

UNITED STATES COAST GUARD  
CHIEF PETTY OFFICERS ASSOCIATION



BY-LAWS

## **Preamble**

Ever mindful of:

- \* the traditions, duties, and purpose of the United States Coast Guard,
- \* our duty to uphold and defend the Constitution of the United States of America,
- \* our responsibility to assist and save distressed seamen and others,
- \* our responsibility in the enforcement of the laws of our country, and

Believing that through Association and mutual acquaintance, the Chief Petty Officers of the United States Coast Guard may:

- \* best advance their professional abilities,
- \* enhance their value, loyalty and devotion to God, Country and service in which they serve,
- \* promote its unity and morale, domestically and militarily, through responsible leadership,
- \* in respect for those who have gone before us, and as a guide for those who follow.

## **Motto**

“ In respect for those who have gone before us.....  
And as a guide for those who follow. ”

## **Purpose**

The United States Coast Guard Chief Petty Officers Association is unique among service organizations in that it was created by the Chiefs, of the Chiefs, and for the Chiefs of the United States Coast Guard.

Ever mindful of:

- \* the traditions, duties and purpose of the United States Coast Guard,
- \* our duty to uphold and defend the Constitution of the United States of America,
- \* our responsibility to assist and save distressed seaman and others,
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In believing that through Association and mutual acquaintance, the Chief Petty Officers of the United States Coast Guard may:

- \* best advance their professional abilities,
- \* enhance their value, loyalty and devotion to God, country and service in which they serve,
- \* promote its unity and morale, domestically and militarily, through responsible leadership,
- \* assist members and dependents in urgent need of assistance,
- \* assist in recruiting for the Coast Guard,
- \* support the aims and goals of the CPO Academy,
- \* assemble for social amenities,
- \* become involved in community affairs,
- \* promote social programs for those in need,
- \* keep informed of Coast Guard matters.



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# **BY-LAWS**

## **SECTION I**

### **Parliamentary Authority**

1. Roberts Rules of Order shall be the Parliamentary Authority.
2. The Presidents Call to Convention shall designate the revision to be used.
3. The President shall appoint a Parliamentarian.

## **SECTION II**

### **Governing Body**

#### **1. National Board of Directors**

- a. The National Board of Directors shall be the governing body of the Association vested with the management of the affairs of the Association and shall consist of the National Officers, and three Advisors. The term of office for the Board shall not exceed 3 years or until a successor is elected.

## **SECTION III**

### **National Officers**

1. The National Officers shall consist of the President, Vice President, Secretary, and Treasurer to serve for a term of not more than 3 years, or until their successor is elected.
2. To be eligible for election to National Office, a candidate must currently be an E-7, E-8 or E-9, and be a regular member. A current Chapter officer may not hold a National office.
3. **Duties of the President**
  - a. Shall be the ex-officio member of all National Committees, except the Nominating/Ballot Committee.
  - b. Shall preside at the National Convention and at all meetings of the National Officers.
  - c. Shall represent the Association in its relations with Federal, State, Military Organizations,

and other Governmental bodies. The President may designate any member to represent the Office at public ceremonies and meetings.

- d. Shall appoint a Chairman for all committees.
- e. May appoint a Chaplain to conduct services in a non-denominational manner.
- f. May appoint a Historian.
- g. Shall make a written interim report to the BOD at least sixty (60) days prior to the National Convention covering activities of the office, making appropriate recommendations requiring action.
- h. Shall have the authority to authorize emergency expenditures up to (\$1,000). National Officers as a body must approve sums over \$1,000 and up to \$2,000. The Executive Committee must approve all expenditures over \$2,000. Approval shall be obtained by the most expeditious means, and confirmed in writing.

#### 4. **Duties of the Vice President**

- a. Shall perform all duties assigned by the President and have authority to sign official correspondence by direction of the President.
- b. Shall be Chairman of the Resolution and Steering Committee and the By-Laws Committee.

#### 5. **Duties of the Secretary**

- a. Shall perform all duties assigned by the President.
- b. Shall keep minutes of meetings, publish them in a timely manner, and submit them to the President.

