at the annual convention by the delegates, to
233 coordinate a national program to foster membership welfare and active involvement of
234 TPA members in service to churches, schools, and community service projects in the
235 local communities.

236

237 **G. Safety**

238 The safety committee shall be appointed by the president with the approval of the board,
239 and a chairperson elected at the annual convention by the delegates, to coordinate a



240 national program to promote programs of safety in the local communities by members of
241 TPA.

242

243 **Section V. Expulsion of Members and Officers for Cause**

244

245 **A. Charges**

246 When charges are brought against an officer or a member of this Association, the charges
247 shall be in writing and shall be filed with the TPA board of directors, which shall set the
248 date for the hear thereof at a regular or special meeting of the board.

249

250 **B. Notice**

251 Upon setting a hearing date, the board shall cause the chief administrative officer to send
252 a copy of the charges and a notice of the time and place of the charges will be heard.
253 Such notice shall be sent by the chief administrative officer by mail or otherwise
254 delivered, at least ten days before said charges shall be heard, to the officer or member
255 against whom charges have been preferred.

256

257 **C. Defense**

258 Upon a hearing of the charges, the officer or member against whom charges have been
259 preferred shall have the privilege of presenting their defense thereto in person, by
260 attorney, or by written arguments or affidavit according to their choice.

261

262 **D. Failure to respond**

263 Upon failure to appear and defend themselves in one of the ways offered, the board of
264 directors may consider the charges a confessed and expel the officer or member.

265

266 **E. Appeal**

267 From a judgment of expulsion (except by default) an appeal may be taken to the next
268 TPA annual convention, whose decision in the matter shall not be subject to further
269 review or modification.

270

271 **F. Officer penalty**

272 Any officer against whose membership or against who as an officer the board of directors
273 has returned a verdict of expulsion shall vacate their office and relinquish the future
274 emoluments thereof and immediately turn over to their successor everything pertaining to
275 or in any way connected with that office.

276

277 **G. Vacancy resulting from expulsion**

278 Any vacancy in office resulting from expulsion shall be filled in accordance with the
279 provisions of the bylaws.

280

281 **Section VI. Governance and Operating Policies related to Divisions and Posts**

282

283 Governance of, and current policies related to divisions and posts shall be in accordance
284 with their individual bylaws and the current TPA bylaws insofar as they do not conflict
285 with the revised bylaws of the TPA until such time as the division s and posts adopt
286 revised bylaws. Generally, those policies are set forth as follows:

287



288 **A. Divisions**

- 289 1. Reimbursement for expenses of organizing new posts
290 Each division shall be entitled to receive from the funds of this Association
291 reimbursement of the actual expense incurred, not to exceed \$300.00, upon the
292 organization of a new post in its division, provided at least twenty new members are
293 added to such post within thirty days from the date of organization; and an additional
294 expense not to exceed \$300.00 shall be allowed to said division for additional work done
295 by it for said newly installed post resulting in the addition of at least thirty additional new
296 members, through application, within the six months next ensuing.
- 297 2. Qualification of officers and directors of division
298 The qualifications, duties, powers and privileges of the officers and directors of a division
299 shall conform as nearly as is practical to the corresponding officer or director of the TPA.
- 300 3. Division secretaries
- 301 a. Salary
302 Each division secretary/treasurer shall receive a salary of at least \$1.00 per year from
303 this Association, and in certain instances as determined by the national board of
304 directors, may be paid more than \$1.00.
- 305 b. Bond
306 A bond shall be secured by the division secretary/treasurer for the faithful
307 performance of duties of office and shall be as provided in the bylaws.
- 308 c. Fiduciary duties
309 It shall be the duty of the division secretary/treasurer to:
- 310 1) Remit to the chief administrative officer of the Association its proportional
311 share of dues collected to national headquarters at least once a week. In case
312 of the failure of a division secretary/treasurer to make such remittances within
313 ten days, it shall be the duty of the chief administrative officer to send notice
314 of such delinquency to the surety on the bond of the division
315 secretary/treasurer so failing to remit.
- 316 2) Remit at least semi-annually, to the secretary/treasurer of the posts within the
317 respective divisions, the proportion of the dues and fees properly belonging to
318 the post.
- 319 3) Deposit all monies belonging thereto in some bank or trust company
320 designated by the board of directors of such division or post to the credit of
321 the same, and such monies shall not be withdrawn there from except on check
322 signed by the secretary/treasurer of said division or post and countersigned by
323 the president, or an appointee from the board of directors of the division or
324 post. Any secretary/treasurer of a division or post failing to comply with this
325 duty may be removed by a two-thirds vote of the board of directors of the
326 division or post concerned at any meeting thereof and if removed for said
327 cause, shall not be eligible for re-election.
- 328 d. Reports to headquarters
329 It shall be the duty of the division secretary/treasurer to:
- 330 1) Furnish a report to the chief administrative officer not later than one week
331 after the election, the names of the officers, directors and chairpersons of
332 committees of their respective division elected for the ensuing year.
- 333 2) Furnish a report quarterly to the TPA board of directors setting forth the
334 numerical and financial condition of their division and such other information
335 as may be required, on approved forms and signed.



