

# Coast Guard Enlisted Association Procedures Manual



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## Record of Changes

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# Chapter 1 INTRODUCTION

## Coast Guard Enlisted Association Name

The name of this organization shall be  
“United States Coast Guard Enlisted Association” (CGEA).

## Coast Guard Enlisted Association Motto

*With the traditions of the past, together we face the  
challenges of the future.*

## Preamble

Always Remember:

- As enlisted members, we must uphold the highest standards and respect the traditions of the United States Coast Guard,
- Our past mentors, leaders and the foundation they left for us to follow,
- To hold ourselves and others accountable to the duties and responsibilities of our country, service, and communities,
- To give encouragement to the future members & leaders of the Coast Guard,
- To personally support and stand-by our fellow enlisted members, and their families in their endeavors of joy and hardships,
- To be forever appreciative for the support and guidance of the USCG Chief Petty Officers Association

## **CGEA Purpose**

As an organization, formed under the CPOA, our purpose is to assist our fellow shipmates, command, and community. The following, identifies some of our many missions:

- Be prepared to support members and dependents in need
- Assist the CPOA in their endeavors
- Through responsible leadership, promote unity and positive morale
- Show guidance for the purpose of professional advancement
- Encourage involvement in personal growth
- Support your command policies and functions
- Promote and sponsor social programs
- Be active in community affairs and aid those in need
- Remain positive, focused and have fun along the way

## **Chapter 2 MEMBERSHIP INFORMATION**

### **Types of Memberships**

There are four types of memberships: Regular, Associate, Honorary and Lifetime. It is preferred that prospective members affiliate with a local branch if one is available.

### **Regular Membership**

In general, **all Coast Guard members** E-6 and below are eligible for Regular Membership in the Coast Guard Enlisted Association. This includes active, retired, reserves and honorable discharged members.

### **Associate Membership**

The Coast Guard Enlisted Association Associate Membership is open to all E-6 and below of any US Military Service. This also includes active, retired, reserves and honorable discharged members.

### **Members At Large**

The Coast Guard Enlisted Association Members at Large are for members who do not belong to a specific branch and shall be considered a member at large, and registered as such by the National Office. They are eligible to hold a National Officer position. See Enclosure (1).

### **Honorary Membership**

Persons otherwise not eligible for membership (spouses, children and friends) who have rendered distinguished service to the Branch may be awarded an Honorary Membership by a majority vote of the Branch's General Membership. Honorary members shall not be eligible to hold office, vote or pay membership dues, but they are welcome and highly encouraged to attend any CGEA meeting or event. The CGEA National Secretary will issue the honorary membership certificate to be signed by the CGEA National President and CGEA National Secretary.

### **Lifetime Memberships**

Silver Lifetime memberships are available to members who wish to make a one-time dues payment. The amount due is based on the member's age.

## **How to become a Member**

Enclosure 1 provides the membership forms and directions. Completed forms should be forwarded to the CPOA Executive Director through the affiliated branch secretary as applicable.

## Chapter 3 ADMINISTRATIVE PROCEDURES

### Overview

Any and all CGEA Branches are under the direct management and guidance of the Coast Guard Enlisted Association National officers. Such management and guidance will be confined to those matters necessary in keeping with the maintenance of the prestige, integrity and reputation of the USCG Chief Petty Officers Association. We, as an association, will adhere to the provisions of the CPOA By-Laws and Operations Manual.

### Formation of a Branch

Establishment of a CGEA Branch will be in accordance with the following procedures utilizing the petition form contained in Enclosure 2.

1. No less than 10 members of the CGEA, in a geographical area, may petition to the CPOA National Officers for a CGEA Branch Charter. However, an exception may be made based on concentration of personnel within that geographical area. An exception may be made on a case by case basis.
2. Prior to the actual signing and forwarding of the petition, some basic procedures must be followed.
  - a. At a meeting of interested people it must be determined that there are at least 10 potential members. However, these people are not required to be members until the application process is completed. Applicants will then forward their membership applications along with petitions for a charter.
  - b. The officers for the branch shall be identified by the potential Branch: President, Vice President, Secretary, and Treasurer. The position of Secretary and Treasurer may be combined. All Pro-Tem officers shall hold their titles and conduct association business accordingly until the installation of the Branch.
  - c. The name of the new branch will be determined by the members and should be easily identifiable with the geographical location of the branch. (i.e. The Golden Gate Branch).