#### 6. **Duties of the Treasurer**

- a. Shall perform all duties assigned by the President.
- b. Shall be the Chief Finance Officer of the Association and the ex-officio member of the Budget Committee.
- c. Shall review Executive Director's monthly financial report.
- d. Shall ensure records and accounts are in order.

- e. Shall present a written report to the BOD at least sixty (60) days prior to the Annual Convention, showing gross receipts, expenditures, balances on hand, and, if applicable, contain appropriate recommendations.
  - f. Shall be the National Convention Committee Liaison and responsible for coordinating plans, activities, awards submitted and submit them, with recommendations, to the National Officers for approval.
7. **Immediate Past President**
- a. The Immediate Past President is a distinguished and honored position, as s/he has just completed a term as National President. S/he shall remain at the call of the current National President and Board of Directors.
8. Should the President's office become vacant, the Vice President shall fill that office. Any vacancies occurring among the other elected officers shall be filled by appointment of the Board of Directors.
9. The Commandant of the United States Coast Guard shall be the Honorary President and the Master Chief Petty Officer of the United States Coast Guard shall be the Honorary Vice President of the Association.

## **SECTION IV**

### **Election Procedures**

1. **Procedures for Elective Offices**
- a. The Nomination/Ballot Committee shall receive all nominations after being received at the National Office for verification as being a Member in Good standing.
  - b. Nominations for National Office and BOD shall open the first day of October and close the last day of November prior to the Election year, every 3 years. Nominations shall be via regular mail, faxed, or email with a statement containing the reason for seeking office, a current resume and a current photo. A confirmation (verbal or written) must be received from the National Office indicating that the nomination was received in order for it to be accepted as a nomination.
  - c. Candidates' names shall be placed on a ballot in the order that their nomination was received by the Balloting Committee via the National Office. Ballots shall display the candidate's reason for seeking the position and a current resume.

- d. Certification and counting of ballots shall begin on the first working day after 15 March. The Committee Chairman shall inform the National President of the results of the election no later than 2400 on the last day of March. The National President shall then notify the National BOD and membership. (Time is the zone in which the Balloting committee is located).
- e. In the event of a tie vote for any office, a special election will be held. If a nominated person wins an election and prior to being installed, determines that for any reason, s/he cannot serve, the position shall be filled by the next nominated person receiving the next highest number of votes. If no other person is on the ballot, the National President shall appoint a person to fill that position with confirmation of the remaining National Officers or Board of Directors.
- f. Should the President's office become vacant, the Vice President shall fill that office. Any vacancies occurring among the other elected officers shall be filled by Presidential appointment with confirmation of the remaining National Officers and National Board of Directors. Written notification of such action shall be made to the membership.

## **SECTION V**

### **Meetings**

#### **1. Convention Committee**

- a. The Association shall hold a Convention each Calendar year. The National Convention Committee (consisting of three members) shall advise the BOD during each National Convention of the following years' Convention time and place of assembly. The Convention shall be incorporated and insured in accordance with local laws.
- b. The National Treasury shall provide the Convention committee with funds to supplement the cost of the Convention. The Convention committee shall make a complete written financial report (expenses/receipts) to the National Officers within 60 days after the close of the Convention.

#### **2. Convention Information**

- a. The President shall issue the Call to Convention at least 90 days prior to the opening session.
  - (1) The Board of Directors may authorize an interest free loan, not to exceed \$2,000.00, to a Chapter or Branch for representation at the annual Convention. The Chapter/Branch shall repay the loan within 10 months from the date of issuance.

