

UNITED STATES COAST GUARD  
CHIEF PETTY OFFICERS ASSOCIATION



OPERATIONS MANUAL

(DRAFT - 2010 - DRAFT)



**OPERATIONS MANUAL****TABLE OF CONTENTS**

<b>SECTION</b>	<b>PAGE #</b>
<b>I Purpose</b>	<b>3</b>
<b>II Governing Body</b>	<b>3</b>
<b>III Organization</b>	<b>6</b>
<b>IV Executive Director</b>	<b>11</b>
<b>V Election Procedures</b>	<b>13</b>
<b>VI National Funds</b>	<b>14</b>
<b>VII Meetings</b>	<b>16</b>
<b>VIII Awards</b>	<b>20</b>
<b>XI Coast Guard Enlisted Association</b>	<b>22</b>
<b>X Special Projects Submission</b>	<b>23</b>
<b>XI CPOA Flag</b>	<b>24</b>
<b>XII Emblems</b>	<b>24</b>
<b>XIII Forms</b>	<b>28</b>
<b>XIV Amendments and Revisions</b>	<b>28</b>
<b>XV Rituals</b>	<b>29</b>
<b>Enclosures</b>	<b>40</b>

# **OPERATIONS MANUAL**

## **SECTION I**

### **PURPOSE**

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

## **SECTION II**

### **GOVERNING BODY**

#### **Board of Directors**

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

#### **National Officers**

The National Officers shall consist of the President, Vice President, Secretary, and Treasurer to serve for a term of not more than 3 years. To be eligible for National Office, a candidate must currently be an E-7, E-8 or E-9, and be a regular member. A current Chapter officer may not hold a National Office.

#### **1. Duties of the President**

- a. Shall preside at the National Convention and at all meetings of the Board of Directors.
- b. 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.
- c. Shall appoint a Chairman for all committees.
- d. 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.
- e. 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.

- f. May appoint a Chaplain to conduct services in a non-denominational manner.
- g. May appoint a Historian.
- h. Shall be the ex-officio member of all National Committees, except the Nominating/Ballot Committee.

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

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

## 3. **Duties of the Secretary**

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

## 4. **Duties of the Treasurer**

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

5. **Duties of the Regional Advisors** - The Regional Advisors shall be responsible for the Chapters assigned to their respective Regions. Their duties include, but are not limited to:
- a. Serve as a voting member of the Board of Directors.
  - b.. Establish communications with their assigned Chapters, and ensure the names of the Chapter Officers and contact information is current.
  - c. Facilitate communications between the National Office and other Chapters.
  - d.. Encourage the Chapter to have an active Membership Chair.
  - e. Encourage Chapters to conduct fundraisers to fund a representative to attend the National Convention.
  - f. Encourage the Chapter members to attend CCTI and recruit new members.
  - g. Perform all duties assigned by the President.
6. 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.
7. 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.
8. 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 Pro-tem officers and a list of eligible members should also be attached to the petition. A majority vote shall constitute a decision.
- d. Following approval of the petition, the National President shall issue a charter. The National President or the President’s representative shall deliver the Charter and be the Instituting Officer at an appropriate ceremony.
- e. A new chapter should be instituted within ninety (90) days following the date of approval of their charter.
- f. 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 rank 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/Association Unit/CGEA Branch, except in those States or other areas where laws of incorporation preclude any possibility of financial or other responsibilities reflecting upon the Association. Failure to comply is sufficient cause for revocation or suspension of the Chapter/Unit/Branch Charter.
- (4) A chapter who endorses or sponsors a club or business enterprise shall become a separate entity of that enterprise. The chapter will establish the club or enterprise by electing a governing body consisting of chapter members. The governing body shall not consist of any chapter BOD member or officers, except for the President who shall be a non-voting ex-officio member. The governing body shall establish regulations or standing rules for the club or enterprise, subject to chapter approval. The chapter membership shall retain veto power over the decisions of the governing body.
- (5) All chapters or members conducting business enterprises, clubs, or other activities, which may be implied that it is contingent upon membership in the Association or other individuals operating or managing an enterprise under the sponsorship of, or part of the Association shall prominently display the following notice in a manner and size readable at a distance of five feet:
  - (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 is 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. Members shall be, but are not limited to, Past National Presidents. They will be realistic in the needs and growth of the Association, and shall set tentative dates for accomplishments of their recommended 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 MCPO-CG and FORCECOM, to further the aims and goals of the CPO Academy. The Committee Chairman shall be a graduate of the CPO Academy.