- d. The petition package shall be forwarded to the CGEA National President. Along with an enclosure listing prospective members. The package will be reviewed and forwarded to the National CPOA for final approval.
- e. The CGEA National President will contact the Pro-Tem President and arrange for the official installation of the Branch. Within ninety days of the Charter approval the President Pro- Tem will notify the CGEA National President of the official ceremonial arrangements.
- f. Preservation of the non-profit status of the CGEA is mandatory. You can obtain Employer Identification Number (EIN #) from the Internal Revenue Service (IRS) by using the form SS-4. See Enclosure 11.

### **Operating Procedures**

The procedures outlined in this manual follow the basic premise that at all times the business of the Branch must be conducted in strict compliance with all federal, state and local laws and regulations. In addition, rules and regulations established by the National Officers of the CGEA and approved by the National Officers of the CPOA must be followed.

# **BRANCH OFFICERS**

## **Overview**

The following section outlines the duties and responsibilities of the officers.

## **Number of Officers**

The Branch shall have four (4) elected officers. The officers will hold titles of President, Vice President, Secretary and Treasurer **for one year.**

## **Officer Prerequisite**

Nominations for President, Vice President, Secretary, and Treasurer shall be members of the Branch in good standing.

## **Terms of Office**

Newly elected Branch officers shall take office 1 year from previous installation date and serve one term. An officer may serve only two (2) consecutive terms in the same elected office. An officer may only hold one (1) office at any given time. With the exception of Secretary/Treasurer position for the remainder of the term under dire needs.

## **Officer Vacancies**

In the event that the Office of President should become vacant, the Vice President shall fill that office for the remainder of the unexpired term. A member (s) in good standing shall be appointed by the remaining officers to fill vacancies that occur among the other elected official

# **PRESIDENT**

## **Chief Executive**

The President shall be the Chief Executive Officer of the Branch. Under the President's direction, the provisions of the CPOA By-Laws, CPOA Ops Manual, and the CGEA Procedures Manual shall be observed.

## **Preside at Meetings**

The President shall preside at all meetings of the Branch. The President shall put to vote all motions, but shall make no motions. The President shall not vote on any motion, but may cast the deciding vote to break a tie.

## **Represent the Branch**

The President shall represent the Branch in its relations with the parent Command and other organizations. The President may designate any member to represent the office at public ceremonies and meetings.

## **Member of Committees**

The President shall be an executive official of all established Branch committees except the Nominating/Ballot committee.

## **Keep Officers Informed**

The President shall seek counsel of fellow Branch Officers and keep them informed on all matters pertaining to the conduct and administration of the Branch. The Branch President will contact the National CGEA President with all legal concerns. *At no time will Branch officer circumvent the National CGEA President.*

## **Appoint Parliamentarian**

If available, the immediate past President should be the Branch parliamentarian. However, the current President may appoint another member to be Parliamentarian, whose duties shall be to assist in conducting meetings and branch business. The Parliamentarian holds a seat on the Board of Directors if one has been established for the branch.

## **Financial Expenditures and Reports**

The Branch President and Treasurer have sole authority to withdraw monies from the Branch funds subject to approval of Branch majority voting. The President is ultimately responsible for the completion, submission and approval of all required financial records and reports.

### **Delegate Mission Tasking**

The President may solicit individuals or establish committees, as needed, from the general membership of the Branch for events or other branch missions. The President shall only appoint members who have volunteered to accept the responsibilities of the task.

### **Liaison with CPOA & National CGEA**

The President shall act as a liaison between the Branch and the local chapter of the CPOA and National CGEA. The duties of the liaison shall be, but are not limited to, assisting the CPOA and National CGEA, and provide a communications link for possible coordinated activities.

## **VICE PRESIDENT**

### **Acts as President**

The Vice President, in the absence of the President, shall perform the duties of the office of the President and in the event of a vacancy shall complete the remainder of the term.

### **Remain Informed**

The Vice President shall remain informed of all Branch business.

### **National Procedures**

The Vice President shall solicit to the Branch, proposed changes to the CGEA Procedures Manual and prepare them for submission to the CGEA National Officers one hundred and twenty days (120) prior to the Annual National Conference.