- b. All proposed resolutions, motions, amendments and awards shall be submitted to the National Office at least 120 days prior to the Convention and forwarded to the Vice President for review and to ensure they are in compliance with the By-Laws. These will be forwarded to the Chapters and National Board of Directors 60 days prior to Convention. Resolutions of a personal nature may be made from the Convention floor.
  - (1) All resolutions of the National Officers, National Standing Committees and Chapters shall be delivered to the National Office in time to be printed in the issue of "The Chief" immediately prior to Convention.
  - (2) When a main motion is of such importance or length as to be in writing, it is usually written in the form of a resolution. That is:
    - (a) Each resolution shall be restricted to one subject.
    - (b) The WHEREAS(S) shall state the reasons for the proposal.
    - (c) The RESOLVED shall contain the exact wording of the proposal to be adopted.
    - (d) Proposed resolution shall contain the following: "This is to certify that on (date), with a quorum present at a regular scheduled or special meeting this resolution was proposed, read, debated and adopted by majority (or unanimous) vote."
  - (3) Failure to comply with the proper formatting shall be sufficient cause to declare a resolution "Out of Order".
  - (4) All resolutions referred to a Convention committee must be reported back to the Convention with a recommendation to adopt, amend and adopt, reject or table, and state their reasons.
  - (5) Resolutions, which are in order, but require funds, must be referred to the Budget Committee before the BOD takes final action.
  - (6) Resolutions pertaining to changes of the By-Laws must be approved by the Association membership and may be acted upon at a Convention provided that notice of such Convention has been previously given to all members. These resolutions shall require a 2/3 vote (of those voting) for approval.
- c. Convention Votes
  - (1) The National Officers shall be non-voting members, except the President may cast a vote to make or break a tie.
  - (2) All members in attendance have the right to vote.

- (3) A quorum at an Annual Convention consists of a majority of those members in attendance.
- (4) When an Executive Session is called during Annual Convention, it shall include all accredited Convention delegates, National Officers and National Officers elect. If it is determined that the subject matter to be discussed could be detrimental to the character of a member(s), then that member(s) may be excluded. All other sessions of the Convention shall be open to all members and guests.

d. Convention Order of Business

- (1) Order of business at the Annual Convention shall be as follows:
  - (a) Parading of Colors
  - (b) Opening Prayer
  - (c) Pledge of Allegiance
  - (d) Recitation of Preamble
  - (e) Memorial Service
  - (f) Introduction of National Officers and Guests, and Presentation of Awards.
  - (g) Keynote Speaker Address
  - (h) Recess (as appropriate)
  - (i) Roll call of Officers and BOD
  - (j) Report of Accreditation Committee session. (to be repeated each session)
  - (k) Annual Reports
  - (l) Appointment of Convention Committees
  - (m) Unfinished Business
  - (n) Submission of Resolutions
  - (o) New Business
  - (p) Action on all Convention Committee Reports
  - (q) Awards
  - (r) Swearing in of Newly Elected Officers
  - (s) Good of the order
  - (t) Closing Prayer
  - (u) Retiring of Colors
  - (v) Adjournment
- (2) While it shall be in order for the Annual Convention to recess from time to time, the motion to adjourn will be considered out of order until all business has been completed.

### 3. **Other Meetings**

- a. All meetings shall be conducted in accordance with current Parliamentary Authority. Meetings may be held in person or via electronic means. The general order of business shall be as follows:
  - (1) Prayer, Anthem and Pledge of Allegiance to the Flag.
  - (2) Introduction of guests to the assembly.
  - (3) Reading of minutes of last meeting and communications.
  - (4) Treasurer's report.
  - (5) Committee reports.
  - (6) Unfinished and new business.
  - (7) Good of the Order.
  - (8) Retiring of Colors.
  - (9) Adjournment
- b. The National Officers shall meet at the call of the President. A quorum shall exist when three National Officers are present, one of which must be the President or Vice President.
- c. Meetings of the National Board of Directors shall be as indicated below to carry out the management of the Association. A quorum shall consist of 2/3 of the Board Members, one of which shall be the Chairperson or Co-Chairperson. Proxy voting at Board meetings is not permitted. Meetings of the National Board of Directors shall be open to the general membership. The general membership shall not have voting rights nor privilege of the floor. When in Executive Session, only voting members may attend except as invited to do so by the Chairperson.
  - (1) A post Convention National Board of Directors meeting shall be convened if necessary normally at the site of the Annual Convention, not more than 24 hours after the adjournment of the Annual Convention.
  - (2) A mid term or other meetings as necessary may be carried out via telephone conference or other electronic means.
  - (3) A pre-Convention National Board of Directors meeting shall be convened if necessary not earlier than 24 hours prior to the opening of the Annual Convention.

