

PROCEDURES MANUAL



**UNITED STATES COAST GUARD
CHIEF PETTY OFFICERS ASSOCIATION AUXILIARY**

Record of Changes

Change #	Change date	Date Entered	Signature
Sec. III Dues Parg. #1 Change 7/5 Split to 6/6	August 27, 2002	September 23, 2002	
Sec III Organization Para. I Membership Sec VIII Para 1, d New Unit	June, 2004	Approved August, 2004	
See Convention 2005 Minutes	September 2005	September 30, 2005	J. H. Marchick
4	August 17, 2006	August 20, 2006	J. H. Marchick

PREAMBLE

Remembering God:

That our aim is to assist our Chiefs in their endeavors with understanding, kindness, strength and love.

We will always remember and uphold the goals and standards of the United States Coast Guard,

The Chief Petty Officers Association and the Chief Petty Officers Association Auxiliary.

We ask God that we are always able to carry out our duties to the Coast Guard, to the Chiefs, to the Auxiliary and the community in a manner that reflects your love to all.

Remember also those who have served and returned to you.

This we declare to be the Preamble of the Chief Petty Officers Association Auxiliary.

Auxiliary History

1. The National Board of Directors and the National Council of the United States Coast Guard Chief Petty Officers Association assembled at the Sixth Annual Convention in St. Louis, Missouri on 10 October 1974 and authorized establishment of a CPOA Auxiliary Unit for each Chartered Chapter of the Association. The CPOA National Council presented the National Auxiliary with their Charter on 14 October 1974.
2. The CPOAA delegates assembled at the Ninth Annual CPOA Convention in Baltimore, Maryland on 10 August 1977 and elected the Pro-Tem Officers for the Auxiliary. The Pro-Tem Officers were Jean Schott – President, Joyce Ford – Vice President, Yvonne Smith – Secretary, and Mary-Jo Giessman – Treasurer.
3. The First National Meeting was held on 14 August 1978 in Oklahoma City, Oklahoma. The meeting was held for the purpose of appointing committees and the installation of the newly elected National Officers. Six of the eight established Units were in attendance. The newly elected Officers were installed with the elected CPOA Officers on 17 August 1978. The first elected Officers were Jean Schott – President, Joyce Ford – Vice President, Yvonne Smith – Secretary, and Jessie Gypp – Treasurer.
4. The first session of the CPOA Auxiliary Convention was held on 13 August 1979 in Mobile, Alabama. The National CPOA Auxiliary By-Laws and Standing Rules were accepted by the Board of Directors and submitted to the CPOA National Council for approval.
5. ON 15 August 1990, the Auxiliary established the National Education Award to benefit its members and the spouses of the Chief Petty Officers Association. The funds for this award are raised by the National Sweepstakes run by the Auxiliary each year. From its humble beginning in 1974, the Auxiliary has continued to grow with the goal to carry on the drive and vision of the first members and to improve and insure the future of the Auxiliary. We look forward to the future and continued success of the Auxiliary.
6. The 26th annual CPOA Auxiliary convention was held in Las Vegas in August, 2004. The prestigious PLATINUM AWARD was created to acknowledge those members who rendered distinguished and tangible service to the Auxiliary, fellow members, their community, their country, or the Coast Guard. Nominations are made by the members. Jean Schott (presented to her husband, Bill) and Rita Bunting were the first two members to be recognized. The Auxiliary has 225 members and 8 Units: Cape May, Elizabeth City, Green Bay, Mary Simpson (Yorktown), Las Vegas, Mobile, St. Petersburg, and Kodiak.

Past National Presidents

FROM	TO	NAME
JUL 1978	AUG 1980	Jean R. Schott
SEP 1980	AUG 1982	Nancy Ford
SEP 1982	AUG 1983	Barbara Jones
SEP 1983	AUG 1985	Ruth E. Buckley
SEP 1985	AUG 1986	Ivy Miller
SEP 1986	AUG 1987	Adrienne Royes
SEP 1987	AUG 1988	Jean R. Schott
SEP 1988	AUG 1990	Jean R. Schott
SEP 1990	AUG 1992	Emma Long
SEP 1992	AUG 1994	Ruth Buckley
SEP 1994	AUG 1996	Jean R. Schott
SEP 1996	AUG 1998.....	Kolleen Youker
SEP 1998.....	AUG 2002.....	Kathy Phelps
SEP 2002.....	AUG 2004.....	Kathie Morin
SEP 2004.....	AUG 2006.....	Laurie Ternes Kollar
SEP 2006.....	PRESENT.....	Kathie Morin

Platinum Lifetime Members

Rita Bunting	August, 2004
Jean Schott	August, 2004
Ruth Buckley Blythe	September, 2005
Laurie Ternes Kollar	September, 2005
Emma Longo	August, 2006
Kathy Phelps	August, 2006

Table of Contents

<u>SECTION</u>	<u>PAGE</u>
I Purpose.....	7
II Parliamentary Authority.....	7
III Organization.....	7
IV Membership.....	8
V National Officers.....	8
VI Board of Directors.....	9
VII Auxiliary Units.....	10
VIII Publications.....	11
IX Awards.....	11
X National Sweepstakes.....	13
XI Convention.....	14
XII Emblem.....	16
XIII Amendments and Revisions.....	17
XIV Rituals.....	18
Official Forms.....	23

