

United States Coast Guard Chief Petty Officers Association



Operations Manual

01 September 2023

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CHANGES AND AMENDMENTS

CH #	DATE CHANGE	DATE ENTERED	SIGNATURE
1	19 Aug 2011	20 Sept 2011	National VP (MP)
2	9 Aug 2012	18Aug 2012	National VP (BB)
3	14 Aug 2014	5 Jan 2015	National VP (AC)
4	14 Aug 2014	5 Jan 2015	National VP (AC)
5	14 Aug 2014	27 Apr 2016	National VP (TCAJ)
6	14 Aug 2014	27 Apr 2016	National VP (TCAJ)
7	13 Aug 2015	05 Jun 2016	National VP (TCAJ)
8	5 Aug 2021	12 Aug 2021	National VP (CW)
9	16 Feb 2022	16 Feb 2022	National VP (CW)
10	09 Aug 2022	09 Aug 2023	National VP (CW)
11	01 Sep 2023	01 Sep 2023	National VP (CW)

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SECTION I

Purpose

The CPOA Operations manual shall be used in conjunction with the CPOA By-Laws in governing the Coast Guard Chief Petty Officers Association.

SECTION II

Governing Body

1. Board of Directors

The Board of Directors (BOD) 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 Regional Advisors. The term of office for the Board members shall not exceed 3 years or until a successor is identified.

2. National Officers

A. The National Officers shall consist of the President, Vice President, Secretary, and Treasurer to serve for a term of not more than 3 years. A current Chapter Officer may not hold a position on the National Board of Directors. To be eligible for National Office, a candidate must:

- 1) **National President and Vice President:** Candidates applying for the positions of National President and Vice President shall be restricted to members in good standing (pay grade of E-7, E-8 or E-9 either active duty, reserve or retired) These positions are only to be held by Chiefs, Senior Chiefs and Master Chiefs- those members who have accepted a commission (CWO or Regular Commission) are not eligible to hold these positions
- 2) **Secretary, Treasurer and Regional Advisors:** Candidates applying for the positions of Secretary, Treasurer and Regional Advisors shall be regular members who have successfully held the pay grade of E-7, E-8 or E-9 either (active duty, reserve or retired).

B. Duties of the President

- 1) Shall preside at the National Convention and at all meetings of the Board of Directors.
- 2) 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.
- 3) Shall appoint a Chairman for all committees.
- 4) Shall make a written interim report to the membership at least sixty (60) days prior to the National Convention covering activities of the office, making appropriate recommendations requiring action.
- 5) The National President, with input from the Board of Directors, shall

provide a written status report of all issues addressed in the Convention Committee reports adopted or accepted by the previous year's Convention, to be completed no later than 31 May of each year.

- 6) The National President's report on the status of the previous years' Convention Committee Reports shall be published in the July edition of "The Chief" magazine and made available on the CPOA web site.
- 7) Shall have the authority to authorize emergency expenditures up to \$1,000. The Board of Directors must approve sums over \$1,000. Approval shall be obtained by the most expeditious means and confirmed in writing.
- 8) May appoint a Chaplain to conduct services in a non-denominational manner.
- 9) May appoint a Historian.
- 10) Shall be the ex-officio member of all National Committees, except the Nominating/Ballot Committee.
- 11) The National President shall ensure an annual written performance evaluation for all paid employees of the CPOA, per each employee's Position Description is completed by 31 March of each year and present the performance evaluation to the Board of Directors for approval.
- 12) Shall be the National Convention Committee Liaison and responsible for coordinating plans, activities, awards submitted and submit them, with recommendations, to the Board of Directors for approval.
- 13) The National President shall serve as a non-voting member on the Coast Guard Chief Petty Officers Foundation's Board of Directors.

C. Duties of the Vice President

- 1) Shall serve as Chairman of the Resolution and Steering Committee and the By-Laws Committee.
- 2) Shall perform all duties assigned by the President and have authority to sign official correspondence by direction of the President.

D. Duties of the Secretary

- 1) Shall keep minutes of meetings, publish them in a timely manner, and submit them to the President.
- 2) Shall perform all duties assigned by the President and have authority to sign official correspondence by direction of the President.

E. Duties of the Treasurer

- 1) Shall be the Chief Finance Officer of the Association and the ex-officio member of the Budget Committee.
- 2) Shall review Executive Director's monthly financial report.
- 3) Shall ensure records and accounts are in order.
- 4) Shall present a written report to the membership at least sixty (60) days prior to the Annual Convention, showing gross receipts, expenditures, balances

on hand, and, if applicable, contain appropriate recommendations.

- 5) Shall perform all duties assigned by the President.

F. Duties of the Regional Advisors

- 1) The Regional Advisors shall be responsible for the Chapters/Branches assigned to their respective Regions. Their duties include, but are not limited to:
- 2) Serve as a voting member of the Board of Directors.
- 3) Establish communications with their assigned Chapters/Branches and ensure the names of the Chapter/Branch Officers and contact information is current.
- 4) Facilitate communications between the National Office Chapters/Branches.
- 5) Encourage the Chapter/Branch to have an active Membership Chair.
- 6) Encourage Chapters/Branches to conduct fundraisers to fund a representative to attend the National Convention.
- 7) Encourage the Chapter members to attend CCTI and recruit new members.
- 8) Perform all duties assigned by the President.

G. Failure to attend called Board of Directors Meetings

- 1) If a BOD member fails to attend three (3) meetings called by the National President and those absences are considered unexcused, that member will be temporarily relieved of all duties, pending permanent removal as determined by the convention delegates per Section VIII of the By-Laws. Temporary removal will render the position vacant.
- 2) Vacant offices will be filled in accordance with the Operations Manual.

H. Resignation or Removal from Office

- 1) All BOD member resigning or removed for reason other than health, extenuating circumstances or has received official transfer orders outside the continental United States, will be ineligible to run for any National Office.
- 2) A National President that resigns or is removed from office for reasons other than stated in paragraph 1) will not be designated as Immediate Past President (IPP) due to not fulfilling the obligated term of office. The designation of IPP will be given to the member that successfully last held the office.

I. The Immediate Past President is a distinguished and honored position and shall remain at the call of the current National President and Board of Directors.

J. Should the President's office become vacant, the Vice President shall fill that office. Any vacancies occurring among the other Board of Director officers shall be filled by appointment of the Board of Directors.