## **SECTION VI**

### **Executive Director (ED)**

1. The Executive Director of the Association shall be a salaried position.
2. Should termination of employment by the Association be required, the National Officers will forward a letter to the BOD, with a copy to the ED, stating all the reasons for such action. The letter must include recommended severance pay. Two-thirds of the BOD must approve the National Officers recommendation before termination can be effected. If approved, the National President shall notify the Executive Director by letter stating the reasons for employment termination and that termination will be effective 30 days from receipt of letter.
3. When the position of the Executive Director becomes vacant, the Executive Committee will take the necessary actions to fill the vacancy.
4. The Executive Director shall not be entitled to hold a National or Chapter office.
5. Duties of the Executive Director.
  - a. Perform necessary administrative duties and sign official correspondence as directed.
  - b. Maintain membership records.
  - c. Maintain financial records.
  - d. Be the primary representative to Federal, State, Military organizations, and other Governmental Bodies.
  - e. Prepare and distribute publications.
  - f. Submit a quarterly written report to the National President.
  - g. Draft and submit a proposed annual operating budget to the National President.
  - h. Will be a non-voting member of the Budget Committee.
  - i.. Maintain the National Office
  - j. Responsible for hiring, setting salaries and discharging of office staff, within the approved budget amounts.

## **SECTION VII**

### **Organization**

#### **1. Membership**

- a. **Regular membership** – All persons who have successfully held the rank of Chief Petty Officer in the United States Coast Guard. (Eligibility is effective the date of advancement or frocking).
- b. **Associate Membership** – All persons who have successfully held the rank of E-7 in any of the other United States Armed Forces. Associate members shall not hold any elective office.
- c. **Honorary Membership** – Persons not eligible for membership, who have rendered distinguished service to the Association may be awarded an honorary membership. Honorary members shall not be eligible to hold office, vote, or pay membership dues.
  - (1) National honorary membership nominations may be submitted to the BOD or the Executive Committee for action.
  - (2) Chapters may award honorary memberships.
- d. **Silver Lifetime Membership** – Any Regular or Associate Member may purchase a Silver Lifetime membership. A Silver Lifetime Fund is established to provide a financial account where interest generated would provide the dues for members who purchased this membership. The interest only from this fund will be transferred, as accrued, to the general organization funds. The interest amount will be used to offset the annual budget. Members who purchase Silver Lifetime Membership will not be authorized a return of their funds for any reason.
- e. **Gold Lifetime Membership** – Any E-7, E-8 or E-9 (Regular Member) who has rendered distinguished and tangible service in a exemplary and outstanding manner as to promote and advance the welfare of fellow members, their dependents or their Community/Country may be awarded a Gold Lifetime Membership. Gold Lifetime Members shall not be assessed dues.
  - (1) Nominations shall be submitted in resolution format to the Gold Lifetime Membership Selection Committee via the National Office 120 days prior to a National Convention.
  - (2) The Gold Lifetime Membership Selection Committee shall be a committee of the whole, which may select a maximum of two Gold Lifetime memberships during an Association year.

## 2. Dues

- a. The BOD shall set the amount of annual dues. The definition of a member in Good Standing is a member who is paying the current dues established by the BOD. All dues paying members are considered members in good standing, including all Gold and Silver Lifetime members or other members approved by the BOD.
- b. Any member resigning from the Association shall not be entitled to a refund of dues.