**Finance:** See finance section

### **Public Affairs**

The Vice President shall act as the Public Affairs Representative for the Branch. Ensuring news articles, photos, any information concerning Branch events, its members, Command and the Public is published

### **Directory of Branches**

The Vice President shall maintain a directory of all CGEA Branches and points of contact. An updated listing of your Branch Officers will be submitted annually to the CGEA National Secretary.

## **SECRETARY**

### **Admin Duties**

The Secretary shall be an assistant to the President in carrying out the administrative duties of the Branch.

### **Meeting Minutes**

The Secretary shall keep the minutes of the Branch meetings. A copy of all minutes shall be published to all members in a timely manner.

### **Historian**

The Secretary shall perform the duties of historian. Responsibilities include recording, filing and safekeeping of all official acts, documents, data, memorabilia and items of historical value.

### **Membership Status**

The Secretary shall be responsible for forwarding and following up on all NEW membership applications to CPOA Executive Director and informing the National CGEA Secretary.

### **Membership Information**

The Secretary shall maintain the latest printout of the Branch membership status, from the CPOA National Office. A Branch phone directory will also be maintained. A report of membership totals will be presented at general membership meetings.

### **Public Affairs**

The Secretary's responsibilities include reviewing all publications for submission and to copy the National Vice President.

## **TREASURER**

### **Chief Finance**

The Treasurer shall be the Chief Finance Officer of the Branch and shall supervise and verify all financial transactions of the Branch.

### **Responsibility**

The Treasurer shall account for all deposits and expenditures of the branch. This shall be accomplished by maintaining financial records and submitting required reports to the National CGEA National Treasurer via Branch President.

### **Financial Records and Reports**

The following items are required and they shall be created and/or maintained by the treasurer:

- φ Maintain financial ledger
- φ Submit reports to Branch officers/members at the general membership meetings
- φ Ensure Branch has Employee Identification Number (EIN), if not complete SS-4 form (See Enclosure 11) and use directions for filling out the SS-4 form (See Enclosure 12) and notify Executive Director once known.
- φ Complete and submit annual audit report to the CGEA National Treasurer thirty (30) days after installation. (Enclosure 3)
- φ Submit the annual Gross Receipt Report to the CGEA National Treasurer (Enclosure 4, no later than 15 November). Failure to submit this report by 15 November will result in suspension and subsequently revocation of Branch charter.
- φ Must Submit annual property report to Branch President no later than 15 November (Enclosure 5).

While the President is ultimately responsible for all reports and records, the Treasurer will be responsible for the maintaining of the above information.

### **Property Officer**

The Treasurer shall maintain a listing of all branch property. An annual inventory shall be conducted thirty (30) days prior to officer installation. This inventory will help keep the Branch aware of what they have, where it is located, and its condition.

# **BRANCH ELECTIONS**

## **Overview**

The CGEA uses a system of nominations with voting ballots to elect the branch officers. The election process of new officers is held prior to the Branches Anniversary date.

## **Nomination & Ballot Committee**

A special committee consisting of not less than three (3) members in good standing (not including Honorary members) shall be appointed by the outgoing President. Members of this committee may not be competing for any elective office of the branch nor shall they be currently serving as an elected official of the branch. The chairperson on this committee shall ensure that all nominees are aware that their name is on the ballot and they are members in good standing.

## **Nominations**

Nominations/requests from any member (not including Honorary) shall be made to the Nomination and Ballot Committee. Persons nominated can decline nomination by notifying the President prior to the dispensing of the ballots.

## **Nomination Time Period**

Nominations for branch officers (President, Vice, Secretary and Treasurer) for the next calendar year shall be opened at the general membership meeting three (3) months prior to the Branches Anniversary date. The Nomination Committee will collect the ballots at that meeting.

## **Ballots**

The branch officers will be elected by secret ballot. The nomination and ballots committee will prepare the ballots. A minimum of two nominees is recommended for each elected office. Voting ballots will be provided thirty (30) days prior to the Branch Anniversary date.