- K.** 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 III

Organization

1. Chapters / Branches

- A. The Board of Directors 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’s By-laws. The petition shall be addressed to the National President and must be signed by not less than 15 regular members of our Association. Personnel may become members by including their dues with a membership application attached to the petition. The chapter mailing address, a roster of prospective 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. 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 members holding the pay grade of E-7, E-8 or E-9 or CWO who were E-7, E-8, 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, telephone numbers and e-mail addresses (if available) 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 or Association 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 or 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:
 - a) *"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)".*
6. The BOD and the National Officers shall enforce the provisions of the By Laws 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 not later than 1 March of each year. The Executive Director will provide appropriate forms and instructions (Enclosure 1). Failure to submit the report will result in suspension of the chapter/branch charter. 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 Office shall thoroughly research the circumstances surrounding the surrender prior. The National President shall inform the Board of Directors of the final action.
- M. **Suspensions and Revocations of Chapter Charters**
1. The Board of Directors shall 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 By Laws, or the legal directives of the National President or the Board of Directors.
 - c. If a chapter engages in an unlawful act or practice, which brings 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 one year.
- N. When a charter has been suspended or revoked, the chapter may appeal the decision to the Board of Directors. 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.
- P. If a chapter is declared defunct, its charter revoked or voluntarily surrendered, the Board of Directors 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. All historical documentation (photos, plaques, trophies, etc.) shall revert to the National Association. Other property and funds of the chapter shall be donated to the Captain Caliendo College Assistance Fund, The National Association, other chapters, USCG Mutual Assistance, or to other worthy non-profit organizations.

2. 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) By-Laws Committee - The duties of this Committee are to study and review the existing By Laws and Operations Manual and submit their findings to the Board of Directors.
- 3) Budget Committee - The duties of this Committee are to review the

Association Budget and consider requests for funds, after which the Budget will be recommended to the Board of Directors for adoption. They shall meet when directed by the President and prepare a revised or supplementary budget for whatever length of time necessary until the ratification at the next National Convention.

- 4) Long Range Planning Committee - The duties of this Committee are to study and recommend long range goals for the betterment of the Association. They will be realistic in the needs and growth of the Association and shall set tentative dates for accomplishments of their recommended goals.
 - 5) Captain Caliendo College Assistance Fund Committee (CCCAF) - The duties of the CCCAF Committee shall be to administer the program.
 - a) The President shall appoint the CCCAF Committee Chairman.
 - b) The Committee shall judge all essays received and select the winner of the scholarship grants.
 - c) The Chairman will notify the President of the results.
 - 6) Resolution and Steering Committee – The duty of this Committee shall be to receive and review all resolutions. Resolutions shall be submitted 120 days prior to the convening of the Annual Convention. The Committee shall ensure the resolution is in order in accordance with the By Laws. Those resolutions not in order shall be returned to the originator with an explanation. Resolutions that are in order shall be sent to the National Office to be published in the issue of “The Chief” immediately prior to the Annual Convention for review by the membership.
 - 7) CPO Academy Committee - The duty of this Committee shall be to work with the School Chief of the CPO Academy, the MCPOCG and MCPOCGR, to further the aims and goals of the CPO Academy. The Committee Chairman shall be a graduate of the CPO Academy.
 - 8) Convention Committee – The duty of this Committee shall be to recommend a location to hold the Annual Convention/Meeting.
 - a) Chapters are encouraged to submit proposals working closely with the National Convention Committee’s Outline (available upon request).
 - b) If a package is received during the year from a Chapter wishing to host an Annual National Convention, they have to submit the package to the National Convention Chairman no later than 30 days prior to convening of the Annual National Convention. The Committee will receive said package, review, and consider it along with the other places that the Committee had received to consider.
 - 9) Special Projects Committee – (See Section X).
- B. The Chairman of each Standing Committee shall submit a written report of their activities, with appropriate recommendations to the Board of Directors at the National Convention. Any Committee report requesting funding shall forward a

copy to the Budget Committee with a cost estimate. Each Chairman shall submit a written report to the National President at least 90 days prior to the National Convention.

C. Recommended Convention Committees

- 1) Membership Committee – The duty of this committee is to review, study, and recommend methods to increase membership and improve retention in the CPOA.
- 2) Budget Committee - The Budget Committee shall be stood up to address funding requests that arise during Convention. 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. Identify reductions in budgeted expenses, when a historical trend of lower actuals of expenditures are found.
- 3) CPO Academy Committee - The duty of this Committee shall be to work with the School Chief of the CPO Academy, the MCPOCG and MCPOCGRF, to further the aims and goals of the CPO Academy. The Committee Chairman shall be a graduate of the CPO Academy.
- 4) 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 Branch fundraising projects, to ensure that there is no duplication on a National basis. They shall submit their recommendations to the President, who shall render a decision and inform the Committee, Chapters or Branches.
- 5) Long Range Planning Committee – This Committee shall review, study, and recommend long-range goals for the betterment of the Association.
- 6) Captain Caliendo College Assistance Fund Committee (CCCAF) – This Committee shall review the CCCAF policies, the scholarship amounts, and select the topic for the yearly program.
- 7) CGEA Review Committee - This Committee shall review the policies of these organizations and recommend changes to improve their operations.
- 8) Convention Committee – The duty of this Committee is to advise the National Standing Committee.

SECTION IV

EXECUTIVE DIRECTOR

1. The Executive Director's Position Description is on file and available at the CPOA National Office.

2. The Executive Director's Pay and Benefits package information is on file and available at the CPOA National Office.

SECTION V

ELECTION PROCEDURES

1. Procedures for Elected Offices

- a. Nominations for National Office shall open the first day of October and close the fourth Wednesday of November every third year.
- b. Nomination packages may be delivered to the National Office via regular mail, fax, or e-mail. Packages shall contain a statement on why you are seeking office, a resume, and a current picture.
- c. The Executive Director shall verify the candidate as a Member in Good Standing and provide a confirmation (verbal or written) indicating that the nomination was received and is accepted or rejected (reason why).
- d. Each candidate's nomination package shall be published in the January edition of The Chief, and on the CPOA Website during each election year.
- e. Ballots shall be provided to the membership in the following forms:
 - (1) Ballots shall contain the names of the candidates listed in the order their complete nomination package was received in the National Office. Every candidate running must be on the ballot, even if running unopposed.
 - (2) A return addressed postage paid ballot shall be published in the January edition of The Chief during each election year, with an identical ballot being published for electronic voting on the CPOA Website.
 - (3) Identification and authentication of the voter shall also be identical on both forms of the ballot.
- f. Voting. Members in good standing are entitled to provide one ballot, either by mail or electronically via the CPOA Website.
 - (1) Mail in ballots must be received by the National Office no later than the last day of February of the election year. Electronic ballots shall be accessible not later than 5 January through the last day of February of the election year and shall be delivered to the Ballot Committee the next working day along with a roster of CPOA members in Good Standing, listed by Member Number and Chapter or MAL for verification purposes.
 - (2) The Executive Director shall be the only person with admin access of the Electronic Ballot Technology.
 - (3) Duplications shall be verified as being identical and shall only be counted once. Duplications found not identical shall not be counted.
 - (4) Ballots must contain identification and authentication information. Ballots without this information shall not be counted.

