



**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 Class A member has lapsed due to nonpayment of dues and the lapse occurred no
15 more than five (5) years ago, they may reinstate as a Class A member in good standing by
16 paying the current annual dues amount. The member's benefits will be resumed when
17 they are reinstated. No claims can be submitted for the time period the member was
18 lapsed. Members who are officially reinstated between the months of January and June
19 will be paid through the following December 31st and members who are officially
20 reinstated between July and December will be paid through the following June 30th.
- 21 4. Such lapsed member shall not be eligible for membership under a different certificate
22 prior to the passage of one (1) year from the date they became delinquent.
- 23 5. The TPA chief administrative officer may remind members of the payment of their dues
24 but it shall not be obligatory upon him/her so to do, and the failure of their so doing or the
25 failure of the member to receive such reminder, shall in no way impair the effect of the
26 foregoing section and shall be no excuse of such member for the non-payment of their
27 dues on the day on which they are due. It is the member's responsibility to ensure their
28 dues are paid on time.
- 29 6. Annual dues renewal payments may be made through procedures provided by the
30 national board of directors.
- 31 7. Dues Payment: Members shall pay dues to their respective division secretary/treasurer or
32 national headquarters at the discretion of each division board of directors. No division or
33 post may charge dues or make assessments of the members of the division or post. This
34 procedure will not apply to online application.

35
36 **B. Apportionment of dues**

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



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

81
82 **C. Assessments of benefit members**

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



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

103 For Members in the State of Ohio

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

113 **Section II. Membership**

114 **A. Applications for membership: sponsorship and processing**

- 115
- 116 1. All paper applications must be signed by a current member and the sponsor must submit
117 the application to their respective division secretary/treasurer, then to TPA headquarters.
 - 118 2. Application for membership may be applied for online through the TPA website and the
119 initial dues payment may be made electronically.
 - 120 3. The chief administrative officer or an officer appointed by the board of directors shall,
121 upon the approval of the application, notify the secretary/treasurer of the division of
122 which the applicant elects to become a member. The chief administrative officer or an
123 officer appointed by the board of directors shall issue a certificate of membership to the
124 applicant, and the member shall be received into the post in accordance with the
125 requirements of the 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
- 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 **C. Membership certificates**



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

146 **D. Member change of address**

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

151

152 **Section III. Officers and Directors**

153

154 **A. Expenses of officers**

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

160

161 **B. Chief Administrative Officer**

162 1. Bond

163 The chief administrative officer shall be bonded in accordance with the bylaws in the sum
164 of \$150,000.00.

165 2. Reporting of delinquents

166 The chief administrative officer shall keep an account with the different members and
167 report all delinquencies in payment to the various division secretary/treasurers as soon as
168 possible after delinquency, and in turn the division secretary/treasurer to report such
169 delinquencies to the post secretary/treasurer immediately upon receipt of the same.

170 3. Investment of funds

171 All surplus funds in the hands of the chief administrative officer, whether special or
172 otherwise, shall be invested only in such investments as are authorized by the laws of the
173 State of Missouri for the investments of assets of life insurers and subject to the
174 limitations thereon.

175 4. Monthly financial statements

176 A monthly statement of the financial condition of the TPA, together with the number of
177 current members, along with a statement of the disbursements of all funds during the
178 same period, shall be provided to the secretary/treasurer of each post and division printed
179 in an official publication of the Association.

180 5. Dishonored checks – refunds to division

181 Whenever a member has been cancelled by the board of directors through the request of a
182 division secretary/treasurer on account of check for membership fee and dues or for dues,
183 not being honored by bank on which the check is drawn, the chief administrative officer
184 shall, when such request is made within fifteen days of notice of dishonored check, return
185 to the division secretary/treasurer the full amount remitted to him/her by the said division
186 secretary/treasurer.

187 6. Authorization to renumber articles and sections of bylaws when amended

188 The chief administrative officer shall have authority to number or renumber any article,
189 section or page of the articles of incorporation or bylaws.



- 190 7. The chief administrative officer shall be an ex-officio member of all standing and special
191 committees of the board of directors.
192 8. The TPA board of directors delegates management and supervision of the TPA
193 Headquarters staff to the chief administrative officer, including preparing and updating
194 the TPA Staff Handbook. In their role as a board member, members of the board will
195 normally communicate with internal staff and third-party consultants/contractors through
196 the chief administrative officer. The TPA board of directors may delegate other specific
197 duties to the chief administrative officer by majority vote of the board.
198

199 **Section IV. Standing Committees**

200
201 **A. Finance**

202 The finance committee shall be composed of the chief administrative officer and no less
203 than three members appointed by the president with the approval of the board. Its' duty
204 shall be to present a budget for adoption by the board, to recommend on amendments to
205 the budget from time to time, and to work cooperatively with the auditors during the
206 annual audit of the books of account of the Association.
207

208 **B. Membership**

209 The membership committee shall be appointed by the president with the approval of the
210 board to develop, implement, administer, and monitor programs of membership retention
211 and recruitment, including the development of new divisions and posts.
212

213 **C. Bylaws**

214 The bylaws committee shall be appointed by the president with the approval of the board
215 to review any submitted amendments to the bylaws and standing rules and edit for
216 composition similar amendments into a single proposition subject to the approval of the
217 proposers; be authorized to originate bylaw and standing rule amendments; consider and
218 report its recommendation on any proposed amendments submitted to the members;
219 provide model bylaws for divisions and posts subject to the approval of the board of
220 directors; approve or reject proposed division and post bylaws.
221