## 3. Chapters

- a. The National Officers shall approve requests for new Chapters. All Chapters approved prior to 1 October 1969 shall be known as "Charter Chapters".
- b. Chapters shall be named as membership designates. All name change requests shall be by letter addressed to the National President for approval.
- c. Any group desiring to form a Chapter may petition the National office stating their aims, purposes for the Chapter, and that they subscribe to and accept the provisions contained in the Association By-Laws. The petition shall be addressed to the National President and must be signed by not less than 15 regular members of the Association. Personnel may become members by including their dues with a membership application attached to the petition. The Chapter mailing address, a roster of Pro-tem officers and a list of eligible members should also be attached to the petition. A majority vote shall constitute a decision.
- d. Following approval of the petition, the National President shall issue a charter. The National President or the President's representative shall deliver the charter and be the instituting officer at an appropriate ceremony.
- e. A new Chapter should be instituted within ninety (90) days following the date of approval of their charter.
- f. The President, Vice President, Secretary and Treasurer are the elected officers required for a Chapter. The offices of Secretary and Treasurer may be combined. The President will appoint a Membership Committee Chairman charged with the recruitment and retention of Chapter membership. Chapters may have a Board of Directors.
- g. Only regular member holding the rank of E-7, E-8 or E-9 or CWO who were E-7, E-8, or E-9, and are in good standing, may be nominated and hold the office of President or Vice President if so elected or appointed.
- h. The Chapter shall promptly notify the National Office of the names and telephone numbers of the officers installed and all changes of Chapter Officers.

- i. It is recommended Chapters provide insurance/fidelity bonds for any officer having custody of Chapter funds. The Chapter shall pay the bond/insurance premium.
- j. Incorporation & Business Enterprises
  - (1) Any business enterprise or club operated or sponsored by a Chapter shall comply with the laws and ordinances for the State, County, and City in which the Chapter's business enterprise, or club is located and operated.
  - (2) The National Association shall not be responsible, financially or otherwise, for operation/management of any club, or business enterprise either sponsored or endorsed by a Chapter.
  - (3) Any club or business enterprise shall be properly Incorporated under the local laws of the State, County, and or Municipality prior to being sponsored or placed in operation by any Association Chapter/Association Unit/CGEA Branch, except in those States or other areas where laws of incorporation preclude any possibility of financial or other responsibilities reflecting upon the Association. Failure to comply is sufficient cause for revocation or suspension of the Chapter/Unit/Branch Charter.
  - (4) A Chapter who endorses or sponsors a club or business enterprise shall become a separate entity of that enterprise. The Chapter will establish the club or enterprise by electing a governing body consisting of Chapter members. The governing body shall not consist of any Chapter BOD member or officers, except for the President who shall be a non-voting ex-officio member. The governing body shall establish regulations or standing rules for the club or enterprise, subject to Chapter approval. The Chapter membership shall retain veto power over the decisions of the governing body.
  - (5) All Chapters or members conducting business enterprises, clubs, or other activities, which may be implied that it is contingent upon membership in the Association or other individuals operating or managing an enterprise under the sponsorship of, or part of the Association shall prominently display the following notice in a manner and size readable at a distance of five feet:
    - (6) "This club (enterprise) is incorporated under the laws of the state of \_\_\_\_\_.  
It is a non-profit organization under the sponsorship of \_\_\_\_\_ Chapter of the Chief Petty Officers Association, United States Coast Guard, and members thereof.  
The National Association of the Chief Petty Officers Association does not assume financial responsibility or liability for the operation or management of this club (enterprise)".
    - (7) The BOD and the National Officers shall enforce the provisions of these By Law for any reason of financial mismanagement or action which reflect discredit upon the Association, its Chapters, or members.