- (5) Ballots containing more than one candidate marked for a particular office shall not be counted for that office. All correctly marked choices shall be counted.
- g. Elections shall be determined by plurality vote. If a nominated person wins an election and prior to being installed, determines that for any reason, they cannot serve, the position shall be filled by the next nominated person receiving the next highest number of votes.
- h. The Committee Chairman shall provide a report to the National President stating the results of the National Election itemized by number of votes per nominee and by Chapter and MAL, along with the percentage of votes cast by mail and votes cast electronically. The National President shall then notify the Board of Directors and membership.
- i. Special Elections:
- (1) In the event of a tie vote for any office, a Special Election shall be held beginning 1 April and ending 30 April of the election year. Ballots shall be distributed by electronic means only via the CPOA Website. Election is by plurality vote. The Ballot Committee Report shall be amended accordingly.
- (2) When an elected official prior to installation must withdraw and was unopposed, a Special Election shall be held during the Annual Convention of the election year. Election shall require a majority vote. Nominations shall come from the Convention floor. Ballots shall be written. The Convention Ballot Committee shall present a Special Election Report prior to installation.
- (3) A Board Member-Elect is not eligible for Nomination to the vacated position.
- j. The Ballot Committee Election Report shall be published in the July edition of The Chief magazine and placed on the CPOA web site.
- k. All ballots, including those determined as disallowed or invalid and any Special Election ballots shall be retained by the National Office for a period of three years upon completion of the ballot counting process.

SECTION VI

NATIONAL FUNDS

1. **Dues.**
- A. The annual membership dues are set at \$48.00. Members who are over 80 years of age or reach the age of 80 during calendar year 2023 is set at \$24.00
- B. A Silver Lifetime Membership shall be \$800.00 for members under the age of 40; \$750.00 for members ages 40 to under 55; and \$700.00 for members 55 and older. Payment may be made in either a one-time payment or in consecutive monthly installments not to exceed 12 months.
2. The following funds exist solely as donations from membership and are only to be used as specified. These donations are above and beyond the dues of the members.

These funds cannot be used to offset the annual association budget or for any other purpose other than those listed in the following paragraphs.

- A. CCCAF Fund. The Captain Caliendo College Assistance Fund (CCCAF) program was proposed at the National Conference of the CPOA in Oct 1971 and adopted at the National Conference of 15 Feb 1973. It was established to provide college scholarships to dependents of Association members.
 - 1) Chapters and Branches are encouraged to hold one fund raising event before 1 June of each year to generate funds for the CCCAF. Chapter or Branches choosing not to hold fundraising events are encouraged to make a donation to the CCCAF.
 - 2) These funds are obtained from voluntary contributions of members, Chapters, Branches, and other interested parties. All funds raised shall be forwarded to the National Office as designated for CCCAF. Chapters, members, or other groups who donate \$500 or more to the CCCAF calendar year, will be recognized on the perpetual plaque maintained at the National Office.
 - 3) Funds received shall be placed in interest bearing accounts covered by FDIC, FSLIC or SIPC, or other sufficiently insured account, whichever are most advantageous to the funds.
3. Elected Officials shall not be paid a salary during their term of office but will be reimbursed for travel, food and lodging expenses incurred during the execution of official business.
 - A. Payments:
 - 1) Per diem will be paid at the current federal per diem rates for the locality in which the travel is being performed. Mileage rates paid will be current federal government Privately Owned Vehicle Reimbursement Rates.
 - 2) The Convention Registration fee will be funded for the National Board of Directors and the Executive Director.
 - 3) Verification of expenses shall be by voucher and signed by the individual concerned. Claimant shall retain receipts.
4. Elected Officials shall insure adequate audits are conducted for all funds received from outside sources (i.e., Coast Guard Foundation), and further distribution thru Chapters/Branches. These audits will be reviewed by the National Treasurer and reported to the Board of Directors bi-annually.

SECTION VII

MEETINGS

1. Annual Convention

- A. The Association shall hold a Convention or Meeting each calendar year. The National Convention Committee shall advise the Board of Directors 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 may 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.
- C. In the event that the Association's (annual) Convention cannot physically be convened due to circumstances beyond the control of the Association, the Board of Directors and Chapter presidents (or their delegate) shall convene via other means (including electronic/visual means) to conduct appropriate business.

2. Convention Information

- A. The President shall issue the Call to Convention at least 90 days prior to the opening session.
- B. When a main motion is of such importance or length as to be in writing, it shall be written in the form of a resolution. That is:
 - 1) Each Motion shall be restricted to one subject.
 - 2) The WHEREAS(S) shall state the reasons for the proposal.
 - 3) The RESOLVED shall contain the exact wording of the proposal to be adopted.
 - 4) Proposed Motion shall contain the following: "This is to certify that on (date), with a quorum present at a regular scheduled or special meeting this Motion was proposed, read, debated, adopted and signed by majority (or unanimous) vote." This certification is not required if the Motion is from an individual member."
- C. Convention Votes
 - 1) The National Board of Directors shall be voting members, except the President who may cast a vote to make or break a tie.
 - 2) All members in good standing 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 regular members. 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, Guest, and Presentation of Awards
- g) Keynote Speaker Address
- h) Recess (as appropriate)
- i) Roll call of Officers and BOD
- j) Report of Accreditation Committee. (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. Meetings of the Board of Directors shall be at the call of the President and 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 President or Vice President. Meetings of the 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 Board members may attend except as invited to do so by the President.

- 1) 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.
- 2) A post-Convention Board of Directors meeting may be convened, if necessary, normally at the site of the Annual Convention, not more than 24 hours after the adjournment of the Annual Convention.

C. Electronic Meetings

(1). Regular and Special Meetings of the Board of Directors or Committees may be held by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, etc.) subject to the following:

- (a) Use of Parliamentary Authority shall be maintained.
- (b) The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions continuously throughout the specified time of the meeting.
- (c) All members of the Board or Committee shall have access to the appropriate electronic meeting media. The number of people responding to a call for any particular meeting must meet or exceed the quorum of members and these responders shall be assumed present until the meeting is adjourned; however, in meetings where members are expected to be continuously present (e.g., telephone or video conferences) the quorum of members who respond must remain connected during the course of the business portion of the meeting.
- (d) Electronic Voting. Voting via email or by Electronic Ballot Module during meetings for the purpose of adoption shall contain identification and authentication information identifying the voter. Name and member number shall be sufficient. Audio and/or Video meetings may use voice vote provided there is sufficient certainty the responders are the official roll of voting members.
- (e) Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Board of Directors

SECTION VIII

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 Chapter President.
2. **Presidents Outstanding Chapter Award (POCA)**
 - A. Purpose: To recognize a chapter or chapters that best exemplifies the highest Dedication, Devotion and Tradition in meeting the aims and goals of the Association.
 - B. Award in three categories: Small - 15 to 100, Medium - 101 to 200, Large - 201 and above.