222 **D. Communications**

223 The communications committee shall be appointed by the president with the approval of
224 the board to develop, implement, administer, and monitor internal and external
225 communication programs including generating publicity and media coverage for TPA at
226 the national, division, and post level.
227

228 **E. Convention**

229 The convention committee shall be appointed by the president with the approval of the
230 board to plan the annual convention of the TPA. The committee shall appoint, with the
231 approval of the president, the following subcommittees: Convention Arrangements,
232 Convention Standing Rules, Convention Credentials, Resolutions, and the Sergeant-at-
233 arms, all of which shall perform the functions set forth in the parliamentary authority of
234 the Association under the coordination and direction of the convention committee.
235

236 **F. Community Service**



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

242
243 **G. Safety**

244 The safety committee shall be appointed by the president with the approval of the board,
245 and a chairperson elected at the annual convention by the delegates, to coordinate a
246 national program to promote programs of safety in the local communities by members of
247 TPA.

248
249 **Section V. Expulsion of Members and Officers for Cause**

250
251 **A. Charges**

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

255
256 **B. Notice**

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

262
263 **C. Defense**

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

267
268 **D. Failure to respond**

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

271
272 **E. Appeal**

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

276
277 **F. Officer penalty**

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

282
283 **G. Vacancy resulting from expulsion**



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

286

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

288

289 Governance of, and current policies related to divisions and posts shall be in accordance
290 with their individual bylaws and the current TPA bylaws insofar as they do not conflict
291 with the revised bylaws of the TPA until such time as the divisions and posts adopt
292 revised bylaws. Generally, those policies are set forth as follows:

293

294 **A. Divisions**

295 1. Reimbursement for expenses of organizing new posts

296 Each division shall be entitled to receive from the funds of this Association
297 reimbursement of the actual expense incurred, not to exceed \$300.00, upon the
298 organization of a new post in its division, provided at least twenty new members are
299 added to such post within thirty days from the date of organization; and an additional
300 expense not to exceed \$300.00 shall be allowed to said division for additional work done
301 by it for said newly installed post resulting in the addition of at least thirty additional new
302 members, through application, within the six months next ensuing.

303 2. Qualification of officers and directors of division

304 The qualifications, duties, powers and privileges of the officers and directors of a division
305 shall conform as nearly as is practical to the corresponding officer or director of the TPA.

306 3. Division secretaries

307 a. Salary

308 Each division secretary/treasurer shall receive a salary of at least \$1.00 per year from
309 this Association, and in certain instances as determined by the national board of
310 directors, may be paid more than \$1.00.

311 b. Bond

312 A bond is recommended to be secured by the division secretary/treasurer for the
313 faithful performance of duties of office and shall be as provided in the bylaws.

314 c. Fiduciary duties

315 It shall be the duty of the division secretary/treasurer to:

316 1) 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 2) 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 9. 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 10. Division membership
360 Posts in a chartered state shall automatically be constituent units of the division.
- 361 11. 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 12. 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 13. 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 14. Escrow



378 All divisions placed into escrow must remain in escrow for at least one year prior to
379 being closed.

380 15. 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 16. 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 is recommended to be secured by the post secretary/treasurer for the faithful
403 performance of the 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 deposit all monies belonging thereto
406 in some bank or trust company designated by the board of directors of such division or
407 post to the credit of the same, and such monies shall not be withdrawn there from except
408 on check signed by the secretary/treasurer of said post, or an appointee from the board of
409 directors of the division or post. Any secretary/treasurer of a post failing to comply with
410 this duty may be removed by a two-thirds vote of the board of directors of the division or
411 post concerned at any meeting thereof and if removed for said cause, shall not be eligible
412 for re-election.

413 4. Membership transfers

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

416 5. Meetings and governance

- 417 a. Posts shall be required by the laws of the society to hold regular meetings periodically
418 in furtherance of the purposes of the society.
- 419 b. Special meetings of a post may be held upon the call of its board of directors, upon
420 written notice mailed to each of its members or notice published in a newspaper of
421 regular circulation.
- 422 c. Three or more members as determined by the post shall constitute a quorum to do
423 business.
- 424 d. All meetings of the post shall be conducted in accordance with the prescribed ritual of
425 this Association.



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



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

480 9. Reports
481 Officers of a post shall submit minutes of all meetings, quarterly financial reports and
482 quarterly bank statements to TPA headquarters. Quarterly financial reports and quarterly
483 bank statements shall be filed to include balances ending on March 31, June 30,
484 September 30, and December 31. They shall be subject to additional reporting and
485 bonding requirements as may be established from time to time by the division board of
486 directors or the TPA board of directors.
487

488 **Section VII. Miscellaneous**

489 **A. Annual convention registration fee**

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

501 **B. Chaplain**

502 There shall be a chaplain who shall be appointed by the president each year, upon the
503 nomination of the division in which the annual meeting of this Association is to be held.
504

505 **C. Fiscal year**

506 The fiscal year of this Association shall commence the first day of January of each year and
507 Terminate on the 31st day of December each year, and an annual report of the TPA president
508 and other officers shall be made up to that date and filed with the chief administrative officer.
509

510 **D. TPA badge**

511 This Association shall adopt a uniform badge in the form of a wristband, the same to be
512 supplied through the chief administrative officer.
513

514 **E. TPA colors**

515 The colors of this Association shall be blue, yellow and white.
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517 **F. TPA official publication**

518 The Association shall have as its official publication, known as the TPA Travelers Magazine,
519 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 January 24, 2024.

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.

ROBERT L. SCHAPP, JR.
CHIEF ADMINISTRATIVE OFFICER