- 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.
  - (3) Community Activities Committee – The duty of this Committee is to review the various methods by which chapters and the Association may best serve their communities in matters of civic and community affairs, Americanism, citizenship, and continue to foster the principles of the Founding Fathers as expressed in the Constitution of the United States of America.
  - (4) CPO Academy Committee - The duty of this Committee shall be to work with the School Chief of the CPO Academy, the MCPO-CG and FORCECOM, to further the aims and goals of the CPO Academy. The Committee Chairman shall be a graduate of the CPO Academy.
  - (5) Special Projects Committee - This Committee shall be responsible for coordinating and listing for distribution to the Chapters, all available special project items. They shall investigate various private and public business enterprises, which offer potential benefits to the members. They shall review all Chapter and Auxiliary Unit 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, Unit, or Branch.
  - (6) Long Range Planning Committee\_– This Committee shall review, study and recommend long-range goals for the betterment of the Association.
  - (7) 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.
  - (8) CPOAA and CGEA Review Committee - This Committee shall review the policies of these organizations and recommend changes to improve their operations.

## SECTION IV

### EXECUTIVE DIRECTOR

1. The Executive Director (ED) of our Association shall perform the following duties:
  - a. Perform necessary administrative duties and sign official correspondence as directed.
  - b. Maintain membership records.
  - c. Maintain financial records.
  - d. Be the primary representative to Federal, State, Military organizations, and other Governmental Bodies.
  - e. Prepare and distribute publications.
    - (1) "The Chief" Magazine is the quarterly published magazine for the CPOA, designed to disseminate important National and Chapter level information.
  - f. Submit an annual written report to the National President.
  - g. Draft and submit a proposed annual operating budget to the National President.
  - h. Will serve as a non-voting member of the Budget Committee.
  - i. Maintain the National Office.
  - j. Responsible for hiring, setting salaries and discharging of office staff, within the approved budget amounts.
2. The Executive Director is entitled to the following benefits:
  - a. Annual leave is authorized and may be accumulated from year to year but shall not exceed 60 working days at the end of an employment anniversary date. Leave in excess of 60 days will be forfeited. Maximum payment for leave, upon termination of employment, is restricted to a total of 60 days. Annual leave shall accrue as follows:
    - (1) 1 to 3 years of employment - 10 working days
    - (2) 4 to 6 years of employment - 15 working days
    - (3) 7 or more years - 20 working days