C. Award to be based on the following:

- 1) Articles to the Chief2 pts per issue
- 2) Newsletter 4 issues - 10 pts
- 3) Community Involvements
 - a) Coast Guard Involvement2 pts each event
 - b) Municipal Involvement..... 1 pt. each event
 - c) Financial Involvement 1 pt. each - max 5 pts
- 4) Active CGEA Branch5 pts
- 5) Convention attendance
 - a) Chapter Member 1 pt. per session
- 6) CPO Academy Welcome Dinner Sponsorship.....3 pts. per dinner
- 7) CPOA Donations
 - a) CCCAF 1 pt.
 - b) CPO Foundation..... 1 pt.
- 8) Dedicated fund raiser to # 6 and 7 2 pts each event - max 10 pts
- 9) Social Media Release.....1 pt. each release---max 10 pts

D. Award Criteria

- 1) Community Involvement: Only projects that are truly coordinated chapter efforts that realize a significant impact on the Coast Guard Activity, Community, Organization, or Individual you are assisting may be submitted.
- 2) All projects must be fully documented with letters, news articles, photos, etc., and include an impact statement of the Who, What, When, Where, Why and How. Inadequate documentation may cause a project to be disallowed.
- 3) CGEA Branches must be active. Documentation of a minimum of quarterly meetings or other activity is required.
- 4) Financial donations made to the same organization will only be counted once. Documentation is required.
- 5) Convention Attendance.
- 6) Fund raisers must be fully documented with letters, articles, photos, reports, etc.
- 7) Packages are due in the National Office third Wednesday in July.

E. Selection Process

- 1) The Board of Directors shall select one winner from each category.
- 2) Winning packages shall be presented to the Chapter Presidents in attendance for vote by secret ballot on the Chapter of the Year. Voting shall be based on the Chapter that best meets the aims and goals of the Association. Votes will be sent to the National President for tally and final

determination.

- a) Packages to the Chapter Presidents on Monday of Convention Week.
- b) Vote Wednesday of Convention Week.
- c) Presentation during Convention Dinner.

F. Awards

- 1) Cup for Outstanding Chapter
 - 2) Plaques for Runners Up
 - 3) Certificates for Participating Chapters
3. **Membership Recruiting Award**. Recruiting Awards will be given for each of the following categories, and winners will be recognized during the opening ceremonies of the National Convention. Chapters must be two years old to be considered for chapter awards.
- A. The Chapter having the largest increase of new members for the Convention year.
 - B. The Chapter having the largest percentage increase of new members for the Convention year.
 - C. The member who has recruited the largest number of new members for the Convention year.
4. **Spirit of the Chief Award** This Award is presented to the student in each CPO Academy Class who most exemplifies “The Chief”. Students in each class select the person to receive this honor. The Award is presented on behalf of the Association by the National President or an appropriate representative.
5. **Service Pins** This Award is presented to each member of the Chief Petty Officers Association, who has served a cumulative 25, 35, and 50 years of dedicated service to the Association. The pin shall be mailed to the individual by the National Office, at the end of August of each year. Chapters may request pins for their members for presentation. These requests must be in the National Office no later than the last Thursday in June of each year for inclusion in the annual distribution, along with the individual’s name and member number.
6. **Past National President and Board of Directors Service Pins** These Service Pins for Past National President and Past National Board of Director shall be presented to each outgoing member. Members are entitled to one service pin regardless of the number of terms served. Past presidents would be entitled to both pins if having served in other BOD positions.

SECTION IX

Coast Guard Enlisted Association (CGEA)

1. The CGEA is a constituent organization of the CPOA. The CGEA should be supported at the local level as follows:
 - A. Chapters shall appoint a liaison to work directly with the local CGEA Branch.

- B. Chapters located where there is not currently a CGEA Branch, should make every effort to establish one.

SECTION X

Special Projects Submission

1. The procedure for approval of a Special Project and request for advertisement in “The Chief” magazine is as follows:
 - A. Any Chapter, Branch or Unit requesting approval of a Special Project and advertising in “The Chief” magazine, website, and social media outlets” must submit their request to the Special Project Committee via the National Office either by e-mail or regular postage.
 - B. The request shall include:
 - 1) a cover letter.
 - 2) a photo or detailed description of the proposed project.
 - 3) a photo-ready layout and design of the advertisement.
 - C. Approval process.
 - 1) The National Office shall forward the proposed project to the Special Projects Committee Chair.
 - 2) The Special Projects Committee Chair will review the proposed project to ensure the request is not in conflict with any other ad currently running in “The Chief”, website and social media outlets.
 - 3) The Special Projects Committee will submit its recommendations to the National President for approval.
 - 4) The Chapter, Branch or Unit will be notified upon approval / disapproval. Disapproval will be accompanied with an explanation of disapproval.
 - 5) Each Chapters and Branches is entitled to one free ad in “The Chief” per calendar year. The first ad will run in the edition following the approval.
 - 6) The CPOA / CGEA logos are the exclusive property of the respective entities and use of their logos require their approval, with the CPOA National Board of Directors serving as the final authority in the use of logos.

SECTION XI

CPOA FLAG

1. The authorized flag of the CPOA shall be displayed with respect and in a proper manner. Only the CPOA-authorized flag shall be displayed by a Chapter.
2. Authorized pennants may be awarded for display on the flagstaff.

3. It shall be displayed in accordance with regulations regarding display of the CG Ensign when displayed in conjunction with the National Ensign. When displayed by itself, the rules and regulations of flag display shall be followed.
4. CPOA flags are available for purchase from the National Office.

SECTION XII

EMBLEMS

1. **CPOA Emblem.** Authorization of the design and use of the CPOA Emblem was given by the United States Coast Guard on 1 August 1971. Our policy is that the emblem will be used for the purpose of identification and solely by the CPOA. The emblem represents the “Chief” and shall consist of the following:
 - A. The USCG Chief Petty Officer’s (CPO) device (Fouled Anchor and Shield) shall be the center of the emblem and shall represent all Chiefs.
 - B. The Anchor and Chain (Fouled Anchor) shall be Gold in color representing Stability, Security and is a Symbol of Authority.
 - C. The Shield shall be Silver in color representing the Coast Guard’s part in protecting our waterways and it also distinguishes the Coast Guard from the United States Navy. The 13 Stars and Stripes on the Shield representing the thirteen original Colonies shall be black in color.
 - D. The CPO device shall be surrounded by a field of blue, representing the five oceans and the seven seas of the world, denoting the fact we are a sea going service and our fellow Coast Guardsmen have sailed on all of them at one time or another.
 - E. Surrounding the field of blue will be a continuous piece of line (silver in color) representing the unending loyalty of the CPO to our service, country and shipmates.
 - F. Bordering the inner line of silver shall be a white life ring with red lettering reading “CHIEF PETTY OFFICER’S ASSOCIATION” around the top and “UNITED STATES COAST GUARD” around the bottom. This white life ring represents our mission to save lives even at the cost of ours. The red lettering shall represent the blood of our fellow Coast Guardsmen who have given their lives in the performance of their duties, during war and peace.
 - G. The outer ring shall consist of a continuous piece of silver line which represents the Associations never ending effort to unify and bring together all of the things we as CPO’s hold in high regard.
 - H. Below the fouled anchor, in black letters, shall be “Chartered 1969” to indicate the year the CPOA was established and chartered. Following is a reproduction of the official emblem of the CPOA.