## **Newly Elected Appointed Officer Report**

The branch will keep the National CGEA advised of any changes to its leadership due to transfer, promotions and retirements etc. The National office will maintain a list of branches and their points of contact. After each election this report will be forwarded to the CGEA National President, who will in turn; send a copy to all branches. The form is attached as Enclosure

# Installation Procedures

## Overview

A time-honored tradition takes place when newly elected officers assume the responsibilities and duties of the outgoing officers of their branch. This honored tradition shall be held at a general meeting, special meeting, or formal ceremony.

The presiding official will be the CPOA liaison or representative. The attendees will be the outgoing and newly elected officers. The BOD and the general members are not required, but are highly encouraged to attend. The proper attire shall be worn for the type of ceremony that will be conducted, i.e. Undress Blue, Tropical Blue Long, or Service Dress Bravo. Civilian attire may be worn by non-active duty attendees.

The following guidelines are set forth by The Chief Petty Officers Association and should be adhered to as written. (*See Enclosure 8 for details*)

## CEREMONY

### OVERVIEW

- 1. MC (past Pres.)**      **Introduce self, Purpose of ceremony & guests, Pledge of Allegiance  
Call up Chaplain**
- 2. Chaplain**              **Invocation**
- 3. MC (past Pres.)**      **Intro Guest Speaker (Captain / CMC)**
- 4. Captain / CMC Speech or Guest speaker**
- 5. MC (past Pres.)**      **1 tap of gavel to call installation to order  
Read CGEA preamble**
- 6. CPOA Rep**              **Branch Ceremony (see enclosure 8)**
- 7. MC/ (past Pres.)**      **Speech/Presentations  
Announcements / Luncheon**

# **COMMITTEES**

## **Establishing Committees**

The President must establish an impartial Nomination and Ballot Committee for elections. All other committees are optional and should consider the membership size of the branch. The President may establish committees from the membership for events, functions or tasks. Committees will consist of individuals who plan, organize and supervise the details of the mission assigned. The President may appoint additional committees as the need arises.

## **Chairperson Appointment**

The President shall appoint committee chairpersons from the membership. The President, Vice President, Secretary, or Treasurer normally will not be a committee chairperson.

## **Chairperson Duties**

Each committee chairperson, or his/her representative, shall attend all Board of Director meetings and make written periodical activity reports for their committee. Each committee chairperson that handles monies shall maintain financial records as directed by the treasurer.

## **FINANCE**

### **Register**

Bank accounts and all items of monetary values belonging to the branch shall be registered or listed in the name of the branch. All business transactions shall be conducted in the name of the branch.

### **Deposits & Withdrawals**

The President, Vice President, Treasurer, and Secretary have signature authority for all financial transactions. All financial transactions (i.e. receipts, profits, and donations) will be recorded by the treasurer. Any two (2) Branch officers have authority to withdraw monies from Branch funds subject to approval of Branch majority vote.

### **Budget Approval**

No money shall be obligated or expended until the general membership approves the budget.

### **Annual Audit**

Prior to the installations of newly elected officers, an audit shall be held. The audit will include all ledgers of financial transactions. The report shall be forwarded to the CGEA National Treasurer thirty (30) days prior to officer installation. (See Encl 3)

# MEETINGS

## Overview

All meetings shall be conducted according to the rules of parliamentary procedure (Enclosure 10). If further assistance is needed, refer to the guidebook Roberts Rules of Order. It is highly recommended the branch President or representative seeks the guidance of the local CPOA chapter. This may be accomplished by attending general CPOA meetings.

## General Membership Meetings

A general membership meeting shall be held at a predetermined time and location. It is highly recommended that monthly meetings are the “norm”. However, at a minimum, quarterly meetings are required.

Either the President or the Vice President shall facilitate the meeting. Attendance for meetings must have a quorum of a majority of the locally available membership and at least one additional elected branch officer.

Any branch member in good standing shall have the privilege of the floor, pursuant to parliamentary rules of procedures. All members in attendance shall have the privilege to vote on all motions with the exception of Honorary members.

If the above-mentioned attendance is not met, an unofficial meeting may be held. No business may be voted on at an unofficial meeting; however, motions may be presented and debated upon. Motions requiring a vote may be postponed until the next meeting or offered to the entire general membership via ballot with the results presented at the next meeting.