- b. The ED shall earn sick leave at the rate of 8 hours per month of employment. Sick leave can be accumulated during employment period. Sick leave for minor illnesses shall be deducted from accumulated totals. Sick leave for major illnesses or recuperation periods will be consistent with a doctor's recommendation and shall be approved by the Association President. These periods will be deducted from accumulated sick leave totals. Maximum payment for sick leave, upon termination of employment, shall not exceed 208 hours.
  - c. All holidays listed in CG Regulations and other government office closures declared by the Federal Government for the Washington, DC, area shall be considered paid holidays. These are in addition to annual earned leave. If the holiday falls on Saturday, the preceding Friday shall be considered the holiday. If the holiday falls on Sunday, the following Monday shall be considered the holiday.
  - d. Authorized one cost of living adjustment (COLA) each year. The cost of living adjustment shall be computed using the Government CPI for the period 1 July through 30 June of each year. The COLA increase will be in addition to any other monetary pay increase authorized by the BOD.
  - e. If entitled to CHAMPUS, TRICARE or MEDICARE, then the Association will pay all premiums associated with any supplemental insurance policies (full family coverage for inpatient/outpatient care), prime cost, etc and all costs associated with participation in the Delta Dental program and/or any dental program sponsored by the Association. The Association shall pay for one yearly eye examination for the employee and family members. Cost of glasses will be borne by the employee.
  - f. The Association will provide a retirement plan (IRA, 401, etc.) to the ED. The retirement program selected should be agreeable to both parties.
3. The Executive Director shall not be entitled to hold a National or Chapter office.
  4. When the position of the Executive Director becomes vacant, the Board of Directors shall take the necessary actions to fill the vacancy.
  5. Should termination of employment by the Association be required, the President will forward a letter to the Board of Directors, with a copy to the Executive Director, stating all the reasons for such action. The letter must include recommended severance pay. Two-thirds of the Board of Directors must approve the President's recommendation before termination can be effected. If approved, the National President shall notify the Executive Director by letter stating the reasons for employment termination and that termination will be effective 30 days from receipt of the letter.

## SECTION V

### ELECTION PROCEDURES

#### 1. Procedures for Elected Offices

- a. The Nomination/Ballot Committee shall receive all nominations after being received at the National Office for verification as being a Member in Good Standing.
- b. Nominations for National Office shall open the first day of October and close the fourth Wednesday of November prior to the election year, every 3 years. Nominations shall be via regular mail, faxed, or e-mail with a statement containing the reason for seeking office, a current resume and a current photo. A confirmation (verbal or written) must be received from the Executive Director indicating that the nomination was received in order for it to be accepted as a nomination.
- c. Candidates' names shall be placed on a ballot in the order that their nomination was received by the Balloting Committee via the Executive Director. Ballots shall display the candidate's reason for seeking the position, a current resume and picture
- d. Ballots shall be received at the National Office not later than the second Wednesday in March. Certification and counting of ballots shall begin on the next working day. The Committee Chairman shall inform the National President of the results of the election no later than 2400 on the last day of March. The National President shall then notify the Board of Directors and membership. (Time is the zone in which the Balloting committee is located).
- e. In the event of a tie vote for any office, a special election will be held. If a nominated person wins an election and prior to being installed, determines that for any reason, they cannot serve, the position shall be filled by the next nominated person receiving the next highest number of votes. If no other person is on the ballot, the National President shall appoint a person to fill that position with confirmation of the remaining Board of Directors.

## SECTION VI

### NATIONAL FUNDS

1. Dues.
  - a. The BOD has set the annual membership dues at \$24.00.
  - b. A Silver Lifetime Membership shall be \$450.00 up to age 35; \$400.00 ages 36 - 50; and \$350.00 ages 51 and over. This may be in a one-time payment or in 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. Emergency Relief Fund. Established to provide assistance to members of USCG families in distress. Requests for assistance will be in writing to any member of the Board of Directors, if time permits. Otherwise, a phone call to any member of the Board with a follow-up letter will suffice.
    - (1) The National President may distribute funds up to \$1,000. Amounts over \$1,000 must be submitted to the Board of Directors for approval. The Board of Directors will determine if assistance is needed and if the request will be approved.
  - b. Equipment Fund. Established to provide funds for purchasing office equipment in an emergency situation and where funds were not allocated in the annual Association budget. The National President shall be notified when expenditures are made from this account.
  - c. 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, auxiliary units 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.
  - (4) These funds may only be used to pay costs of running the program and, in the case of the CCCAF Fund, to also pay for the yearly awards. The total annual award funding shall not exceed the budgeted amount set by the Board of Directors.
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) Convention expenses will be funded in the amount of \$100.00 for the 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.

## SECTION VII

### MEETINGS

#### 1. Convention Committee

- a. The Association shall hold a Convention or Meeting each calendar year. The National Convention Committee (consisting of three members) 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 shall provide the Convention Committee with funds to supplement the cost of the Convention. The Convention Committee shall make a complete written financial report (expenses/receipts) to the National Officers within 60 days after the close of the Convention.