2. **CPOAA Emblem.** The emblem of the Chief Petty Officer’s Association “Auxiliary” shall represent one belonging to the other. The two interlocking emblems show the unity binding the two organizations together. The word “Auxiliary” shall be substituted for the “United States Coast Guard” around the bottom of the ring. The year “1974” shall be substituted for “1969”. Following is a reproduction of the official emblem of the USCG CPOAA.



- A. The CPOAA National Charter was returned to CPOA National Office at the 2013 CPOA Convention. The CPOAA logo is retained for historical purposes in honor of all past CPOAA members and their service to the CPOA.
3. **CGEA Emblem.** The USCG Enlisted Association (CGEA) Emblem is to be used for the
- A. purpose of identification and solely by the CPOA and the CGEA. The emblem shall consist of the following:
- B. The USCG Device shall be the center of the emblem and shall be surrounded by a field of white.
- C. Centered above the device, in blue letters, shall be the letters “CGEA”.
- D. Surrounding the field of white shall be a continuous piece of line, gold in color with blue trim, representing the unending loyalty of the Enlisted Coast Guardsman to their service, country and shipmates.
- E. Bordering the inner line of gold with blue trim, shall be a white life ring with blue lettering reading “USCG” around the top and “ENLISTED ASSOCIATION” around the bottom.
- F. The outer ring shall consist of a continuous piece of gold line representing the Association and its never-ending effort to unify and bring together all things the Coast Guard Enlisted hold in high regard.
- G. The following is a reproduction of the CGEA Emblem.



SECTION XIII

FORMS

1. Annual Gross Receipts Report – Each Chapter shall complete this report annually and submit it to the National Office to arrive no later than 28 February each year. The form is included at the back of Operations Manual and is available on the CPOA website (www.uscgcpoa.org). (Encl 1).
2. Sample Election Ballot - This form is included at the back of Operations Manual (Encl 2)
3. Sample CPOA Membership Form - This form is the approved version and is available at the in “The Chief” magazine, on the CPOA website (www.uscgcpoa.org). (Encl 3).

SECTION XIV

AMENDMENTS AND REVISIONS

1. The Operations Manual may be amended as needed at an Annual Convention. All Amendments to the Operations Manual must be in compliance with the By Laws.
 - A. Procedural changes recommended by the Board of Directors and/or the membership will be forwarded to the National Vice President for review to ensure compliance with the By Laws.
 - B. The Board of Directors may make changes to the Operations Manual to ensure the organization avoids being placed in legal jeopardy. The Board of Directors may also make changes to correct typing, grammatical and numbering. All such changes shall be ratified during the next Annual Convention.
 - C. Motions to Amend the Operations Manual.
 - 1) A Motion to Amend the Operations Manual shall be submitted to the National Board of Directors to arrive not later than 120 days prior to the convening of that year’s Annual Convention. The Board of Directors shall vote to recommend approval or disapproval within 30 days of receipt and a statement supporting the Board’s recommendation shall be published in the July edition of The Chief magazine and placed on the CPOA Website.
 - 2) The Motion to Amend will then be presented to the CPOA Chapter Presidents for their consideration and their vote of approval or disapproval of the Motion.

- 3) The Motion to Amend the Operations Manual will then be put before the CPOA members in good standing and in attendance at the Annual Convention for approval or disapproval; approval by a simple majority is required of those present and voting.
- 4) An approved Amendment will become effective upon the adjournment of the Convention in which it was approved.

SECTION XV

GOLD LIFETIME MEMBERSHIP

1. Procedures for Gold Lifetime Membership

- A. Nominations for Gold Lifetime Membership shall be submitted in either resolution format or letter form and mailed or e-mailed to the National President 120 days prior to the convening of the Annual Convention. The nomination shall be dated and signed by the submitter(s).
- B. When the National President receives a properly submitted nomination for Gold Lifetime Membership, s/he will select an Ad Hoc Gold Lifetime Membership Chairperson at least 100 days prior to the start of the Annual Convention. The Chairperson will not be from a nominee's chapter.
- C. The Committee will consist of all living Gold Lifetime Members choosing to serve.
- D. The Chairperson is to ensure each Committee Member receives a copy of each nomination. The Committee will communicate via telephone, mail, or electronic medium. Travel funds will not be authorized for this committee. The Committee may select a maximum of two Gold Lifetime Members during an Association year. The Chairperson will vote only to break a tie.
- E. The Ad Hoc Gold Lifetime Membership Committee Chairperson shall submit a report to the National President, no later than forty-five (45) days prior to the Annual Convention. This allows time to prepare the necessary awards. If a nominee is selected, the National President will inform the candidate that an award will be presented at the upcoming Convention. This allows the candidate to bring additional family members if s/he so desires. Travel funds are not authorized for GLM Awardee. If a nominee is not selected, the National President will inform the nominator.
- F. The Gold Lifetime Membership will be via a secret voting process. Committee members will not discuss any results outside the Committee meetings.
- G. The following information shall be included in the nomination for consideration by the Committee:
 - 1) Nominee must be a Regular Member who has rendered distinguished and tangible service in an exemplary and outstanding manner as to promote and advance the welfare of fellow members, their dependents, and their

Community/Country.

- 2) The nominated person must be a member in good standing. This will be confirmed by the National President when the nomination is received.
 - 3) The nominated person should be active in contributing their time and energy towards the goals of the Association and the Coast Guard.
 - 4) The nominated person should have attended National Conventions, and been actively involved in the business of the Convention, i.e., committees, etc.
 - 5) The nominated person should have promoted and supported programs within the organization, i.e., CCCAF.
 - 6) The nominated person should be actively involved in recruiting new members for the Association.
- H. The award shall be presented with appropriate ceremony at the opening session of the Annual Convention.

SECTION XVI

Liability Issues in Fundraising

1. Fundraising is a necessary part toward meeting the Aims and Goals of the Association and the Chapter. A very popular item to raffle, and one that produces a great return, is the raffling of firearms. The handling of firearms by National or a Chapter has the possibility of creating liability. In order to provide for the raffling of firearms the following directions are the policy of CPOA.
 - A. Create an agreement with a licensed firearms dealer to assist in the Give-Away. As noted below the Chapter nor any representative shall take possession of the firearm. It stays with the dealer.
 - B. The licensee or a representative of the licensee brings a firearm to a meeting or event so that the firearm can be displayed. After the meeting or event, the firearm is returned to the licensee's premises. The licensee must complete an ATF Form 4473 and conduct a NICS background check prior to transferring the firearm to the winner of the raffle.
 - C. If the firearm is a handgun, the winner of the raffle must be a resident of the state where the transfer takes place, or the firearm must be transferred through another licensee in the winner's state of residence.
 - D. If the firearm is a rifle or shotgun, the licensee can lawfully transfer the firearm to the winner of the raffle as long as the transaction is over the counter and complies with the laws applicable at the place of sale and the state where the transferee resides.
2. If someone wants to donate a firearm to a Chapter, it is recommended to seek an alternative measure to meet the above policy. As to not turn down an opportunity it is suggested to take the firearm to a licensed firearms dealer and sell it with the proceeds going to the Chapter. Do not raffle a firearm the Chapter has possession of.

