



**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. All online dues payments, whether online or by email, shall be remitted to national  
30 headquarters. Mailed dues renewal notices will include the national headquarters address  
31 on the return card.
- 32 7. No division or post may charge dues or make assessments of the members of the division  
33 or post.

34  
35 **B. Apportionment of dues**

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



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

80  
81 **C. Assessments of benefit members**

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



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

102 For Members in the State of Ohio

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

## 112 **Section II. Membership**

### 113 **A. Applications for membership: sponsorship and processing**

- 114 1. All paper applications must be signed by a current member and the sponsor must submit  
115 the application to their respective division secretary/treasurer, then to TPA headquarters.  
116
- 117 2. Application for membership may be applied for online through the TPA website and the  
118 initial dues payment may be made electronically.
- 119 3. The chief administrative officer or an officer appointed by the board of directors shall,  
120 upon the approval of the application, notify the secretary/treasurer of the division of  
121 which the applicant elects to become a member. The chief administrative officer or an  
122 officer appointed by the board of directors shall issue a certificate of membership to the  
123 applicant, and the member shall be received into the post in accordance with the  
124 requirements of the bylaws.
- 125 4. A non-benefit member over the age of 65 will be eligible for insurance benefits after two  
126 consecutive years of membership. Eligibility for becoming a benefit member will be  
127 contingent upon two requirements: a member must be at least 18 years of age and must  
128 reside in a licensed state where TPA is eligible to offer benefits.  
129

### 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 or an officer  
143 appointed by the board of directors and shall be in such lawful form as prescribed by the  
144 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.  
150

151 **Section III. Officers and Directors**  
152

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.  
159

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 7. The chief administrative officer shall be an ex-officio member of all standing and special  
190 committees of the board of directors.
- 191 8. The TPA board of directors delegates management and supervision of the TPA  
192 Headquarters staff to the chief administrative officer, including preparing and updating



193 the TPA Staff Handbook. In their role as a board member, members of the board will  
194 normally communicate with internal staff and third-party consultants/contractors through  
195 the chief administrative officer. The TPA board of directors may delegate other specific  
196 duties to the chief administrative officer by majority vote of the board.

197

## 198 **Section IV. Standing Committees**

199

### 200 **A. Finance**

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

206

### 207 **B. Membership**

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

211

### 212 **C. Bylaws**

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

220

### 221 **D. Communications**

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

226

### 227 **E. Convention**

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

234

### 235 **F. Community Service**

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



241

242 **G. Safety**

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

247

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

249

250 **A. Charges**

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

254

255 **B. Notice**

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

261

262 **C. Defense**

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

266

267 **D. Failure to respond**

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

270

271 **E. Appeal**

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

275

276 **F. Officer penalty**

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

281

282 **G. Vacancy resulting from expulsion**

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

285

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

287

288 Governance of, and current policies related to divisions and posts shall be in accordance



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

293 **A. Divisions**

294 1. Reimbursement for expenses of organizing new posts

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

302 2. Qualification of officers and directors of division

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

305 3. Division secretaries

306 a. Salary

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

310 b. Bond

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

313 c. Fiduciary duties

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

- 315 1) Remit at least semi-annually, to the secretary/treasurer of the posts within the  
316 respective divisions, the proportion of the dues and fees properly belonging to  
317 the post.  
318 2) Deposit all monies belonging thereto in some bank or trust company  
319 designated by the board of directors of such division or post to the credit of  
320 the same, and such monies shall not be withdrawn there from except on check  
321 signed by the secretary/treasurer of said division or post and countersigned by  
322 the president, or an appointee from the board of directors of the division or  
323 post. Any secretary/treasurer of a division or post failing to comply with this  
324 duty may be removed by a two-thirds vote of the board of directors of the  
325 division or post concerned at any meeting thereof and if removed for said  
326 cause, shall not be eligible for re-election.

327 d. Reports to headquarters

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

- 329 1) Furnish a report to the chief administrative officer not later than one week  
330 after the election, the names of the officers, directors and chairpersons of  
331 committees of their respective division elected for the ensuing year.  
332 2) Furnish a report quarterly to the TPA board of directors setting forth the  
333 numerical and financial condition of their division and such other information  
334 as may be required, on approved forms and signed.  
335 3) Furnish a report to the chief administrative officer at least fifteen days prior to  
336 the annual meeting of this Association, setting forth the names of all members





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



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

391 16. Dissolution

392 In the event of dissolution of a division or revocation of its charter, the assets of a

393 division shall be disbursed as directed by the national board of directors.

394

395 **B. Posts**

396 1. Names

397 Posts shall be known as Post A, B, C, etc., of the chartering division, The Travelers

398 Protective Association of America. The president and board of directors shall assign the

399 post letter names, commencing with the letter A.

400 2. Bond

401 A bond is recommended to be secured by the post secretary/treasurer for the faithful

402 performance of the duties of office as shall be provided in the bylaws.

403 3. Fiduciary duties

404 It shall be the duty of the post secretary/treasurer to deposit all monies belonging thereto

405 in some bank or trust company designated by the board of directors of such division or

406 post to the credit of the same, and such monies shall not be withdrawn there from except

407 on check signed by the secretary/treasurer of said post, or an appointee from the board of

408 directors of the division or post. Any secretary/treasurer of a post failing to comply with

409 this duty may be removed by a two-thirds vote of the board of directors of the division or

410 post concerned at any meeting thereof and if removed for said cause, shall not be eligible

411 for re-election.

412 4. Membership transfers

413 Any member desiring to transfer their membership from their current post to another post

414 must make their request to the chief administrative officer in writing.

415 5. Meetings and governance

416 a. Posts shall be required by the laws of the society to hold regular meetings periodically

417 in furtherance of the purposes of the society.

418 b. Special meetings of a post may be held upon the call of its board of directors, upon

419 written notice mailed to each of its members or notice published in a newspaper of

420 regular circulation.

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

422 business.

423 d. All meetings of the post shall be conducted in accordance with the prescribed ritual of

424 this Association.

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

426 f. The provisions of the TPA bylaws as far as applicable to the problems of the posts

427 shall be the rule and guide for and govern the posts in all respects.

428 g. Application: A post of TPA may be chartered upon the petition of the division board

429 of directors signed by five persons who are members or who are eligible as members

430 of the division, and whose permanent addresses are in the city or community where

431 said post it desired, provided that the division in which the post is located consents to

432 the charter.



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



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

486  
487 **Section VII. Miscellaneous**

488  
489 **A. Annual convention registration fee**

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

499  
500 **B. Chaplain**

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

503  
504 **C. Fiscal year**

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

508  
509 **D. TPA badge**

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

512  
513 **E. TPA colors**

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

515  
516 **F. TPA official publication**

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

519  
520  
521  
522 The entire Standing Rules as printed herein were duly adopted as and for the Standing Rules  
523 of The Travelers Protective Association of America by the board of directors of this  
524 Association on January 24, 2024.

525  
526 I hereby certify the above to be a true duplicate of the original copy of the Standing Rules  
527 with all amendments to this date as adopted by the board of directors of this Association.

Adopted by the Board of Directors on May 30, 2024



528  
529  
530

ROBERT L. SCHAPP, JR.  
CHIEF ADMINISTRATIVE OFFICER