## Special Meetings

A special meeting of the Board of Directors or the general membership may be called at any time the President deems necessary. Notice of a special meeting shall be communicated to the entire general membership no less than three days prior to the meeting.

## **Meeting Procedures**

The following information outlines how to conduct a meeting:

### **Opening (Proceedings Officer)**

(Strike once with the Gavel) “The meeting will come to order”

### ***Pledge***

“Will everyone please rise for the Pledge of Allegiance”

### ***Greetings –***

“I’d like to welcome everyone to the meeting today”.

(Recognize any past branch or national officers, special members, guests, or visitors)

## ***General Membership Minutes***

The first business in order is ...the reading of the minutes. The secretary will please read the minutes of the last general membership meetings.”

“Are there any corrections to the minutes?”

“There being no corrections the minutes are approved as read/written or “There being no other corrections, the minutes are approved as corrected

## **Reports of Officers**

“The next business in order is...reports of officers”

### ***1. Secretary’s Report.***

Reading of the number of current branch members, number of, the names of new members and the names of those who have relocated since the last meeting.

“Today’s meeting will require a quorum of at least (state number equal to 50% of members currently located within the branch’s geographic area) attendees to conduct business.”

### ***2. Treasurer Report***

Read the balance of the branches account, expenditures and receipts since the last meeting.

### ***3. Vice President Repor***

#### **4. President**

Reads his/her written report

#### **Unfinished Business**

“The next business in order is...unfinished business. Is there any unfurnished business? (directed to secretary)

#### **New Business**

“The next business in order is new business” “Is there any new Business Closing

“There being nothing further, a motion to adjourn is in order”-(Mr. President, I have move we adjourn)-

“All those in favor, say aye...All those oppose say nay

“Before we adjourn, let us take a moment in silence to remember our fallen comrades”

Meeting adjourned” (Strike once with the gavel)

## **Chapter 4 NATIONAL OFFICERS**

### **ELECTIONS OF NATIONAL OFFICERS**

#### **National Elections**

The National Officers are nominated and elected by fellow active members in good standing. Members in good standing may also nominate themselves. The National Officers' positions are held for a term of three (3) years and officers may not hold the same office for more than two consecutive terms.

A member of the Association may only compete for one National office position during any given National CGEA Election.

A member of the Association who has served in the position of National President for two terms, either consecutively or non-consecutively, will not be eligible to serve as National President again.

Nominations for office shall open the first day of October and close the last day of November in an election year. Nomination ballots are provided within this manual. Nominations shall be forwarded to the National CPOA office via regular mail, email, or fax.

The nominations shall include a frontal facial photo from the shoulders up, a brief explanation stating why a member should be elected and a current resume stating past professional and personal accomplishments. (See enclosure 9 for nomination form)

A nominee may currently hold elected position within their branch, but if elected to National Office they must then step down from their current elected position at their local branch. Candidates' names will be placed on a national ballot for publication in the order their nominations are received.

The election ballots will be mailed out to all eligible voters during the month of January with a return date no later than 2400 hours on the third Wednesday in March. If you do not receive a voting ballot you may contact the one of the National CGEA Officers.

Certification and counting of the ballots shall begin on the first working day after the ballots are received. The outgoing CGEA National President will inform the newly elected National Officers no later than 2400 hours on the last day of March.

In the event of a tie vote for any office a special election will be held. Should the President's office become vacant, the Vice-President shall fill that office. Any vacancies occurring among the other elected officers shall be filled by presidential appointment with conformant ion of the remaining National Officers. Written notification of appointments shall be made to the CPOA National Officers. The newly elected CGEA National Officers will be installed in conjunction with the newly elected CPOA National officers at the annual convention for that election year.

# **DUTIES OF NATIONAL OFFICERS**

## **PRESIDENT**

### **Chief Executive**

The President shall ensure the duties of all CGEA National Officers are carried out in accordance with, the provisions of the CPOA By-Laws, CPOA Ops Manual, and the CGEA Procedures Manual.

### **Preside at Meetings**

The President shall preside at the CGEA National Convention and all meetings of the National officers. The President shall put to vote all motions, but shall make no motions. The President shall not vote on any motion, but may cast the deciding vote to break a tie. All meetings shall be conducted using Roberts Rules of Order as a guide.