- 336 3) Furnish a report to the chief administrative officer at least fifteen days prior to
337 the annual meeting of this Association, setting forth the names of all members
338 from his/her division who have been elected delegates or alternates to the TPA
339 annual convention of this Association and the date of their election.
- 340 4. Division audits by the TPA board of directors
341 The TPA board of directors may, at any time it so desires, at its expense, audit the
342 financial transactions and conditions of any division, and may appoint an auditor to make
343 such examination and report to it in reference thereto. When such auditor has been
344 appointed and directed to make said examination by order of the TPA board of directors,
345 the division secretary/treasurer whose books are to be audited shall make the books,
346 records and transactions of the division available to the auditor's examination and report.
- 347 5. State insurance department fees and assessments
348 Any and all license fees and assessments charged to the Association by the insurance
349 department of a state in which the Association does business shall be paid by TPA
350 national headquarters. The Association shall remit all such license fees and assessments.
- 351 6. Division composition
352 TPA members within a state may apply to charter a division of TPA. There shall be only
353 one division per state.
- 354 7. Eligibility
355 A division of TPA may be chartered upon the petition to the board of directors of this
356 Association signed by ten persons who are members or who are eligible as members of
357 this Association, and who are residents of the state where said division is desired,
358 provided that the division's bylaws have been approved by the TPA bylaws committee.
- 359 8. Division membership
360 Posts in a chartered state shall automatically be constituent units of the division.
- 361 9. Bylaws of a division
362 A division shall adopt bylaws that do not conflict with TPA bylaws and standing rules.
363 Before going into effect, a division's bylaws must be approved by the TPA bylaws
364 committee.
- 365 10. Division officer reporting and bonding
366 Officers of a division shall submit minutes of all meetings, monthly financial reports and
367 monthly bank statements to TPA headquarters. They shall be subject to additional
368 reporting and bonding requirements as may be established from time to time by the TPA
369 board of directors.
- 370 11. Probation
371 A division that is being considered by the national TPA board of directors for revocation
372 of its charter may be placed on probation by two-thirds vote of the national TPA board.
373 The national board will then provide an opportunity for the division to correct their
374 actions and avoid revocation of their charter. The national board may move at any time
375 to proceed with revocation of the charter if they believe the division is not complying
376 with the national board of directors' request.
- 377 12. Escrow
378 All divisions placed into escrow must remain in escrow for at least one year prior to
379 being closed.
- 380 13. Charter revocation
381 The charter of a division may be revoked by the TPA board of directors by a two-thirds
382 vote by ballot for cause, which shall include, but not be limited to failure to do one or
383 more of the following:



- 384 a. Maintain the required minimum membership established by the TPA board of
- 385 directors;
- 386 b. Comply with the mission object, and purpose of TPA;
- 387 c. Bring its bylaws into compliance with requirements of the TPA and provide a copy of
- 388 the current bylaws to TPA headquarters;
- 389 d. Hold regular meetings as provided in its bylaws;
- 390 e. File reports as required by the TPA headquarters or the TPA board of directors;
- 391 f. Promote TPA membership, its mission, purpose, and programs.