3. Due diligence is also needed if raffling Alcohol as prizes. Ensure steps are taken that an Alcohol prize may not be opened or consumed at the meeting or event at which the prize is claimed.
4. As an alternative to the above, it is recommended to raffle a Gift Card to the above-mentioned businesses in order to help promote them. Do not label the cards for a specific item, allowing the winner to purchase whatever they so desire.
5. Liability is a fundraising concern when there exists the possibility for the fundraising event or item to become out of adherence to a local, state, or federal law. If there is any question, refer to the Legal Guidance section of the CPOA Website, and or contact Local Authorities.

SECTION XVII

RITUALS

(The following ceremonies are guidelines only and should be modified as necessary to suit the circumstances.)

INVOCATION

Props: Table or altar
Bible
US Flag and other appropriate flags

CHAPLAIN

Dear Father in Heaven may thy name ever be hallowed by the people of America, whom You have blessed beyond all other people. May America ever adore you and thank thee for those blessings guaranteed to us in establishing law. We take much of Your blessings for granted, and we beseech Your understanding as we gather in devout and patriotic assembly. Bless our Nation that she may ever be strong and generous, right, and victorious, among the family of Nations on this earth. Bless our elected leaders, that they may serve America in wisdom and peace, and bless us, banded here together for good in this organization, that we may serve our fellow man well in peace, as in war. Bless, we beseech Thee, those who went before us and those whose price of patriotism causes them to suffer today from mental and physical disability, in Thy Holy name, we most humbly pray. Amen.

CPOA MEMORIAL SERVICE

A Chief Petty Officer of the United States Coast Guard has embarked on his/her last voyage, the tides of life have ebbed for this fellow Chief, and we, his/her shipmates, family, and friends gather here to honor his/her memory. (*Name*) was a valued member of the (*Chapter*) of the United States Coast Guard Chief Petty Officer's Association

(Duty station, if known and if appropriate)

Now the Supreme Admiral of the Universe has called our shipmate to sail with Him in eternally calm seas, forever free from the storms of mortal life. We honor and cherish the memory of our shipmate, but we do not mourn for him/her, for he/she has found safe anchorage in the great harbor of eternal peace, rather, it is for ourselves we mourn because a good friend has slipped his/her moorings and is no longer with us. We mourn our loss, but we are consoled by the abiding faith that when the final watch changes for us, and we too cross the bar, our shipmate will be waiting to pilot us to safe anchorage.

*When our sailing nears its
ending When our course is
all but run, When the scenes
of past endeavor Crown
upon us one by one.*

*When we see in true
perspective Knowing wrong
and knowing right, may we
say like all good sailors*

*I have fought a noble fight,
may we find our lifelong
courses Have not been
steered in vain, Lest the
bearings we have plotted*

*Must be reckoned out again,
when we leave our earthly
bodies Buried deep in sea or
sod,*

*May our endeavors be our
glory When we go to meet
our God.*

Now we bid you hail and farewell, shipmate, until we drop anchor at the last great eternal port.

Now we give our formal salute to our departing shipmate

(Place white flower on casket, step back and salute).

TAPS – (CALL ATTENTION AND HAND SALUTE DURING TAPS).

Fold flag and hand folded flag to Chapter President. Chapter President faces next of kin and states, as he hands the flag to the next of kin, "I present this flag on behalf of the United States Government for services performed in the United States Coast Guard."

This concludes our memorial service.

(Chapter president, pallbearers, and others, follow Chaplain to greet next of kin and express condolences.)

INSTITUTING A NEW CHAPTER

(Instituting Officer)

Fellow Chiefs, by the authority of the Constitution and By-laws for the United States Coast Guard Chief Petty Officer's Association, your application to establish a Chapter of the CPOA has been approved and a Charter has been issued to you.

Every Chief applying for membership in our distinctive organization is required to proclaim acceptance of the principles of the CPOA and at the conclusion of these ceremonies, 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. "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 they are still standing)

We must remain ever mindful of our 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, and our responsibility in the enforcement of the laws of our country. We must believe, 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, and in respect for those who have gone before us and as a guide for those who follow.

(Instituting officer addressing the Chapter President-elect)

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?

(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 you subscribe to these principles.

(Answer – "I do")

(Instituting officer addressing the members)

I now declare this to be a regular Chapter of the association hence forth to be known as the (Name) Chapter. Fellow Chiefs, 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 chapter.)

(Instituting Officer)

Mr. Chairman - have the members of this chapter chosen who are to serve for the prescribed period?

(They have)

Mr. Chairman, you will call the roll of officer-elect and as their names are called, the officers will stand.

Fellow chiefs – have these officers been elected in the proper manner and are they the choice of the majority?

(They are)

(NOTE: If the Instituting Officer is also the Installing Officer, he/she continues. If not, he/she turns the proceedings over to the Installing Officer as follow.)

It now becomes my honor to turn these proceedings over to (TITLE/NAME) who will install the Officers of the Chapter.

(Installing Officer)

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

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 duties of your office as prescribed by the rules governing our Association and your Chapter?

(I will)

Will you at all times protect the interest of the Chief Petty Officer's Association, its Chapters and members, to the best of your ability?

(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 and the governing rules of the (**Chapter Name**) Chapter to the best of my ability. This I freely pledge, as a citizen of our United States of America and on my honor as a Chief Petty Officer of the United States Coast Guard.

You may now lower your hands.

Officers, you now occupy a position of honor, trust, and responsibility to which your fellow Chiefs elected you. The rules governing the United States Coast Guard Chief Petty Officer's Association and the rules governing your chapter prescribe your duties.

Mr. President, this Chapter 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 Chiefs have honored you by electing you to the highest office in your Chapter. 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 chapter, 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 the privilege of serving your fellow Chiefs.

(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 of Instituting officer**) who will present the Charter.

Instituting Officer

Mr. President, I now deliver the charter for this chapter 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 chapter meetings. Upon completion of your term of office, you are to deliver the Charter to your successor.

I now declare the (**Name**) Chapter of the United States Coast Guard Chief Petty Officer's Association duly instituted and in working order, and the Officers of the Chapter duly installed.

INSTALLATION OF NATIONAL OFFICERS

(Installing Officer)

It now becomes my duty and honor to install the members who have been elected to serve as the National Officers and Board of Directors of the United States Coast Guard Chief Petty Officers Association, the Coast Guard Enlisted Association and the Chief Petty Officers Association Auxiliary.