PROCEDURES MANUAL

SECTION I

Purpose

1. The purpose of this manual is to provide the operating guidelines for our Auxiliary.

SECTION II

Parliamentary Authority

1. Robert's Rules of Order shall be the Parliamentary Authority for our Auxiliary.

SECTION III

Organization

1. Membership

- a. Regular Membership - Spouse, Widow/Widower or child/dependant (Minimum age of sixteen) of Regular member of the Chief Petty Officers Association.
 - b. Associate Membership - Spouse, Widow/Widower or child/dependent (Minimum age of sixteen) of Associate member of the Chief Petty Officers Association. Associate membership is the Spouse, Widow/Widower or child/dependant of all persons who have successfully held the rank of E-7 in any of the other United States Armed Forces.
 - c. Honorary Member – Persons who are otherwise not eligible for membership, who have rendered distinguished service to the Auxiliary may be awarded an honorary membership. Honorary members shall not be eligible to hold office, vote, or pay dues.
 - d. Platinum Lifetime Member – Any Regular member who has rendered distinguished and tangible service in a commendable and exceptional manner as to promote the CPOA Auxiliary, their fellow members, their community, the United States Coast Guard or their country may be awarded a Platinum Lifetime Membership. Platinum Lifetime Members shall not be assessed dues.
- (1) Nominations shall be submitted in writing to the CPOA Auxiliary current recipient of the Platinum Lifetime Award or the appointed chairperson 30 days prior to a national convention.

- (2) The Platinum Lifetime Membership Selection Committee shall be a committee of the whole, which may select and present a maximum of two Platinum Lifetime Membership Nominees during an Auxiliary year for BOD approval.
 - (3) Any member of good standing may nominate a fellow member (alive or deceased).
 - (4) Nominations must be sent (U.S. mail or email) to the CPOAA Secretary and President.
 - (5) Information on this will be included in the President's "Call to Convention".
 - (6) No form is used for nominations; a one-page letter of why you feel this member qualifies for recognition.
- e. A member of the Auxiliary shall not hold dual membership with a CPOA Chapter or Branch in accordance with the CPOA By-Laws.
 - f. Any regular member (current member and in good standing) may retain their membership after divorce. Dues must not lapse at any time.

SECTION IV

Membership Dues

1. Regular and Associate membership - Dues shall be fifteen dollars (\$15.00) and payable in full amount for a twelve (12) month period. Dues shall be made payable to the National CPOAA and forwarded to the current National CPOA Auxiliary Membership Chairperson. The fifteen dollars (\$15.00) shall be retained by the National CPOAA Treasury.
2. Members at Large (MAL) - Dues shall be fifteen dollars (\$15.00) and payable in the full amount for a twelve (12) month period. Dues shall be payable same as Regular members. The National Auxiliary Treasury shall retain MAL dues in full.

SECTION V

National Officers

1. The Auxiliary National Officers shall consist of the President, Vice-president, Secretary, Treasurer, and Membership Chairperson. Reimbursement will only be paid to the President, Vice President, Secretary, Treasurer, and Membership Chairperson.
2. Duties of the National Officers will be as outlined in the CPOA By-Laws as applicable.

- a. Treasurer will furnish financial reports each quarter to the National Officers.
 - b. Treasurer shall present a written interim report to the National Officers sixty (60) days prior to the Annual Convention, showing gross receipts, expenditures, balances on hand, and, if applicable, contain appropriate recommendations.
3. Procedures for Elective Offices will be as outlined in the CPOA By-laws as applicable.
 - a. Nominations for National Officers shall open the first day of October and close the last day of November every 3rd (third) year beginning in 2005. Nominations can be received from the convention floor or mailed to the Nomination Committee Chairperson.
 - b. Resumes for all nominees must be mailed and received by the Nominating and Balloting Committee Chairperson no later than the last day of November.
 4. Travel and Per Diem Expenses - The CPOA Auxiliary National Executive Board Officers may be reimbursed funds for travel, food and lodging expenses incurred during the execution of official business. Receipts and or documentation must be provided to the treasurer before reimbursement is issued. Per-diem is payable in the amounts as authorized in the current CPOAA budget and approved by the National CPOA Auxiliary Board of Directors.
 - a. Unbudgeted authorized expenses may be approved by BOD vote at any time. The BOD may, in the interest of economy and when the President finds it impractical to assemble as a body, conduct the affairs of the National Auxiliary by the most rapid means of communication. The Unit President must sign each vote. The total number of ballots returned shall constitute a quorum. A majority of those votes shall determine the issue.
 - b. Reimbursement for non-budgeted authorized expenses shall depend on funds available in the National CPOA Auxiliary Treasury.
 - c. Receipts submitted for reimbursement must be presented no later than 30 days after incurred by the officer. Officers of the executive board must use actual receipt showing expense amount, date, and where purchased. The reason for the purchase should be put on the receipt by the officer.