392 14. Dissolution

393 In the event of dissolution of a division or revocation of its charter, the assets of a
394 division shall be disbursed as directed by the national board of directors.

395
396 **B. Posts**

397 1. Names

398 Posts shall be known as Post A, B, C, etc., of the chartering division, The Travelers
399 Protective Association of America. The president and board of directors shall assign the
400 post letter names, commencing with the letter A.

401 2. Bond

402 A bond shall be secured by the post secretary/treasurer for the faithful performance of the
403 duties of office as shall be provided in the bylaws.

404 3. Fiduciary duties

405 It shall be the duty of the post secretary/treasurer to:

- 406 1) Remit to the chief administrative officer of the Association its proportional share
- 407 of dues collected to national headquarters at least once a week. In case of the
- 408 failure of a post secretary/treasurer to make such remittances within ten days, it
- 409 shall be the duty of the chief administrative officer to send notice of such
- 410 delinquency to the surety on the bond of the post secretary/treasurer so failing to
- 411 remit.
- 412 2) Deposit all monies belonging thereto in some bank or trust company designated
- 413 by the board of directors of such division or post to the credit of the same, and
- 414 such monies shall not be withdrawn there from except on check signed by the
- 415 secretary/treasurer of said post, or an appointee from the board of directors of the
- 416 division or post. Any secretary/treasurer of a post failing to comply with this duty
- 417 may be removed by a two-thirds vote of the board of directors of the division or
- 418 post concerned at any meeting thereof and if removed for said cause, shall not be
- 419 eligible for re-election.

420 4. Membership transfers

421 Any member desiring to transfer their membership from their current post to another post
422 must make their request to the chief administrative officer in writing.

423 5. Meetings and governance

- 424 a. Posts shall be required by the laws of the society to hold regular meetings periodically
- 425 in furtherance of the purposes of the society.
- 426 b. Special meetings of a post may be held upon the call of its board of directors, upon
- 427 written notice mailed to each of its members or notice published in a newspaper of
- 428 regular circulation.
- 429 c. Three or more members as determined by the post shall constitute a quorum to do
- 430 business.



- 431 d. All meetings of the post shall be conducted in accordance with the prescribed ritual of
432 this Association.
- 433 e. Regular minutes of the meetings of the post shall be kept in a minute book
- 434 f. The provisions of the TPA bylaws as far as applicable to the problems of the posts
435 shall be the rule and guide for and govern the posts in all respects.
- 436 g. Application: A post of TPA may be chartered upon the petition of the division board
437 of directors signed by five persons who are members or who are eligible as members
438 of the division, and whose permanent addresses are in the city or community where
439 said post it desired, provided that the division in which the post is located consents to
440 the charter.
- 441 h. Bylaws of a post: A post shall adopt bylaws that do not conflict with TPA or division
442 bylaws and standing rules. Before going into effect, a post's bylaws must be
443 approved by the TPA bylaws committee.
- 444 i. Post officer reporting and bonding: Officer of a post shall submit minutes of all
445 meetings, quarterly financial reports and quarterly bank statements to TPA
446 headquarters. Quarterly financial reports and quarterly bank statements shall be filed
447 to include balances ending on March 31, June 30, September 30, and December 31.
448 They shall be subject to additional reporting and bonding requirements as may be
449 established from time to time by the division board of directors or the TPA board of
450 directors.
- 451 j. Probation: A post that is being consider by the division or national TPA board of
452 directors for revocation of its charter may be placed on probation by two-thirds vote
453 of the division or national TPA board. The division or national board will then
454 provide an opportunity for the post to correct their actions and avoid revocation of
455 their charter. The division or national board may move at any time to proceed with
456 revocation of the charter if they believe the post is not complying with the division or
457 national board of director's request.
- 458 k. Escrow: All posts placed into escrow must remain in escrow for at least one year
459 prior to being closed.
- 460 l. Charter revocation: The charter of a post may be revoked by the division board of
461 directors by a two-thirds vote by ballot for cause, which shall include, but not be
462 limited to failure to do one or more of the following:
- 463 1) Maintain the required minimum membership as established by the TPA board
464 of directors;
- 465 2) Comply with the mission, object, and purpose of TPA;
- 466 3) Bring its bylaws into compliance with requirements of the TPA and provide a
467 copy of the current bylaws to TPA headquarters;
- 468 4) Hold regular meetings as provided in its bylaws;
- 469 5) File reports and maintain bond as required by the TPA headquarters, TPA
470 board of directors, or division board of directors;
- 471 6) Promote TPA membership, its mission, purpose, and programs.
- 472 m. Dissolution: In the event of dissolution of a post, or revocation of its charter, the
473 assets of the post shall revert to the division.
- 474 6. Annual memorial service
475 Each post shall arrange to hold an annual memorial service.
- 476 7. Membership committee
477 A membership committee shall be appointed by the president of the post.
- 478 8. Ritual