### **Represent the CGEA**

The President shall represent the CGEA in its associations with the CPOA and other organizations. The President may designate any member to represent the office at public ceremonies and meetings.

### **Member of Committees**

The President shall be an executive official of all established National committees except the Nominating/Ballot committee.

### **Keep Officers Informed**

The President shall seek counsel of fellow National Officers and keep them informed on all matters pertaining to conduct and administration.

### **Appoint Parliamentarian**

The immediate past President (IPP) will be the National Parliamentarian. However, if the IPP declines or is unavailable, the current President may appoint another member to be Parliamentarian.

### **Financial Expenditures and Reports**

The National President will, in the event a Branch doesn't submit the annual gross report receipt, recommend to the Executive Director suspension and subsequently revocation of the Branches charter.

## **Delegate Mission Tasking**

The President shall appoint individuals or establish committees, as needed from the available delegates of the CGEA for events or other national missions, i.e. Convention committees or EPOY responsibilities, etc.

## **Liaison for CGEA Branches**

The President shall act as a liaison between the CGEA, CPOA, CPOAA and MCPOCG. The duties of the liaison shall be, but are not limited to assisting the CPOA and CPOAA when requested, and providing communications link for possible coordinated activities. All legal concerns will be executed and acted on by the National CGEA President. At no time will a Branch officer circumvent the National CGEA President.

## **PARLIAMENTARIAN**

### **Duties of the Parliamentarian**

The Parliamentarian holds a seat on the Executive Committee. Duties will include assisting the President with the procedures of conducting meetings and other business using Robert's Rules of Order as a guide.

## **VICE PRESIDENT**

### **Acts as President**

In the absence of the President, the Vice President shall perform the duties of the President. In the event of a vacancy, the Vice President shall hold the office of President for the remainder of the term.

### **National Procedures**

The Vice President shall solicit proposed changes to the CGEA Operating Procedures Manual one hundred eighty (180) calendar days prior to the Annual National Convention and prepare them for submission.

### **Public Affairs**

The Vice President shall act as the Public Affairs Representative for the CGEA. This includes all CGEA news articles, photos and any information concerning CGEA events be submitted to Executive Director of CPOA for inclusion onto the CPOA website.

# **SECRETARY**

## **Admin Duties**

The Secretary shall assist all National Officers and Executive Committees with the administrative duties of the CGEA.

## **Meeting Minutes**

The Secretary shall keep the minutes of all national meetings and a copy shall be published within ten working days to all members of the executive committee.

## **Membership Status**

The Secretary shall receive courtesy copies of all applications for new memberships and any changes of a member's status. This also includes a copy of the Petition for Branch Charter (Enclosure 2).

## **Membership Information**

The Secretary shall maintain the latest printout of the National membership status provided by the CPOA National Office; a National roster will also be maintained. A report of membership totals will be presented at the annual National Convention.

## **Historian**

The Secretary shall perform the duties of Historian Responsibilities include recording, filing and safekeeping of all official acts, documents, data, memorabilia and items of historical value.

## **TREASURER**

### **Chief Finance**

The Treasurer shall be the Chief Finance Officer of the CGEA.

### **Responsibility**

The Treasurer shall maintain financial reports received from branches and submit required reports to CPOA Executive Director and info copy National President

### **Financial Records and Reports**

The following items are required and shall be created and/or maintained by the Treasurer:

- ϕ Submit Treasury reports to the President
- ϕ Receive and review audit reports from newly installed CGEA Branch Officers no later than thirty (30) days after installation/election of officer's ceremony. (See Encl 3)
- ϕ Receive and review Gross Receipt Reports from CGEA branches subsequent to submission to the CPOA Executive Director no later than 1 February. (See Encl 4)
- ϕ Receives and files Annual Property Report from each Branch President. (See Encl 5)

While the President is ultimately responsible for all reports and records, the Treasurer will be responsible for the maintaining of the above reports.

### **Property Officer**

The Treasurer shall maintain a listing of all National CGEA property.

# **ADVANCEMENT OF NATIONAL OFFICERS**

## **Advancement of Officers**

In the event a National Officer advances to E-7 or above within their first year of elected office, it is required that they contact the CPOA National Officers and BOD members to inform them of their intent to step down from their current position. Upon concurrence, an appointment or election will be held to fill the vacant position.