SECTION VI

Board of Directors

1. A Unit President will be a National Board of Director Member. In addition, Units may also have a Board of Directors.

SECTION VII

Auxiliary Units

1. Establishing a New Unit - A group desiring to form a Unit shall use the following procedure.
 - a. Petition - A group of five (5) or more persons, who are eligible for Regular Membership in the CPOA Auxiliary as per the CPOA By-Laws, may petition their Chapter or the CPOA National Officers if there is no local Chapter, stating their aims and purposes for the Unit and that they subscribe to and accept the provisions contained in the CPOA By-Laws. The petition shall be addressed to the local Chapter or CPOA National President and must be signed by the Auxiliary members and/or prospective members who include their dues (payable to the "National CPOA Auxiliary") and Auxiliary membership application with the petition. The Unit mailing address and a roster of Pro-tem Officers should also be attached. The Pro-tem Officers will remain in office and conduct business until the petition has been processed. If approved by the local Chapter or CPOA National Officers, the petition is then sent to the CPOA National President for approval by the CPOA National Officers.
 - b. Unit Name – The Unit may choose to use the same name as the local Chapter or a name that the members designate. To change a Unit's name, a letter of request shall be sent to the CPOA Auxiliary National President for approval.
 - c. Approval – Upon approval, the CPOA National President shall send a copy of the petition to the National CPOA Auxiliary Membership Chairman and notify the CPOA Executive Director. The CPOA National President will issue a Charter and send it to the local Chapter President to institute the Unit and install its Officers. If no local Chapter exists, the CPOA National President or representative shall institute the new Unit. The new Unit shall be instituted and the officers installed within ninety (90) days following the date of approval. The National CPOAA will give one hundred dollars (\$100) to the new unit to open a bank account for the Unit.
 - d. Start-up Funds – Upon receipt of the new Unit's Charter, a request may be made for a donation for start up funds from the National CPOA Auxiliary. The new Unit must request the start-up funds donation in writing and submit it to the National CPOA Auxiliary President. Requests for new Unit start-up funds must be submitted within six (6) months of the new Unit's receipt of their charter.
2. Elections - Units shall hold regular elections for Unit Officers. It is recommended that their election of officers coincide with the national election of officers.
3. Meetings - Units shall hold regularly scheduled meetings at least quarterly.
4. Newsletters – Each Unit is encouraged to produce a newsletter for the benefit of its members.

SECTION VIII

Publications

1. Articles to The Chief – The National Auxiliary President will submit articles to The Chief magazine each quarter. Each Unit is requested to submit articles to be entered into The Chief magazine each quarter.

SECTION IX

Awards

1. Certificate of Appreciation - A Certificate of Appreciation may be awarded for any outstanding service rendered. The certificate shall be presented during an official function or assembly, designated by the National or Unit President.
2. National Auxiliary Award - This award will be presented at the Annual National Convention by the CPOA National President to the Unit who has sponsored or participated in an event, resulting in an outstanding performance or effect on the recipient. This is to be a service event. There are no restrictions on the type of performance or event that qualifies for this award.
 - a. The purpose of the CPOAA National Auxiliary Award is to serve the needs of others. As each unit donates their time and talents, the goal is to continue our commitment with an increasing effect on the community.
 - b. All units of the CPOAA are encouraged to apply for the NATIONAL AUXILIARY AWARD.
 - c. Units should choose one event that has touched the hearts of others, as well as themselves, which represents how they fulfill the goals and ideals stated in our preamble. This project does NOT have to be done solely on their own; it could be a project shared with their CPOA Chapter or with another agency or organization in the community. All submitted applications will be shared with other units at the annual convention in the hope of encouraging each other and providing a working resource of suggestions and ideas for other units. It is the desire of the National Board of Directors that this award help us remember that we all have similar desires and reasons for being; that we all are one large organization which can and will make the world just a little bit better place for others.
 - d. Application - The following guidelines should be used in preparing the application package for this award:
 - (1) Only one application per unit may be submitted per year (for the purposes of this award, the year will be identified by the fiscal dates of July 1 through June 30).

- (2) Main Components - The application should contain the following components:
 - (a) One or two paragraphs outlining the unit's activities and accomplishments for the fiscal year. This should basically tell about the efforts of your unit-service work, fund raising work, and morale-building work.
 - (b) Choose one outstanding event that really touched your hearts and the hearts of others around you. Provide a written description of this activity, which includes:
 - (I) A summary of the performance specifying the date, time, location, and any other references needed to understand the specific nature of the performance. Suggestions for additional information in this description: members who contributed, hours contributed, materials donated, etc.
 - (II) The history or background to show why this performance/activity was chosen and undertaken by the unit. Suggestions for this area include: How did you decide on this project?; How did this need come to your attention?; Why was this project so important to you or to others?;
 - (III) The results or impact of this activity/event on the recipient AND on the unit. Suggestions to include in this area are: Did you have a goal, and was this goal achieved?; How did your members feel before, during, and after working on this project?; Did you fulfill your commitment?; How was this project received or viewed by the community, and how did they respond?
 - (3) Support material - (**OPTIONAL**) Sometimes a picture is worth a thousand words. Consider adding one or two photos of the actual performance/event and of the preparation or preliminary work for the performance/event.
 - (4) The coordinator for this award program will be the President's appointed Chairperson. The reviewing committee will consist of the National Officers of the CPOAA.
 - (5) The application package must be received by the coordinator no later than July 1 or 45 days prior to the annual convention for the appropriate fiscal year.
 - (6) The award will be announced and presented during the opening ceremonies of the annual CPOA convention.
 - (7) There is no set application presentation requirement for this award (a letter is acceptable..)
3. Education Award - The Education Award was proposed at an Annual Convention/Meeting of the CPOA Auxiliary in August 1990 and was adopted at the Annual Convention/Meeting on 15 August 1991.
 - a. The fund is designated to help meet education expenses for eligible individuals and shall be utilized solely for awards and administration related to the fund.