- 479 a. All members shall be elected, initiated and admitted to the post in accordance with
- 480 the bylaws, rules, regulations and prescribed ritualistic ceremonies after membership
- 481 has been approved.
- 482 b. Special dispensation may be granted for the initiation of a member by some other post
- 483 when the newly elected member's absence from the city in which the post is located
- 484 make it impossible for the member to attend the regular initiation at their post.
- 485 c. The post secretary/treasurer shall record in its minutes the names of all members
- 486 elected and initiated at each meeting.

487 9. Reports

488 Officers of a post shall submit minutes of all meetings, quarterly financial reports and
489 quarterly bank statements to TPA headquarters. Quarterly financial reports and quarterly
490 bank statements shall be filed to include balances ending on March 31, June 30,
491 September 30, and December 31. They shall be subject to additional reporting and
492 bonding requirements as may be established from time to time by the division board of
493 directors or the TPA board of directors.

494
495 **Section VII. Miscellaneous**

496
497 **A. Annual convention registration fee**

- 498 1. Each delegate or alternate attending the TPA annual meeting shall pay or have paid on
- 499 their behalf, a sum of \$125.00 to be designated as a registration fee for those staying at
- 500 the convention property and a fee of \$140.00 to be designated as registration fee for those
- 501 choosing to stay elsewhere. Said registration fee shall be paid to the chief administrative
- 502 officer, to be used for the purpose of entertaining the delegates, alternates and guests
- 503 attending the annual convention.
- 504 2. All guest of delegates and alternates shall be required to pay or have paid for them a
- 505 similar fee, except that for guests twelve years of age and under, the registration fee shall
- 506 be waived. For youth ages thirteen through seventeen the fee shall be \$40.00.

507
508 **B. Chaplain**

509 There shall be a chaplain who shall be appointed by the president each year, upon the
510 nomination of the division in which the annual meeting of this Association is to be held.

511
512 **C. Fiscal year**

513 The fiscal year of this Association shall commence the first day of January of each year and
514 Terminate on the 31st day of December each year, and an annual report of the TPA president
515 and other officers shall be made up to that date and filed with the chief administrative officer.

516
517 **D. TPA badge**

518 This Association shall adopt a uniform badge in the form of a pin, the same to be supplied
519 through the chief administrative officer.

520
521 **E. TPA colors**

522 The colors of this Association shall be blue, yellow and white.

523
524 **F. TPA official publication**

525 The Association shall have as its official publication, known as the TPA Travelers Magazine,
526 which shall be published three times a year and distributed to the members.



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The entire Standing Rules as printed herein were duly adopted as and for the Standing Rules of The Travelers Protective Association of America by the board of directors of this Association on August 20, 2020.

I hereby certify the above to be a true duplicate of the original copy of the Standing Rules with all amendments to this date as adopted by the board of directors of this Association.

ALBERT M. SHOEMAKER, JR.
Chief Administrative Officer