#### 2. Convention Information

- a. The President shall issue the Call to Convention at least 90 days prior to the opening session.
  - (1) The Board of Directors may authorize an interest free loan, not to exceed \$2,000.00, to a Chapter or Branch for representation at the Annual Convention. The Chapter/Branch shall repay the loan within 10 months from the date of issuance.
- b. All proposed resolutions, motions, amendments and awards shall be submitted to the National Office at least 120 days prior to the Convention and forwarded to the Vice President for review and to ensure they are in compliance with the By-Laws. These will be forwarded to the Chapters and National Board of Directors 60 days prior to Convention. Resolutions of a personal nature may be made from the Convention floor.
  - (1) All resolutions of the National Officers, National Standing Committees and Chapters shall be delivered to the National Office in time to be printed in the issue of "The Chief" immediately prior to Convention.
  - (2) When a main motion is of such importance or length as to be in writing, it shall be written in the form of a resolution. That is:
    - (a) Each resolution shall be restricted to one subject.
    - (b) The WHEREAS(S) shall state the reasons for the proposal.
    - (c) The RESOLVED shall contain the exact wording of the proposal to be adopted.
    - (d) Proposed resolution shall contain the following: "This is to certify that on (date), with a quorum present at a regular scheduled or special meeting this resolution was proposed, read, debated and adopted by majority (or unanimous) vote."

- (3) Failure to comply with the proper formatting shall be sufficient cause to declare a resolution “Out of Order”.
- (4) All resolutions referred to a Convention Committee must be reported back to the Convention with a recommendation to adopt, amend and adopt, reject or table, and state their reasons.
- (5) Resolutions, which are in order, but require funds, must be referred to the Budget Committee before final action is taken.
- (6) Resolutions pertaining to a change in the By-Laws must be approved by the Association membership and may be acted upon at a Convention provided that notice of such Convention has been previously given to all members. These resolutions shall require a 2/3 vote (of those voting) for approval.

c. Convention Votes

- (1) The National Officers shall be 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 and Guests, and Presentation of Awards.
- (g) Keynote Speaker Address
- (h) Recess (as appropriate)
- (i) Roll call of Officers and BOD
- (j) Report of Accreditation Committee session. (to be repeated each session)
- (k) Annual Reports
- (l) Appointment of Convention Committees
- (m) Unfinished Business
- (n) Submission of Resolutions
- (o) New Business
- (p) Action on all Convention Committee Reports
- (q) Awards
- (r) Swearing in of Newly Elected Officers
- (s) Good of the Order
- (t) Closing Prayer
- (u) Retiring of Colors
- (v) Adjournment

(2) While it shall be in order for the Annual Convention to recess from time to time, the motion to adjourn will be considered out of order until all business has been completed.

3. **Other Meetings**

a. All meetings shall be conducted in accordance with current Parliamentary Authority. Meetings may be held in person or via electronic means. The general order of business shall be as follows:

- (1) Prayer, Anthem and Pledge of Allegiance to the Flag
- (2) Introduction of guests to the assembly
- (3) Reading of minutes of last meeting and communications
- (4) Treasurer's report
- (5) Committee reports
- (6) Unfinished and new business
- (7) Good of the Order
- (8) Retiring of Colors
- (9) Adjournment

- b. 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.
  - (3) Other meetings as necessary may be carried out via telephone conference or other electronic means.

## 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 Chief	2 pts per issue	
(2) Newsletter	4 issues	10 pts
(3) Community Involvements		
(a) Coast Guard Involvement	2 pts each event	
(b) Municipal Involvement	1 pt each event	
(c) Financial Involvement	1 pt each - max 5 pts	
(4) Active Auxiliary Unit	2 pts	
(5) Active CGEA Branch	5 pts	
(6) Convention attendance		
a. Chapter Member	1 pt per session	
(7) CPOA Donations		
a. CCCAF	1 pt	
b. Building	1 pt	
c. Emergency Relief	1 pt	
(8) Dedicated fund raiser to # 7	2 pts each event - max 10 pts	
  
  - d. Award Criteria.
    - (1) Community Involvement; that 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. 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.
  
