



**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 due, or within the grace period,  
10 shall, because of such failure, cease to be a member in good standing, and they and their  
11 beneficiary shall cease to be entitled to any accident benefits provided. If annual dues are  
12 paid in advance, the dues rate will be the dues rate in effect for the period covered by the  
13 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 **A. Applications for membership: sponsorship and processing**

- 116
- 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 **B. Membership fee**

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

### 141 **C. Membership certificates**

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



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 \$150,000.00.
- 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 hearing 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 when the charges will be  
253 heard. 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 as 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 divisions 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 is recommended to be secured by the division secretary/treasurer for the  
307 faithful 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 at least semi-annually, to the secretary/treasurer of the posts within the  
311 respective divisions, the proportion of the dues and fees properly belonging to  
312 the post.
- 313 2) Deposit all monies belonging thereto in some bank or trust company  
314 designated by the board of directors of such division or post to the credit of  
315 the same, and such monies shall not be withdrawn there from except on check  
316 signed by the secretary/treasurer of said division or post and countersigned by  
317 the president, or an appointee from the board of directors of the division or  
318 post. Any secretary/treasurer of a division or post failing to comply with this  
319 duty may be removed by a two-thirds vote of the board of directors of the  
320 division or post concerned at any meeting thereof and if removed for said  
321 cause, shall not be eligible for re-election.
- 322 d. Reports to headquarters  
323 It shall be the duty of the division secretary/treasurer to:
- 324 1) Furnish a report to the chief administrative officer not later than one week  
325 after the election, the names of the officers, directors and chairpersons of  
326 committees of their respective division elected for the ensuing year.
- 327 2) Furnish a report quarterly to the TPA board of directors setting forth the  
328 numerical and financial condition of their division and such other information  
329 as may be required, on approved forms and signed.
- 330 3) Furnish a report to the chief administrative officer at least fifteen days prior to  
331 the annual meeting of this Association, setting forth the names of all members  
332 from his/her division who have been elected delegates or alternates to the TPA  
333 annual convention of this Association and the date of their election.
- 334 4. Division audits by the TPA board of directors





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



- 383 d. Hold regular meetings as provided in its bylaws;
- 384 e. File reports as required by the TPA headquarters or the TPA board of directors;
- 385 f. Promote TPA membership, its mission, purpose, and programs.

386 14. Dissolution

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

389

390 **B. Posts**

391 1. Names

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

395 2. Bond

396 A bond is recommended to be secured by the post secretary/treasurer for the faithful  
397 performance of the duties of office as shall be provided in the bylaws.

398 3. Fiduciary duties

399 It shall be the duty of the post secretary/treasurer to deposit all monies belonging thereto  
400 in some bank or trust company designated by the board of directors of such division or  
401 post to the credit of the same, and such monies shall not be withdrawn there from except  
402 on check signed by the secretary/treasurer of said post, or an appointee from the board of  
403 directors of the division or post. Any secretary/treasurer of a post failing to comply with  
404 this duty may be removed by a two-thirds vote of the board of directors of the division or  
405 post concerned at any meeting thereof and if removed for said cause, shall not be eligible  
406 for re-election.

407 4. Membership transfers

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

410 5. Meetings and governance

411 a. Posts shall be required by the laws of the society to hold regular meetings periodically  
412 in furtherance of the purposes of the society.

413 b. Special meetings of a post may be held upon the call of its board of directors, upon  
414 written notice mailed to each of its members or notice published in a newspaper of  
415 regular circulation.

416 c. Three or more members as determined by the post shall constitute a quorum to do  
417 business.

418 d. All meetings of the post shall be conducted in accordance with the prescribed ritual of  
419 this Association.

420 e. Regular minutes of the meetings of the post shall be kept in a minute book

421 f. The provisions of the TPA bylaws as far as applicable to the problems of the posts  
422 shall be the rule and guide for and govern the posts in all respects.

423 g. Application: A post of TPA may be chartered upon the petition of the division board  
424 of directors signed by five persons who are members or who are eligible as members  
425 of the division, and whose permanent addresses are in the city or community where  
426 said post it desired, provided that the division in which the post is located consents to  
427 the charter.

428 h. Bylaws of a post: A post shall adopt bylaws that do not conflict with TPA or division  
429 bylaws and standing rules. Before going into effect, a post's bylaws must be  
430 approved by the TPA bylaws committee.