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

Will the Officers-elect please come forward? I have the honor of installing you who have been chosen by the membership to administer the affairs of the Association for the period elected. I congratulate you.

Mr. / Madam President-elect, please place your left hand on the Bible before you. Officers- elect to the rear, 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 all the duties of your office as prescribed by the rules governing our Association?"

(ANSWER: I will)

Will you protect at all times the interest of the Chief Petty Officer's Association, its chapters, auxiliary units, branches, and members, 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 Association and submit accounting records, when required or requested, for financial audit?

(ANSWER: I will)

(Have each Association take their own oath)

(CPOA)

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,

to the best of my ability,

in accordance with the rules,

governing the United States Coast Guard

Chief Petty Officer's Association. This I freely pledge

as a citizen of our United States of America,

and on my honor as a Chief Petty Officer,

of the United States Coast Guard.

You may lower your hands.

(CGEA)

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,

to the best of my ability,

in accordance with the rules,

governing the United States Coast Guard,

Coast Guard Enlisted Association.

This I freely pledge,

as a citizen of our United States of America,

and on my honor as a Chief Petty Officer,

of the United States Coast Guard.

You may lower your hands.

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

Mr. / Madam President, this Association 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 Association. 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 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 and the rules governing parliamentary procedure so you will be able to discharge the rules and rituals of your Association and pass on rules governing debates. Your duty is to serve your membership. Congratulations.

(Handshakes)

I now declare the National Officers of the United States Coast Guard Chief Petty Officer's Association, the Coast Guard Enlisted Association and the Chief Petty Officers Association Auxiliary duly installed and in working order.

INSTALLATION OF CHAPTER OFFICERS

(Installing officer to incumbent president)

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?

(They have)

Have the records and accounts of the chapter been examined and approved by the Audit Committee?

(They have)

Do you have in your possession the Chapter Charter and the gavel of your office?

(I have)

You will surrender them to me. 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.

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?”

(I will)

Will you, at all times, protect the interests of the Chief Petty Officer’s Association, its chapter, branches, auxiliary units and its members?

(I will)

Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your chapter and to submit accounting records, when required or requested, for financial audit.

(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,

to the best of my ability,

in accordance with the rules,

governing the United States Coast Guard

Chief Petty Officer’s Association. This I freely pledge

as a citizen of our United States of America, and on my honor as a Chief Petty Officer,

of the United States Coast Guard.

You may lower your hands.

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

Mr. President, this chapter is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow Chiefs have honored you by electing you to the highest office of your chapter. 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 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 chapter, and the rules governing parliamentary procedures so you will be able to discharge the rules and rituals of your chapter and to pass on rules governing debates. Your duty is to serve your fellow chiefs.

Congratulations.

I now deliver the Charter of this Chapter 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 chapter meetings. Upon completion of your term of office, you are to deliver it to your successor.

(Handshakes)

I now declare the officers of the **(Name)** Chapter of the Coast Guard Chief Petty Officer's Association duly installed and the Chapter is in working order.

MIA/POW SERVICE OF REMEMBRANCE

Master of Ceremonies (MC):

We, the members of the U.S. Coast Guard Chief Petty Officers Association, have not only gathered here tonight to enjoy this annual grand ball. We have also assembled here to pay tribute, and to remember, those who could not be with us, those who did not return from their tour of duty on foreign soil and who are listed as either Missing in Action or as a Prisoner of War. That deep pain lingers still as we continue our quest for an answer to our question, “**WHERE ARE THEY**”?

PAUSE

On this day, however, we know one thing. **THEY ARE NOT HERE.**

PAUSE (*Dim lights*)

Lighted candle on table or spotlight shining on table. (Optional)

As you entered the banquet hall this evening, you may have noticed a table here in a place of honor. The table before you has five places, representing the branches of our Armed Forces (The Army, The Navy, The Air Force, The Marine Corps and The US Coast Guard.). The MIA/POW flag is prominently displayed and overlooking the table.

The Military is filled with symbolism. The table is one way of symbolizing those who are not yet accounted for, and who are missing from our midst. Some call the people, MIA’s or POW’s; we call them Brothers and Sisters.

PAUSE

The **TABLECLOTH** is **WHITE**, symbolizing the **PURITY** of their intentions to respond to their country’s call.

PAUSE

The **SINGLE ROSE** displayed in a **VASE** symbolizing both their **FRAILITY**, and their families, friends, and loved ones who keep faith, waiting for their return.

PAUSE

The **RED RIBBON** tied prominently on the **VASE** is reminiscent of the **RED RIBBON** worn upon the lapel and breast of thousands, who this day bear witness to their unyielding determination to demand a proper accounting for our missing and return of all live prisoners of war and those left behind.

PAUSE

The **SLICE** of **LEMON** on the **PLATES** is to remind us of their bitter fate.

PAUSE

There is **SALT** on **EACH PLATE**, symbolic of the tears of those who wait for their return.

PAUSE

The **GLASSES** are **INVERTED**; they cannot toast with us this season.

PAUSE

The **CHAIRS** are **EMPTY**; they are not here.

PAUSE

REMEMBER, all of you who served with them and called them **FRIEND** and **BUDDY**, who depended upon their might and relied upon them. **REMEMBER**, for surely, **THEY HAVE NOT FORGOTTEN YOU**.

PAUSE

PLEASE, let us now have a moment of silence for those who cannot be with us tonight.

PAUSE (*Lights on, continue with program.*)

The following is a list of supplies that are needed for this Remembrance Ceremony.

MIA/POW flag and pole.

Table, big enough for five places, preferably round. Five chairs.

Vase.

Rose (*red or yellow*). Generally, the color yellow signifies “waiting for return” as in the song “tie a yellow ribbon around the old oak tree” yellow is recommended, however, any color may be used to symbolize “FRAILTY”

Red Ribbon.

Five Plates.

Five Slices of Lemon.

Table salt.

Five Wine glasses (inverted)

Optional:

Candle, with a glass container so that the flame might be protected.

Tilted chairs

Enclosure 1

Annual Gross Receipts Report

Date: _____

EIN: _____

From: (Chapter/Branch Name)

To: USCG Chief Petty Officer's Association, 5520-G Hempstead Way, Springfield, VA
22151

Subj: Annual Gross Receipt Report

Ref: (a) USCG CPOA By-laws, Section VII.3.k
(b) IRS Code of 1954

1. Our Association is exempt from Federal Income Tax under Section 501c(19) of reference (b). We are authorized to submit an annual group return to the IRS covering the National Office and each subordinate unit who did not have \$50,000 or more in gross receipts for the calendar year.
2. Please highlight the appropriate sub-paragraph below:
 - a. WE DID NOT HAVE \$50,000 or more gross receipts for calendar year (Last Year). It is requested we be included in the group return filed by the National Office.
 - b. WE DID HAVE \$50,000 or more gross receipts for calendar year (Last Year) and will file a separate tax return with IRS.
3. Please choose above category and return via e-mail to ExecutiveDirector@uscgcpoa.org before 28 February (Current Year).
4. By responding and printing your name/position below, you are certifying the above information is correct to the best of your knowledge.