- b. Funds for the operation of the Educational Award are primarily obtained from the voluntary contributions of members and Units of the CPOA Auxiliary. All funds received are placed in a separate interest bearing account that must be covered by FDIC, one that is most advantageous to the fund.
- c. The Education Award forms and application must be mailed to all Units and Chapters no later than Jan 1.
- d. The criteria for qualifications and eligibility are printed on the standard Educational Award application form.
- e. The National Educational Award Standing Committee shall consist of a president appointed chairperson and a minimum of three (3) members to be appointed at the Annual Convention/Meeting.
- g. Each Unit is highly encouraged to generate funds for their Unit's donation to the Educational Award Fund. Donations received shall be forwarded to the National Treasurer in care of the Educational Award Fund and are requested by July 31st of each year. The fund shall be supported by the National CPOAA Sweepstakes donations.

SECTION X

National Sweepstakes

1. The annual sweepstakes of the Auxiliary shall conform to all Federal, State(s) and local laws and regulations. The following rules apply and shall be adhered to:
 - a. Operating funds shall be derived from the BOD approved National budget.
 - b. The sweepstakes committee shall be made up of a Unit(s) who volunteer to run the event. If no Unit volunteers to run the event, the National President will appoint the Committee Chairperson at each Annual convention/meeting.
 - c. The committee shall submit a report outlining the distribution of tickets, expenses, and donations received and will present it to the BOD, at the Annual Convention/Meeting. Included in this report will be a copy of the sweepstakes cover letter and a copy of the ticket.
 - d. Cover Letter - The sweepstakes cover letter will consist of:
 - (1) What the prize or prizes are.
 - (2) The funds are to be used for National Educational Award Program and the National CPOA Auxiliary.

- (3) Where the funds and ticket stubs should be mailed to, and by what date and where to request additional tickets.
- e. Tickets - The committee will provide printed (by a professional printer) and individually numbered tickets for the Sweepstakes. The tickets must state:
- “Winners are responsible for all Federal, State or local taxes”
 - “Donation not required to be eligible to win”
 - “Void where prohibited or restricted “
 - Name: “*NATIONAL CHIEF PETTY OFFICER’S ASSOCIATION AUXILIARY (CPOAA) (Non-profit Association)*”
 - “Annual Sweepstakes”
 - Prize or prizes
 - Date and location of drawing
 - Amount for ticket
 - “Winner need not be present to win”
- f. Sweepstakes letter and tickets will be sent to all CPOA Auxiliary Units, members and CPOA Chapters. The CPOA Auxiliary Membership Chairperson will furnish address labels no later than March 1st.
- g. Letter and tickets shall be distributed no later than April 1st.
- h. Upon notification in writing, from the Association attorney or other competent authority (U.S. Postal Service, U.S. Attorney’s Office) that the “Sweepstakes” procedures have become illegal or are in need of minor change, the National Council shall notify the CPOA Auxiliary Executive Board of what actions are required. These actions will be in writing to the “Sweepstakes” Committee Chairperson.
- i. All Sweepstakes expense receipts and Funds shall be turned over to the National Treasurer. All donations received are to be deposited into the National Treasury’s interest-bearing account.
- j. The Sweepstakes Committee must ensure delivery of the prizes to the closest Unit Delegate or National Officer attending the annual convention/meeting two weeks prior to the annual convention/meeting.

SECTION XI

Convention

1. Pre-Convention Notification - The National CPOAA President is responsible in her/his Call to Convention to notify all units via the Chief Magazine, webpage, and mail ninety days prior to convention and provide the following information:

- a. Convention agenda
 - b. Hotel information
 - c. CPOAA meeting agenda for the week (including list of committees)
 - d. Delegate Accreditation/Proxy Delegate Form
 - e. National Auxiliary Award information (See Section VIII, Awards)
 - f. Personal letter outlining goals of the upcoming convention.
 - g. President's "Call to Convention" will be mailed to all members who are "MAL".
3. Procedures During Convention – When a delegate desires the privilege of the floor, he/she shall rise, face the Chair, address the Presiding Officer as National President, and when recognized shall give his/her name and the name of his/her Auxiliary Unit.
- a. A delegate granted the privilege of the floor shall address the chair and confine his/her remarks to the question. In speaking, he/she shall avoid personalities and maintain public decorum. If called to order, he/she shall wait until permission to proceed is given by the Presiding Officer.
 - b. Only duly accredited delegates or their alternates, as elected by a CPOA Auxiliary Unit shall participate in the business coming before the Convention/Meeting, except National Auxiliary Officers and Past National Auxiliary Presidents, who are not otherwise eligible to participate, may be granted the privilege of the floor, but without a vote. Only those registered delegates or proxy delegates will be recognized on the Convention/Meeting floor. A primary delegate may relinquish his/ her seat to his/her alternate; however the alternate may not relinquish his/her seat to another alternate, unless the Primary delegate is not present.
 - c. Delegates shall be regular members of a Unit and accredited in writing. Written accreditation must be signed by the Unit President (or in the President's absence, by another elected Unit Officer) and presented to the convention chairperson.
 - d. Proxy Delegates shall be designated if the Unit President is unable to attend the convention or annual meeting, she/he may appoint another member as proxy.
 - e. Unless specifically authorized elsewhere, no person shall be given the privilege of the floor for a second time on any question until others privileged, who desire to speak have done so, except Convention Committee Chairpersons, who may speak more than once on matters pertaining to their committees. Delegates and proxies shall be limited in speaking to three (3) minutes and the Committee Chairperson and Vice-Chairperson to five (5) minutes. The Presiding Officer may, at her/his discretion, grant additional speaking time to delegates requesting such privilege.
 - f. Membership Chairperson and Secretary will verify membership cards, proxies, and convention registration. Current membership cards must be in attendance at all meetings of the convention.



SECTION XIII

Amendments and Revisions

1. The CPOA Auxiliary Procedures Manual may be amended as needed and must be in compliance with the CPOA Bylaws and only by approval of the Auxiliary Board of Directors.
2. Interpretation of the Procedures Manual shall be accomplished by the CPOAA BOD.
3. Review - The National CPOAA Executive Board will meet to look at the Auxiliary's needs and future and review the CPOAA Procedures Manual.
 - a. The National CPOAA President will notify all Units by November 30th, requesting items to be on the review agenda.
 - b. The President will prepare the review agenda and send it to all Unit Presidents and the Executive Board, no later than February 1st.
 - c. The CPOA National Executive Board will conduct a Review meeting (no more than two days) at a convenient location for all for National Officers. The meeting is to be held between February 1st and March 31st.
 - d. The CPOAA National President will prepare the CPOAA's formal proposal and forward it to the Auxiliary's CPOA Liaison (s) no later than 150 days prior to Convention.
 - e. The CPOA Liaison will then submit the CPOA Auxiliary's proposal to the CPOA's National Office at least 120 days prior to the Convention and forward it to the CPOA Vice President for review and to ensure they are in compliance with the by-laws. This will then be forwarded to the CPOA BOD 60 days prior to Convention.

SECTION XIV

Rituals

INSTITUTING A NEW UNIT

Instituting Officer:

“Fellow Auxiliary members, by the authority of the By-laws of the United States Coast Guard Chief Petty Officer’s Association, your application to establish a Unit of the CPOAA has been approved and a Charter has been issued to you.”

“Every CPOAA spouse applying for membership in our distinctive organization is required to proclaim acceptance of the principles of the CPOAA and at the conclusion of these ceremonies, you will be asked if you will accept these principles without any reservations, whatsoever.” (*Bible and Colors already in place*)

“Please stand and join me in the Pledge of Allegiance to the Flag of the United States of America.”

“I pledge allegiance, to the flag, of the United States of America, and to the Republic, for which it stands, one Nation, Under God, indivisible, with liberty and justice for all.”

(Read to the audience while still standing:)

“We must remain ever mindful of the traditions, duties, and purpose of the USCG, our spouse’s duty to uphold and defend the Constitution of the United States of America, of their responsibility to assist and save distressed seamen and others, and their responsibility in the enforcement of the laws of our country. We must believe, through association and mutual acquaintance, the members of the USCG CPOA Auxiliary may support their spouses, to 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, and in respect for those who have gone before us, and as a guide for those who follow. Please be seated.”

Instituting Officer: (*addressing the Unit President-elect*)

“Madam/Mr. Chairman, are the applications for membership in this organization in proper order and does each of the applicants meet the membership requirement of the Chief Petty Officers Association Auxiliary?” (**CHAIRMAN ANSWERS:** “To the best of my knowledge, they do.”)

Instituting Officer: (*addressing the Members*)

“ You have listened to the principles of this organization and while you stand before the table where the Bible rests, you will raise your right hand and state that you subscribe to these principles. Do you?” (**MEMBERS ANSWER:** “I do.”)

“I now declare this to be a regular Unit of the Association hence forth to be known as the (__Name__) Unit. Fellow members, I now declare you members in good standing and I urge you to become active in the affairs of our Association. Please be seated.”

(Installation of Officers)

NOTE: *The Installation of Officers may be done by the Instituting Officer or by a distinguished guest chosen by the members of the Unit.*

Instituting Officer:

“Madam/Mr. Chairman, have the members of this Unit chosen the officers who are to serve for the prescribed period of time?” (**ANSWER:** “They have.”)