- 431 i. Post officer reporting and bonding: Officer of a post shall submit minutes of all  
432 meetings, quarterly financial reports and quarterly bank statements to TPA  
433 headquarters. Quarterly financial reports and quarterly bank statements shall be filed  
434 to include balances ending on March 31, June 30, September 30, and December 31.  
435 They shall be subject to additional reporting and bonding requirements as may be  
436 established from time to time by the division board of directors or the TPA board of  
437 directors.
- 438 j. Probation: A post that is being consider by the division or national TPA board of  
439 directors for revocation of its charter may be placed on probation by two-thirds vote  
440 of the division or national TPA board. The division or national board will then  
441 provide an opportunity for the post to correct their actions and avoid revocation of  
442 their charter. The division or national board may move at any time to proceed with  
443 revocation of the charter if they believe the post is not complying with the division or  
444 national board of director's request.
- 445 k. Escrow: All posts placed into escrow must remain in escrow for at least one year  
446 prior to being closed.
- 447 l. Charter revocation: The charter of a post may be revoked by the division board of  
448 directors by a two-thirds vote by ballot for cause, which shall include, but not be  
449 limited to failure to do one or more of the following:
- 450 1) Maintain the required minimum membership as established by the TPA board  
451 of directors;
  - 452 2) Comply with the mission, object, and purpose of TPA;
  - 453 3) Bring its bylaws into compliance with requirements of the TPA and provide a  
454 copy of the current bylaws to TPA headquarters;
  - 455 4) Hold regular meetings as provided in its bylaws;
  - 456 5) File reports and maintain bond as required by the TPA headquarters, TPA  
457 board of directors, or division board of directors;
  - 458 6) Promote TPA membership, its mission, purpose, and programs.
- 459 m. Dissolution: In the event of dissolution of a post, or revocation of its charter, the  
460 assets of the post shall revert to the division.
- 461 6. Annual memorial service  
462 Each post shall arrange to hold an annual memorial service.
- 463 7. Membership committee  
464 A membership committee shall be appointed by the president of the post.
- 465 8. Ritual
- 466 a. All members shall be elected, initiated and admitted to the post in accordance with  
467 the bylaws, rules, regulations and prescribed ritualistic ceremonies after membership  
468 has been approved.
  - 469 b. Special dispensation may be granted for the initiation of a member by some other post  
470 when the newly elected member's absence from the city in which the post is located  
471 make it impossible for the member to attend the regular initiation at their post.
  - 472 c. The post secretary/treasurer shall record in its minutes the names of all members  
473 elected and initiated at each meeting.
- 474 9. Reports  
475 Officers of a post shall submit minutes of all meetings, quarterly financial reports and  
476 quarterly bank statements to TPA headquarters. Quarterly financial reports and quarterly  
477 bank statements shall be filed to include balances ending on March 31, June 30,  
478 September 30, and December 31. They shall be subject to additional reporting and



479 bonding requirements as may be established from time to time by the division board of  
480 directors or the TPA board of directors.

481

482 **Section VII. Miscellaneous**

483

484 **A. Annual convention registration fee**

485 1. Each delegate or alternate attending the TPA annual meeting shall pay or have paid on  
486 their behalf, a sum of \$125.00 to be designated as a registration fee for those staying at  
487 the convention property and a fee of \$140.00 to be designated as registration fee for those  
488 choosing to stay elsewhere. Said registration fee shall be paid to the chief administrative  
489 officer, to be used for the purpose of entertaining the delegates, alternates and guests  
490 attending the annual convention.

491 2. All guest of delegates and alternates shall be required to pay or have paid for them a  
492 similar fee, except that for guests twelve years of age and under, the registration fee shall  
493 be waived. For youth ages thirteen through seventeen the fee shall be \$40.00.

494

495 **B. Chaplain**

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

498

499 **C. Fiscal year**

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

503

504 **D. TPA badge**

505 This Association shall adopt a uniform badge in the form of a wristband, the same to be  
506 supplied through the chief administrative officer.

507

508 **E. TPA colors**

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

510

511 **F. TPA official publication**

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

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517 The entire Standing Rules as printed herein were duly adopted as and for the Standing Rules  
518 of The Travelers Protective Association of America by the board of directors of this  
519 Association on October 26, 2022.

520

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

523

524

525

ALBERT M. SHOEMAKER, JR.  
Chief Administrative Officer