(Presidents Name)
(Name) Chapter President

Enclosure 2

Sample Election Ballot

OFFICIAL BALLOT USCG CPOA NATIONAL OFFICERS (TERM OF OFFICE)

Instructions: Place an X or check mark on the line in front of the candidate of your choice. Write in candidates are not authorized and any ballot with them will be disqualified. To validate your ballot, you must fill in the last four numbers of your SSN and your membership number. Your membership number is on the first line of your mailing label on the front of The Chief magazine. It is the six-digit number starting with "0" and is on the line above your name. If you do not know or cannot locate your number, contact the National Office at 703-941-0395 to obtain it. Ballots without these numbers affixed, or those members who are not in good standing, will be discarded. Once you have completed the ballot-fold, tape and place in mail. The ballot is self-addressed with and must be in the National Office not later than 2400, (**Set date**).

CPOA CANDIDATES

President (Select only 1)

____ YNC B. A. Jones
____ BMCS A. B. Smith
____ MKCS G. A. George

Regional Adviser (Select 3)

____ BMC B. F. Evans
____ AEC R. A. Brown
____ BMCM T. A. Smith
____ SKCS R. D. Runn
____ AECM D. D. Smith

Vice-President (Select only 1)

____ ISCS R. B. Jones
____ EMC B. J. Allen

Secretary (Select 1)

____ ATC T. A. Bee
____ RMCS K. A. Kay

Treasure (Select only 1)

____ GMC R. T. Jay
(unopposed)



CPOA Chapters

The United States Coast Guard Chief Petty Officers Association & Coast Guard Enlisted Association

Membership Form



CGEA Branches

Member Information

Last Name		First Name		MI	Rate/Rank	Member Number	Date
Street Address (include Apt # if applicable)				City		State	Zip
Phone		Home E-Mail		Work Phone		Work E-Mail	
EMPLID	Last 4	DOB	Sponsored By (Rank, First and Last Name)			Sponsor's Chapter or Branch	
<input type="checkbox"/> Active Duty	<input type="checkbox"/> Retired	<input type="checkbox"/> Reserve	Branch Of Service				

Covering annual national dues via allotment? Please submit a copy of your My Voluntary Deductions page from DA showing 1) your name and 2) the CPOA line item (other line items may be deducted) along with your CPOA/CGEA application to avoid processing delays.

Membership Information

<input type="checkbox"/>	I just wish to update my contact information.
<input type="checkbox"/>	I am currently assigned to the _____ Branch/Chapter
<input type="checkbox"/>	I wish to be assigned to the _____ CPOA Chapter
<input type="checkbox"/>	I wish to be assigned to the _____ CGEA Branch
<input type="checkbox"/>	Enclosed is a copy of my allotment for \$4.00 per month to CPOA/CGEA (Blanket Code 066)
<input type="checkbox"/>	Enclosed is my check in the amount of \$48.00 for annual national dues (includes <i>The Chief</i> subscription).
<input type="checkbox"/>	Enclosed is \$14.00 for a 1-year subscription to <i>The Chief</i> magazine.
<input type="checkbox"/>	Enclosed is my check in the amount of _____ for the Silver Lifetime Membership*
<input type="checkbox"/>	I am interested in receiving <i>The Chief</i> magazine electronically if the option is ever available.

If E-mailed, send to: membership@uscgcpoa.org
 If Faxed, send to: (703) 941-0397
 If Mailed, send to: Membership
 5520-G Hempstead Way
 Springfield, VA 22151-4009

Would you like to stop paying dues FOREVER?

Silver Lifetime Memberships are available to all National Members as follows:

Up to age 39: \$800.00
 40 to 54: \$750.00
 55 and up: \$700.00

Enclosure 4

Standing Rule #1

Parliamentary Procedure and Convention Standing Rules

1. All provisions of the By Laws and Operations Manual are hereby incorporated by reference. Roberts Rules of Order Newly Revised shall be the Parliamentary Authority in all cases not covered by the By Laws and Operations Manual. Where neither covers a given situation, the Convention shall decide.
2. Roll Call shall be conducted by Chapter. The Primary Delegate shall respond to Roll Call by answering with, Chapter Name, Your Position, plus the number of delegates with you that are physically in the room. Members at Large shall select a primary speaker for roll call purposes.
3. When a member in good standing desires privilege of the floor, he/she shall rise, wait to be recognized, once recognized state Your Name and Chapter/Branch/Member at Large.
4. A member in good standing granted 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.
5. Only members in good standing in attendance shall participate in the business coming before the Convention.
6. No member in good standing shall be given privilege of the floor for a second time on any question until others privileged who desire to speak has done so. Committee Chairman are exempt to answer questions or clarification of their committee report. Members in good standing shall be limited to 3 minutes. At his/her discretion, the Presiding Officer may grant additional speaking time if requested.
7. Except where the By Laws, Ops Man and/or Parliamentary Authority requires a 2/3 vote, all resolutions, and motions, shall be decided by a majority vote.
8. Convention Committee Reports are limited to 3 topics for consideration and its presentation shall not exceed 1hour.
9. Convention Committee Reports are received by paragraph. At the end of each paragraph the presenter will be prompted to proceed by the Convention Floor.
10. Members may request the floor during a Committee Report over an issue of the paragraph being presented. The presenter shall "move this paragraph", the issue is handled, and the Chair shall prompt the presenter to proceed.
11. Convention Committee Reports shall end with "I move this report be adopted" and carries an automatic second. In the event there is only one member on the committee, then a second from the floor will be required.
12. An original signature copy of all Resolutions, written motions and reports shall be given to the Secretary.
13. Unless otherwise authorized, a Roll Call Vote shall be held upon a call by 3 different delegates from 3 different Chapters or Members at Large who are in the minority and

only when the vote is in doubt. Roll Call Votes shall be by Chapter with all delegates voting. Members may vote “aye” for or “no” against. Those wishing not to vote shall respond “Abstain”. As the Secretary calls the roll, the Primary Member of each Chapter shall respond with Chapter Name, number of “Ayes”, Nos and “abstentions”. A selected Member at Large shall do the same for the MALs.

14. Visitors and non-accredited members shall occupy seats provided apart from the Delegates.
15. No expenditure of funds shall be voted on without prior recommendation of the Convention Budget Committee.
16. Members shall be in the prescribed Military Uniform or equivalent for Opening Ceremonies, Past President Gold Lifetime Luncheon and Awards Banquet. During the remaining portions of the Convention members may wear appropriate civilian attire, being defined as appropriate attire that would be acceptable aboard any Coast Guard Installation. Except for the Awards Banquet, Convention Name Tags are required.
17. These rules unless suspended, rescinded, or amended by 2/3 vote, shall remain in force throughout the Annual Convention.