    - (2) CPOAA Units and CGEA Branches must be active. Documentation of a minimum of quarterly meetings or other activity is required.

(3) Financial donations made to the same organization will only be counted one time. Documentation is required.

(4) Convention Attendance.

(5) Fund raisers must be fully documented with letters, articles, photos, reports, etc.

(6) Packages are due in 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 National President.

5. **25 Year Service Pin** – This Award is presented to each member of the Chief Petty Officers Association, who has served a cumulative 25 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.

## **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 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.
    - (2) The Special Projects Committee will review the proposed project to ensure the request is not in conflict with any other ad currently running in the magazine.
    - (3) The Special Projects Committee will submit its recommendations to the Board of Directors.
    - (4) The Chapter, Branch or Unit will be notified upon approval / disapproval. Disapproval will be accompanied with an explanation of why it was disapproved.
    - (5) Chapters, Branches and Units are entitled to one free ad per year to run in “The Chief”. The first ad will run in the edition following the approval.
    - (6) The CPOA / CGEA / CPOAA logos are the exclusive property of the respective entities and use of their logos require their approval.

## 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.

**REPRODUCTION OF  
OFFICIAL CPOA EMBLEM  
HERE**

2. **CPOAA Emblem.** The emblem of the Chief Petty Officers 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.

**REPRODUCTION OF  
OFFICIAL CPOAA EMBLEM  
HERE**

3. **CGEA Emblem**. The USCG Enlisted Association (CGEA) Emblem is to be used for the purpose of identification and solely by the CPOA and the CGEA. The emblem shall consist of the following:
- a. The USCG Device shall be the center of the emblem and shall be surrounded by a field of white.
  - b. Centered above the device, in blue letters, shall be the letters “CGEA”.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. The following is a reproduction of the CGEA Emblem.

**REPRODUCTION OF  
OFFICIAL CGEA EMBLEM  
HERE**

## **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](http://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](http://www.uscgcpoa.org)). (Encl 3).

## **SECTION XIV**

### **AMENDMENTS AND REVISIONS**

1. The Operations Manual must be in compliance with the By Laws.
2. The Operations Manual may be amended as needed.
  - a. Changes recommended by the Board of Directors will be forwarded to the By Laws Committee for review to ensure compliance with the By Laws, followed by ratification at Convention.
  - b. Changes recommended by the membership will be forwarded to the By Laws Committee and the Board of Directors for review to ensure compliance with the By Laws, followed by ratification at Convention.

## SECTION XV

### 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 together 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 and 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 Officers 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 Officers 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 of time?

**(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 on. 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 Officers Association, its Chapter, auxiliary units, and members, to the best of your ability?

**(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 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 Officers 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 Officers 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 ) 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 Officers 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 Officers 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 Officers 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 ), ----- do hereby solemnly promise, ----- that I will faithfully discharge the duties, ----- of the office to which I have been elected, ----- to the best of my ability, ----- according to the governing rules, ----- of the Coast Guard Enlisted Association. ----- This I freely pledge, ----- as a citizen of our United States of America, ----- and on my honor as a Petty Officer, ----- in the United States Coast Guard.

You may lower your hands.

**(CPOAA)**

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 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.

**(Hand shakes)**

I now declare the National Officers of the United States Coast Guard Chief Petty Officers 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 Officers 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 ----- 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 a Chief Petty Officer ----- in 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.

**(Hand shakes)**

I now declare the officers of the ( NAME ) Chapter of the Coast Guard Chief Petty Officers 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

Small table on the side with five caps of the five branches.

# **Annual Gross Receipts Report**

# **Sample Election Ballot**

(Encl 2)



## **Sample CPOA Membership Form**

(Encl 3)