“Madam/Mr. Chairman, you will call the roll of officers-elect and as the names are called, the officers will stand.”

“Fellow members, have these officers been elected in the proper manner and are they the choice of the majority?” (**ANSWER:** “They are.”)

NOTE: *If the Instituting Officer is also the Installing Officer, he/she continues on. If not, he/she turns the proceedings over to the Installing Officer as follows:*

“It now becomes my honor to turn these proceedings over to (__Title & Name__) who will install the officers of the Unit.”

Installing Officer:

“It now becomes my duty and honor to install the officers of this Unit. Will the officers-elect please come forward. I have the honor of installing you who have been chosen by your fellow members to administer the affairs of this Unit in the ensuing year. I congratulate you.”

“Madam/Mr. President-elect, place your left hand on the Bible before you. Officers-elect to the rear, now place your left hand on the shoulder of the person before you. Please all raise your right hand and answer the following question in the affirmative.”

“Will you conscientiously perform all the duties of your office as prescribed by the rules governing our Association and your Unit?” (**ANSWER:** “I will.”)

“Will you at all times protect the interest of the Chief Petty Officer’s Association Auxiliary to the best of your ability?” (**ANSWER:** “I will.”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Unit and to submit accounting records, when required or requested, for a financial audit?” (**ANSWER:** “I will.”)

“Please repeat after me, using your name as I do mine:”

“I (__Name__) solemnly promise I will faithfully discharge the duties of the office to which I have been elected in accordance with the rules governing the United States Coast Guard Chief Petty Officer’s Association Auxiliary and the governing rules of the (__Unit Name__) Unit to the best of my ability. This I freely pledge, as a citizen of our United States of America and on my honor as an Auxiliary Association and Unit member. (ANSWER: “I will.”)

“You may lower your hands.”

“Officers, you now occupy a position of honor, trust and responsibility to which your fellow members elected you. The rules governing the United States Coast Guard Chief Petty Officer’s Association Auxiliary and the rules governing your Unit prescribe your duties.”

“Madam/Mr. President, this Unit is about to be placed in your charge. The harmony and progress of its affairs will depend, to a large extent, upon your leadership. Your fellow members have honored you by electing you to the highest office in your Unit and as a Member of the National Board of Directors. They have placed their faith in you and you owe them a solemn obligation to do your utmost to perform the duties of your office as an obedient servant, not its master.”

“I place in your hands this gavel.”

“This gavel is the emblem of your authority. You are admonished to use it wisely and impartially.”

“Study the principles of your Association and Unit, become familiar with parliamentary procedures for it is your duty to discharge the rules and rituals of the Association to pass on rules governing debates. Your duty, in reality, is a privilege of serving your fellow members.”

NOTE: *If the Installing Officer is different than the Instituting Officer, then he/she must return the proceedings to the instituting Officer for presentation of the Charter.*

“I now return the proceedings to (__Title & Name__) who will present the Charter.”

Instituting Officer:

“Madam/Mr. President, I now deliver the Charter for this Unit into your hands.”

“As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all Unit meetings. Upon completion of your term of office, you are to deliver the Charter to your successor.”

“I now declare the (__Name__) Unit of the United States Coast Guard Chief Petty Officer’s Association Auxiliary duly instituted and in working order and the officers of the Unit duly installed.”

INSTALLATION OF UNIT OFFICERS

Installing Officer: (to *Incumbent President*)

“Madam/Mr. President, the term for which you and your subordinate officers were elected to has now expired. I am present to install your newly elected officers. Have the officers for the ensuing years been duly elected?” (ANSWER: “They have.”)

“Have the records and accounts of the Unit been examined and approved by the Audit Committee?” (ANSWER: “They have.”)

“Do you have in our possession the Unit Charter and the gavel of your office?” (ANSWER: “I have.”)

“You will surrender them to me.”

“Madam/Mr. President, will you call the roll of officers-elect and as the names are called, will the officers-elect stand?”

“It now becomes my duty and honor to install the newly elected officers. Will the officers-elect please come forward? I have the honor of installing you to the positions you were elected to. I congratulate you.”

“Madam/Mr. President elect, please place your left hand on the Bible before you. Officers-elect, to the rear, and place your left hand on the shoulder of the person before you. Now, all raise your right hand and answer the following question in the affirmative.”

“Will you conscientiously perform the duties of your office?” (ANSWER: “I will.”)

“Will you, at all times, protect the interests of the Chief Petty Officer’s Association Auxiliary and its members?” (ANSWER: “I will.”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Unit and submit accounting records, when required or requested, for a financial audit.” (ANSWER: “I will.”)

“Please say after me, using your name as I do mine: “I (Name) solemnly promise I will faithfully discharge the duties of the office to which I have been elected and to govern to the best of my ability. This I freely pledge as a citizen of our United States of America and on my honor as an Auxiliary Association member.”

“You may lower your hands.”

“Officers, your fellow members have elected you to a position of honor, trust and responsibility. Please study the Association and Unit rules governing your position so you may intelligently discharge the duties you have now assumed. I congratulate you.”