- k. Chapters and Branches shall submit a Gross Receipts Report to the National Office no later than 1 March of each year. The Executive Director will provide appropriate forms and instructions. Failure to submit the report will result in suspension of the Chapter/branch charter placing the Chapter/branch in a non-voting status. Should the Chapter/branch not comply by 31 December of that year, their charter will be revoked.
- l. A Chapter wishing to voluntarily surrender its charter should make an earnest attempt to give notice to all Chapter members. Upon receipt of the Chapter charter, the National Officers shall thoroughly research the circumstances surrounding the surrender prior to approval. The National President will notify the BOD of the National Officers action.
- m. Suspensions and Revocations of Chapter Charters
  - (1) The Executive Committee will suspend or revoke the charter of any Chapter of the Association for any of the following reasons:
    - (a) When the membership of a Chapter decreases to less than 10 members.
    - (b) When a Chapter willfully violates or refuses to comply with the Constitution and By-Laws, legal directives of the BOD, or the National Officers.
    - (c) If a Chapter engages in an unlawful act or practice, which tends to bring discredit to the good name of the Association.
    - (d) When a Chapter has been inactive (no communications with the National Office) for a period of 1 year.
- n. When a charter has been suspended or revoked, the Chapter may appeal the decision to the BOD. The appeal shall be in writing and submitted via the National President.
- o. When a Chapter is under suspension, no meeting shall be held in the name of the Chapter of the Association except for the sole purpose of discussion of the cause, effect, or removal of the penalty. Except for existing legal obligations no funds of the Chapter shall be expended, and no additional obligations shall be made while the suspension is in force, nor shall they be entitled to representation in the affairs of the Association.
- p. If a Chapter is declared defunct, its charter revoked or voluntarily surrendered, the National Officers shall take control of all books, records, properties and funds, keeping them in trust until the members of the Chapter at the time the charter was relinquished, decide disposition. The assets for the Chapter shall be distributed among the members or any individuals connected with the Chapter. They may donate property or funds to USCG Mutual Assistance, the Captain Caliendo College Assistance Fund, other Chapters, the National Association, or to other worthy non-profit organizations.

#### **4. Committees**

##### a. National Standing Committees

- (1) Membership Committee - The duty of this Committee is to devise ways and means of increasing membership and to promote the purpose and goals of the Association.
- (2) Constitution & By-Laws Committee - The duty of this Committee is to study and review the existing Constitution and By-Laws, resolutions, and submit their recommendations to the National Officers and BOD.
- (3) Budget Committee - The duty of this Committee is to review the Association Budget and consider requests for funds, after which the Budget will be recommended to the BOD for adoption. They shall meet when directed by the BOD or National Officers and prepare a revised or supplementary budget for whatever length of time necessary until the next National Convention. This supplementary budget must be approved by two-thirds vote of the BOD. During any interim period or until the National Convention convenes and approves of a new budget, the Association shall continue to operate on a contingency budget, but shall not exceed one-twelfth per month of the previous year's budget until a new budget is approved by the BOD.
- (4) Long Range Planning Committee - The duty of the committee is to study and recommend long range projects for the betterment of the Association. Members shall be, but are not limited to, Past National Presidents. They will be realistic in the needs and growth of the Association, and shall set tentative dates for accomplishments of their recommended projects.
- (5) Captain Caliendo College Assistance Fund Committee (CCCAF) - The duty of The CCCAF Committee shall be to administer the program.
  - (a) The National President shall appoint the CCCAF Committee Chairman, normally the IPP.
  - (b) The committee shall judge all essays received and select the winners of the scholarship grants.
  - (c) The Chairman will notify the National President of the final standings.
- (6) Resolution and Steering Committee – The duty of this committee shall be to receive and review all resolutions, submitted 120 days prior to the Annual Convention. The committee shall ensure that the resolutions are in order accordance with the By-Laws and return those that are not in order to the originator with an explanation as to why they are returned. Those resolutions that are in order shall be sent to the National Office in a timely fashion to be published in the issue of “The Chief” immediately prior to the Annual Convention for review by all the membership.

- (7) The Chairman of each standing committee shall submit a written report of their activities, if there has been committee activity, with appropriate recommendations to the BOD and National Officers at the National Convention. Items in any committee report requiring funding shall have a cost estimate. Each Chairman shall submit a written report to the National President at least 90 days prior to the National Convention.