“Madam/Mr. President, this Unit is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow members have honored you by electing you to the highest office of your Unit. They have placed their trust and faith in you and you owe them a solemn obligation to perform the duties of your office as an obedient servant and not as its master.”

“I place this gavel in your hands.”

“It is the emblem of your authority. You are admonished to use it wisely and impartially. Study the rules governing your Association, your Unit, and the rules governing parliamentary procedure so you will be able to discharge the rules and rituals of your Unit, and to pass on rules governing debates. Your duty is to serve your fellow members. Congratulations.”

“I now deliver the Charter of this Unit into your hands.”

“As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all Unit meetings. Upon completion of your term of office, you are to deliver it to your successor.” (*Hand shakes*)

“I now declare the officers of the (__Name__) Unit of the Coast Guard Chief Petty Officer’s Association Auxiliary duly installed, and the Unit is in working order.”

Official Forms

1. Form #1: Report of Annual Gross Receipts - If your Unit does not have its own Employee Identification Number (EIN), use the National CPOA's EIN and remit this form to the National CPOAA President.
2. Form #2: Quarterly Membership Status Report - This report must be filled out quarterly and mailed no later than the 15th of April, July, October and January. To fill out the report, you must use the membership list sent to each unit by the National Membership Chairperson. The definitions of Regular, Associate and Honorary members can be found in the National By-laws, Article IV, Section 402-405.
3. Form #3: Change of Unit Officers - After installation or anytime there is a change in Unit Officer status during their tenure, this form must be filled out and sent to all four national CPOAA Executive Board Officers and Membership Chairperson. The unit will keep the original for their records. This report must be filled out if there is any change of an acting officer anytime during the year.
4. Form #4: Delegate Accreditation Letter - This form is to be used in sending a representative to a National Convention. **THIS FORM MUST BE SENT IN NO LATER THAN 45 DAYS PRIOR TO THE CONVENTION DATE!** Three copies are made. The original shall be sent to the National President of the CPOAA. A copy shall be made for the delegates to retain in their possession during the convention, and a copy to remain at the unit.
 - a. **NOTE:** Only a regular member in good standing of another unit may be a proxy delegate. Any member of the same unit must either be the primary delegate or alternate delegate of the unit as designated on the form. Any person(s) without proper accreditation certification of a unit cannot be allowed to speak on the convention floor. Send all accreditation letters either by registered or certified mail, return receipt requested to insure its receipt by the person intended. In using E-Mail, make sure the function return receipt is used to document that the form was received.



United States Coast Guard
CHIEF PETTY OFFICERS ASSOCIATION
AUXILIARY

Date: _____

From: _____ Auxiliary Unit

To: National CPOAA President

Subj: **REPORT OF ANNUAL GROSS RECEIPTS**

Ref: National Constitution, By-Laws and Operations Manual

1. In accordance with the above subject and reference, this report is to inform you that the gross receipts of the _____ Auxiliary Unit, during the calendar _____,

_____ **DID NOT** equal or exceed \$25,000. This Unit was not engaged in any business activities.

_____ **DID** exceed \$25,000. Therefore, this Auxiliary unit shall then file our own IRS (Form 990 or 990T as applicable) tax return for this calendar year. Therefore, this Auxiliary Unit shall obtain its own tax-exempt number using IRS Form SS-4 (3-69), Part 1 and Part 2.

2. If any other information is needed for the Chapter of the U. S. Coast Guard, Chief petty Officers Association to complete their annual tax report, please advise us accordingly.

This is to certify that the above stated information is a true statement, to the best of our knowledge.

Unit Treasurer

Unit President

NOTE: This annual report must be given to your National Auxiliary president by the 30th of January each year.

Original: National CPOAA President
Copy: Auxiliary Unit's File



United States Coast Guard
CHIEF PETTY OFFICERS ASSOCIATION
AUXILIARY

Date _____

From: _____ Auxiliary Unit

To: National Membership Chairman, CPOAA

Subj: **QUARTERLY MEMBERSHIP STATUS REPORT**

Ref: CPOAA Operations Manual

1. In accordance with the above subject and reference, the below listed information is the total membership of this Auxiliary for the _____ quarter of _____.

2. New members this quarter Renewals this quarter

Regular _____

Regular _____

Associate _____

Associate _____

3. Total Membership: Honorary _____ Regular _____ Associate _____

2. This is to certify that the above information is true to the best of our knowledge.

Unit Secretary

Unit President

Distribution Instructions

This report is due the first of each quarter, submitted on later than the 15th day of the month following the previous quarter. (The first quarter (Jan, Feb, Mar,) submit report by 15 April)

Fill in the blank spaces as applicable and submit original to **CPOAA Membership Chairperson** with copies to the following:

- National President
- National Secretary
- Unit Files

(Any Chartered CPOAA Unit is authorized to reproduce this form for their use.)