b. Recommended Convention Committees

- (1) Membership Committee – The duty of this committee shall review, study, and recommend methods to increase membership and improve retention in the CPOA. They shall work closely with the Executive Director in attaining these goals.
- (2) Budget Committee - The Budget Committee shall prepare and present to the BOD at the National Convention the Association budget for the ensuing year. A list of committee requests that cannot be approved due to lack of funds shall be recorded and maintained on a priority basis and reconsidered, as funds become available.
  - (a) They shall be informed on benefits of the Department of Veterans Affairs Retired Affairs, Comptroller General Decisions, Civil Service, Health, Education and Welfare and United States Coast Guard Policies.
  - (b) They shall, through the Executive Director, coordinate matters of mutual interest among the members of the Armed Services of the United States and work in cooperation with other military alliances.
- (3) Community Activities Committee – The duty of this committee shall be to review the various methods by which Chapters may best serve their communities in matters of civic and community affairs, Americanism, citizenship, and continue to foster the principles of the Founding Fathers as expressed in the Constitution of the United States of America.
- (4) CPO Academy Committee - The duty of this committee shall be to work with the Chief of the CPO Academy, the MCPO-CG, and the Office of Personnel and Training Office at Coast Guard Headquarter, to further the aims and goals of the CPO Academy. The Committee Chairman shall be a graduate of the CPO Academy.
- (5) Special Projects Committee - This committee shall be responsible for coordinating and listing for distribution to the Chapters, all available special project items. They shall investigate various private and public business enterprises, which offer potential benefits to the members. They shall review all Chapter and Auxiliary Unit fund raising projects, to ensure that there is no duplication on a National basis. They shall submit their recommendations to the National Council, which shall render a decision and inform the Committee, Chapters, Unit, or Branch.

- (6) Long Range Planning Committee – This committee shall review, study and recommend long-range projects for the betterment of the Association.
- (7) Captain Caliendo College Assistance Fund Committee – This committee shall review the CCCAF policies, review the amounts of scholarship, and select the topic for the yearly program. Award amounts and number of grants shall not be changed until fund becomes self-sufficient. When fund becomes self-sufficient, awards and grants may be increased but shall not exceed the past years interest.
- (8) CPOAA and CGEA Review Committee - This committee shall review the policies of these organizations and recommend changes to improve their operation.

## **5. Funds.**

- a. The Association shall have funds.

**6. Units and Branches.** The USCG CPOA Auxiliary (CPOAA) and USCG Enlisted Association (CGEA) are constituent organizations of this Association and shall be governed by the same guidelines and restrictions. Each constituent organization shall prepare a Procedures Manual for their organization and must have it approved by the Executive Committee. Changes to these manuals will always require approval of the USCG CPOA.

## **7. Awards.**

- a. The Association may make recognition in the form of Trophies, Plaques, Certificates and Honorary Memberships.

# **SECTION VIII**

## **Discipline and Jurisdiction**

1. The Board of Directors will have jurisdiction over the General Membership of the Association to include National Officers and Board Members, and shall be governed by current Parliamentary Authority. All disciplinary actions of the Board of Directors are subject to ratification of the Convention Delegation. The Board of Directors shall report all disciplinary actions taken each year to the Annual Convention.

2. In the unfortunate event of a trial, removal from office or revocation of membership should become necessary it shall be conducted in accordance with current Parliamentary Authority, both leading up to and including the specific process itself Trials, Removal from Office and Revocation of Membership shall be held during Annual Convention. The National Board of Directors shall take all necessary action in the event of illegal activity by a National Officer, Board of Director or the General Membership, and is subject to ratification of the membership.
3. A member has the right of appeal to any action. Rulings on appeals shall be by action of the Annual Convention.
4. Members are expected to maintain their conduct so as not to discredit the Coast Guard or the Association.

## **SECTION IX**

### **Amendments and Revisions to the By-Laws**

1. The By-Laws may be amended as needed and must be in compliance with the Code of the District of Columbia for Non-Profit Business. By-Laws amendments, revisions, and/or changes, shall be submitted and published in advance in accordance with Section V 2.b . By-Laws amendments revisions and/or changes shall be made by action of the Board of Directors for the good of the Association, or at the Annual Convention provided that a notice of such Convention has been previously given to the general membership.
2. A quorum is a simple majority of the members attending the Convention and hold voting privileges.
  - a. Every member attending Convention may have privilege of the floor and vote on revisions and/or amendments minor, pen and ink, or other changes to the By-Laws.
3. Revisions and/or amendments to the By-Laws that change meaning or context shall be in resolution format. Resolutions shall require a 2/3 vote (of those voting) for approval.
4. Minor changes, pen and ink changes, or changes to the By-Laws that do not change the meaning or context of the By-Laws, do not have to be presented in Resolution form. Changes shall require 2/3 vote (of those voting) for approval.