United States Coast Guard
CHIEF PETTY OFFICERS ASSOCIATION
AUXILIARY

Date: _____

From: _____ Auxiliary Unit

To: National CPOAA Membership Chairperson

Subj: **CHANGE OF ANY UNIT OFFICERS/ADDRESS**

Official Mailing Address of the Unit

Name of Unit _____

Address of Unit _____ City _____

State _____ Zip Code _____

Name of Unit Officer(s)

President

Name _____

Address _____

City & State _____

Phone _____

E-Mail Address _____

Vice-President

Name _____

Address _____

City & State _____

Phone _____

E-Mail Address _____

Secretary

Name _____

Address _____

City & State _____

Phone _____

E-Mail Address _____

Treasurer

Name _____

Address _____

City & State _____

Phone _____

E-Mail Address _____

Copies to: National Secretary
National Treasurer
National Membership Chairperson

Unit President
Unit Secretary

(Any Chartered CPOAA Unit is authorized to reproduce this form for their use.)



United States Coast Guard
CHIEF PETTY OFFICERS ASSOCIATION
AUXILIARY

Date: _____

From: CPOA Auxiliary _____ Unit

To: CPOAA National President

Subj: **DELEGATE ACCREDITATION LETTER**

Ref: CPOA By-Laws, Operations Manual and CPOAA Operations Manual

CPOAA _____ Annual Convention /meeting held in _____
(city/state)

during the period _____ through _____.

1. The President of this Auxiliary Unit being a National Board of Director will not be in attendance at this Annual National Convention and therefore, designates the Primary Delegate below as proxy for Her/his representative.

(Primary Delegate's printed name) (Primary Delegate's signature)

2. This Auxiliary Unit's Primary Delegate **IS IS NOT** (*circle one*) authorized to add any Regular Member of this Auxiliary Unit to the Alternate Delegate(s) listing below if they are in attendance at the Convention.

3. The President designates the following alternate delegates for this Unit:

(Alternate's printed name) (Alternate's signature)

(Alternate's printed name) (Alternate's signature)

(Alternate's printed name) (Alternate's signature)

4. No members from our Unit will be attending the National Convention. I hereby designate our Unit's proxy to the following Unit: _____

(Unit President's signature) (Unit Secretary's signature)

DISTRIBUTION INSTRUCTIONS ON BACK. (Any Chartered CPOAA Unit is authorized to reproduce this form for their use.)

Distribution Instructions

Auxiliary Unit to prepare in triplicate and distribute as Follows:

- ORIGINAL: 45 days prior to the Annual National Convention send to National CPOAA President
- 1ST COPY: Give to the Primary Delegate of the unit or mail to the Proxy Delegate. Either delegate to have in their possession at all times during the Annual National Convention as proof of authorization by the Unit.
- 2ND COPY: Retain at Unit for files

NOTE:

- (1) Only a regular member in good standing of another unit may be a proxy delegate. Any member of the same unit must either be the primary delegate or alternate delegate of that unit as designated on this form.
- (1) Any person (s) without proper accreditation certification of a Unit cannot be allowed to speak on the convention floor.
- (2) Send all accreditation letters either by registered or certified mail, return receipt requested to insure that the person intended has received it.

GUIDELINES
U.S.C.G. CHIEF PETTY OFFICERS ASSOCIATION AUXILIARY
EDUCATION AWARD

I. PURPOSE:

This award is offered to assist eligible spouses and dependents of the Chief Petty Officers Association and eligible dependents and members of the Chief Petty Officers Association Auxiliary for education purposes.

II. ELIGIBILITY:

An applicant must meet one (1) of the following eligibility requirements.

- A. Be a Regular or Associate member of the Chief Petty Officers Associations Auxiliary.
- B. Be a spouse or dependent of a Regular or Associate member of the Chief Petty Officers Association.
- C. Be a minimum age of 17 years.

III. PROCEDURES FOR APPLYING:

Applicants must submit the following information to the award committee chairperson by 1 May.

- A. Complete application form.
- B. Written essay of not less than 300 or more than 400 words on the current year's topic. *See application form.*
- C. Furnish current proof of enrollment to a university, college or vocational school. In the event you cannot furnish the above articles, a copy of the first billing will be required from the educational institution prior to the check being awarded.

IV. AWARDS:

- A. Educational awards will be chosen by the National Standing Education Award Committee. See Section IX (3a-g) of the CPOAA Procedures Manual.
- B. The award amount will be \$500.

V. AWARD PROCEDURES:

Award winners will be announced at the CPOA/CPOAA/CGEA convention.

**APPLICATION
U.S.C.G. CHIEF PETTY OFFICERS ASSOCIATION AUXILIARY
EDUCATION AWARD**

ESSAY TOPIC:

NOT LESS THAN 300 OR MORE THAN 400 WORDS

NAME (Last, First, Middle):

ADDRESS:

Number and Street	City	State	Zip Code
-------------------	------	-------	----------

TELEPHONE NUMBER:

Home: () _____ Work: () _____

EDUCATION HISTORY:

What is the highest grade level completed? _____

Current/Anticipated place of enrollment? _____

Personal Comments: _____

What is your career field? _____

Why? _____

SPONSOR INFORMATION:

Name (Last, First, Middle):

Membership Number/Chapter or Unit

CERTIFICATION OF APPLICANT

I hereby state that the facts contained in this application are true and correct and I hereby make application for the CPOAA Education Award.

Date

Signature of Applicant

Mail to: