

# UNITED STATES COAST GUARD ENLISTED ASSOCIATION



## PROCEDURES MANUAL

22 August 2016



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# **CGEA PROCEDURES MANUAL**

## **SECTION I**

### **INTRODUCTION**

#### **PURPOSE**

The CGEA is an organization formed under the CPOA with the purpose to assist our fellow shipmates, community and veterans.

#### **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 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 to our country, service and communities,

To give encouragement to the future members and leaders of the Coast Guard,

To personally support and stand-by our fellow enlisted members, their family's endeavors of joy and hardships,

To be forever appreciative for the support and guidance of the Chief Petty Officers Association.

## **SECTION II**

### **GOVERNING BODY**

#### **Board of Directors**

The Board of Directors governs the body of the CPOA and CGEA Association, vested with the management of the affairs of the Association and shall consist of the CPOA National Officers and three Regional Advisors.

#### **National Officers**

The CGEA 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 be an E1 – E6 and a regular member, noting only the National President shall be a Coast Guard active duty enlisted member. A member may not be a Branch Officer and National Officer at the same time.

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

- a. 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.
- b. 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.
- c. 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.
- d. The President shall be an executive official of all established National committees except the Nominating/Ballot committee.
- e. The President shall seek counsel of fellow National Officers and keep them informed on all matters pertaining to conduct and administration.
- f. 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.
- g. The National President will, in the event a Branch does not submit the annual gross report receipt, recommend to the Executive Director for suspension and subsequently revocation of the Branches charter.

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

- a. 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 if they are an active duty member and an election will be held for the VP position, if not an election will be held for National President.
- b. The Vice President shall solicit proposed changes to the CGEA Operating Procedures Manual one hundred eighty (120) calendar days prior to the Annual National Convention and prepare them for submission.
- c. 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.

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

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

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

- a. The Treasurer shall maintain a listing of all National CGEA property.
- b. Shall perform all duties assigned by the President.

## 5. **RESIGNATION OR REMOVAL FROM OFFICE:**

- a. The office of the member that resigns or is removed for reason other than health, extenuating circumstances or has received official transfer orders outside the continental United States will be filled in accordance with the Procedures Manual Election Procedures.
- b. All members resigning from office for reasons other than stated in paragraph a. will be ineligible for any National Office.
- c. A National President that resigns or is removed from office other than stated in paragraph a. will not be designated as Immediate Past President (IPP) due to not fulfilling the obligated term of office. The IPP will be given to the member that has successfully held that office. The IPP is a distinguished and honored position and at the call of the current National Officers.
- d. Should the President's office become vacant, the Vice President shall fill that office according to reference #2.

**SECTION III**  
**ORGANIZATION**

**1. Membership**

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

a. **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.

b. **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.

c. **Members at Large**

The Coast Guard Enlisted Association Members at Large (MAL) are for members who do not belong to a specific Branch, without any Branch voting privileges, 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 except for National President.

d. **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.

e. **Lifetime Membership**

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.

*To become a new member or to update information, fill out the Membership form on page 37.*

## 2. Branches

- a. The CGEA National Officers shall approve request for new Branches. Once approved the CGEA National President will send the request to the CPOA National President for approval. Branches shall be named as membership designates.
- b. Any group desiring to form a Branch may petition the National Office stating their aims, purposes for the Branch, and that they subscribe to and accept the provisions contained in the CPOA Association's By-laws. The petition shall be addressed to the CGEA National President and must be signed by not less than 10 regular members of our Association. Personnel may become members by including their dues with a membership application attached to the petition. The Branch mailing address, a roster of Pro-tem officers and a list of eligible members should also be attached to the petition. (Pages 33 – 35)
- c. Following approval of the petition, the CPOA National President shall issue a Charter. The CGEA National President or the President's representative shall deliver the Charter and be the Instituting Officer at an appropriate ceremony.
- d. A new Branch should be instituted within ninety (90) days following the date of approval.
- e. President, Vice-President, Secretary, and Treasurer are the elected officers required for a Branch. The offices of Secretary and Treasurer may be combined.
- f. Only regular members holding the rank of E-1 thru E-6, or WO who were E-6, and are in good standing, may be nominated and hold the office of President or Vice President if so elected or appointed.
- g. The Branch shall promptly notify the National Office of the names, telephone numbers and e-mail addresses of the officers installed and all changes of Branch Officers. (Page 29)
- h. 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. Failure to submit the report will result in suspension of the Branch charter. Should the Branch not comply by 31 December of that year, their charter will be revoked. (Page 26)
- i. A Branch wishing to voluntarily surrender its charter should make an earnest attempt to give notice to all Branch members. Upon receipt of the Branch charter, the National Office shall thoroughly research the circumstances surrounding the surrender prior. The CGEA National President shall inform the Board of Directors of the final action.
- j. Any Branch desiring to change their name may petition the National Office. The petition shall be addressed to the CGEA National President, must be approved by the Branch and be signed by no less than 10 regular members of the Branch. (Page 36)



- k. Following approval of the petition, the CPOA National President shall issue a new Charter. The CGEA National President or the President's representative shall deliver the Charter.
- l. Suspension and Revocation of Branch Charters.
  - (1) The Board of Directors shall suspend or revoke the charter of any Branch of the Association for any of the following reasons:
    - (a) When the membership of a Branch decreases to less than 10 members.
    - (b) When a Branch 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 Branch engages in an unlawful act or practice, which brings discredit to the good name of the Association.
    - (d) When a Branch has been inactive (no communications with the National Office) for a period of one year.
- m. When a Charter has been suspended or revoked, the Branch may appeal the decision to the Board of Directors. The appeal shall be in writing and submitted via the CGEA National President.
- n. When a Branch is under suspension, no meeting shall be held in the name of the Branch 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 Branch shall be expended and no additional obligations shall be made while the suspension is in force.
- o. If a Branch 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 Branch 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 Branch shall be donated to the Captain Caliendo College Assistance Fund, The National Association, other Branches, USCG Mutual Assistance, or to other worthy non-profit organizations.

## SECTION IV

### ELECTION PROCEDURES

#### **1. Procedures for Elected National Officers**

- a. 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 proper documentation for seeking office (Pages 38 - 39). 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.
- b. 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, the Nomination Ballot and a current picture (head and torso) in uniform BRAVO. **The ballot shall be published in the January edition of the CPOA magazine, The Chief, during each election year.**
- c. The Nomination/Ballot Committee shall receive all nominations after being received at the National Office for verification as being a Member in Good Standing.
- d. **The Executive Director shall provide the Nomination/Ballot Committee Chairman with a roster of CGEA members in Good Standing, listed by Member Number and Branch or MAL, not later than the first Wednesday in March of each election year so that ballots can be properly verified.**
- e. **Ballots shall be received at the Nomination/Ballot Committee location** not later than the second Wednesday in March. Certification and counting of ballots shall begin on the next working day.
- f. **The Committee Chairman shall provide a report to the National President stating the results of the National Election itemized by number of voted per nominee and by Branch and MAL.** The National President shall then notify the Board of Directors and membership.
- g. **The Nomination/Ballot Committee Election Report shall be published in the July edition of The Chief magazine and placed on the CPOA/CGEA web site.**
- h. 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 current National President shall appoint someone for that position with confirmation from the Board of Directors.
- i. **All ballots, including those determined as disallowed or invalid shall be retained by the National Office for a period of three years upon completion of the ballot counting process.**

## **2. Advancement of National Officers**

In the event a National Officer advances to the pay grade of E-7 or above it is required that they contact the CPOA National Officers and BOD members to inform them of their intent to step down. Upon concurrence an election will be held to fill the vacant position.

## **3. Procedures for Elected Branch Officers**

- a. The CGEA uses a ballot system over a set 3 month period, March, April and May, every year for election of Branch Officers. An Election Committee will be selected consisting of not less than 3 members in good standing or use of, if available, the CPOA to assist in the election process by the outgoing Branch President.
  1. March – Nominations or request are made at the monthly meeting from any member in good standing. (Page 27)
  2. April – Ballots will be handed out at the monthly meeting for members in good standing to vote privately. Ballot sheets will be turned in to the Election Committee for counting. Once all the votes are counted the outgoing Branch President will read the elected names for each office. (Page 28)
  3. May – Installation of new Branch Officers. Newly installed Officers will send the Installation Report to the National CGEA President and Secretary. (Page 29)

## **4. Advancement of Branch Officers**

In the event a Branch Officer advances to the pay grade of E-7 or above it is required that they contact the CGEA National Officers to inform them of their intent to step down. Upon concurrence an election will be held to fill the vacant position.

## SECTION V

### BRANCH OFFICERS

#### 1. Term Of Office

The Branch Officers shall consist of the President, Vice President, Secretary and Treasurer to serve for a term of not more than 1 year. To be eligible for Office a candidate must be an E1 – E6 and a regular member. A member may not be a Branch Officer and National Officer at the same time. A Branch Officer may serve only 2 consecutive terms in the same elected office. President and Vice President may only hold 1 office with the Treasurer and Secretary combined when needed.

#### 2. Duties of the President

- a. 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.
- b. 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.
- c. 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.
- d. The President shall be an executive official of all established Branch committees except the Nominating/Ballot committee.
- e. 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 a Branch officer circumvent the National CGEA President.***
- f. 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.
- g. 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. (Pages 26 & 30)

- h. 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 task responsibilities.
- i. 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.

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

- a. 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.
- b. The Vice President shall be informed of all Branch business.
- c. The Vice President shall solicit to the Branch, proposed changes to the CGEA Procedures Manual and prepare them for submission to the CGEA National Vice President one hundred and twenty days (120) prior to the Annual National Convention.
- d. 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.

### **4. Duties of the Secretary**

- a. The Secretary shall be an assistant to the President in carrying out the administrative duties of the Branch.
- b. 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.
- c. 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.
- d. 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.
- e. The Secretary shall maintain the latest printout of the Branch membership status, from the CPOA National Office. A Branch directory will also be maintained. A report of membership totals will be presented at general membership meetings.
- f. The Secretary's responsibilities include reviewing all publications for submission and to copy the National Vice President.

## **5. Duties of the Treasurer**

- a. The Treasurer shall be the Chief Finance Officer of the Branch and shall supervise and verify all financial transactions of the Branch.
- b. 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.
- c. The following items are required and they shall be created and/or maintained by the treasurer:
  1. Maintain financial ledger.
  2. Submit reports to Branch Officers and members at general meetings.
  3. Submit the annual gross report by 15 November to the Executive Director. (Page 26)
- d. The Treasurer shall maintain a listing of all branch property. This inventory will help keep the Branch aware of what they have, where it is located, and its condition.

## **SECTION VI**

### **MEETINGS**

All meetings shall be conducted according to the rules of parliamentary procedure. 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.

#### **1. Convention**

a. The CPOA National President shall issue the Call to Convention at least 90 days prior to the opening session.

(1) The Board of Directors (BOD) 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 or Branch shall repay the loan within 10 months from the date of issuance.

#### **2. Convention Order of Business**

##### **1. Order of Business at Convention**

- (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

### 3. **Branch Business**

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.

#### **Branch Order of Business**

The following information is a basic outline of how to conduct a meeting:

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

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

##### **Prayer & Pledge -**

“Will everyone please rise for a moment of silence and the Pledge of Allegiance?”

##### **Greetings -**

“I would 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 -**

Announcement of any new members.

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

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

### **3. Vice President Report -**

Reads his/her written report.

### **4. Presidents Report -**

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. / Mrs. President, I 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 the gavel once)

## **SECTION VII**

### **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 Branch President.

#### **2. Presidents Outstanding Branch Award**

### **INFORMATION & INSTRUCTIONS**

**PURPOSE:** To recognize the Outstanding Coast Guard Enlisted Association Branch of the Year.

**TIME FRAME:** Items will be gathered each year beginning 01 July one year and ending 30 June of the following year (i.e. 01 July 2011 to 30 June 2012).

**PACKAGE & DOCUMENTATION:** Package should be in a creative binder/folder for presentation with entry in each field having documentation (i.e. photos, articles to “The Chief”, donation letters, thank you letters, etc.). The package can be mailed to the National Office at the below address and postmarked NLT the third Wednesday in July *or* can be hand carried to Convention by a member of that Branch in attendance.

**U.S. Coast Guard CPOA**  
**5520-G Hempstead Way**  
**Springfield, VA 22151-4409**

**SELECTION PROCESS:** Each Branch in attendance at the National Convention will review each package submitted and will have one collective Branch vote to select the Outstanding Branch of the Year Award by a secret ballot. In case of a tie, the Coast Guard Enlisted Association National President will make the final decision.

**AWARD PRESENTATION:** The Coast Guard Enlisted Association Presidents Outstanding Branch Award will be presented at the annual Chief Petty Officer Association/Coast Guard Enlisted Association (CPAO/CGEA) National Convention. A separate award will be presented to the Coast Guard Enlisted Association Branch for the most new members recruited during that year.

**Explanation of each item on the award submission form:**

1. Articles to The Chief magazine. Send in pictures to the National Office of your Branch members or member participating in events and provide a write up to go with it.
2. Community Service:
  - a. CG activities – CG Day, CG athletic events, Run to remember, etc.
  - b. Community activities - Adopt a highway, Beach Clean-up, Habitat for Humanity, etc.
  - c. Honor Our Veterans Program – Must be in support of our Military Veterans. Volunteering at a VA Hospital (DAV, VFW), Wounded Warrior Project.
3. CGEA Donations:
  - a. CCCAF (Captain Caliendo College Assistance Fund).
  - b. National Convention – Local Branch assist with expenses of a member going to Convention.
  - c. Hardship fund – Families in need.
4. Dedicated Fundraisers: Disaster relief, money for excessive medical bills, travel funds for members in emergency situations, coat drives.
5. Actively maintain a CGEA Branch website and / or social media page.
6. Recruitment of new CGEA members – Documentation required from magazine welcome aboard page or verified allotment sheets.
7. Package creativity – points awarded for the creativity of submitted package.

**\*\*NOTE\*\***

The above award submissions, events and activities are suggestions,  
all submissions and events will be considered.

## **SECTION VIII**

### **EMBLEMS**

#### **1. 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.



## **SECTION IX**

### **RITUALS**

#### **INSTALLATION CEREMONY FOR A NEW BRANCH**

“Mr. / Mrs. President: I am present to install your officers for the newly formed \_\_\_\_\_ Branch. I have in possession the Branch Charter and Gavel of your office. Have the Officers for this newly formed Branch been duly elected?”

*Response – “They have”*

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

*President reads names:*           Vice President (Name)  
  Secretary (Name)  
  Treasurer (Name)

#### **Questions for Officers**

“It now becomes my duty and honor to install the Officers in accordance with the Constitution and By-Laws of the Chief Petty Officers Association the Coast Guard Enlisted Association Procedures Manual. Will the Officers-elect please come forward?”

*Officers form a line behind the President*

“I have the honor of installing you who have been elected by your fellow members of the \_\_\_\_\_ Branch of the Coast Guard Enlisted Association, to administer its affairs for the ensuing year. I congratulate you.”

“Mr. / Mrs. President-elect – Place your left hand on the Bible before you. Officers-elect to the rear, place your left hand on the shoulder of the person in front of you. Now all raise your right hand and answer the following questions in the affirmation in taking the Oath of Office.”

“Will you conscientiously perform all the duties perform all the duties of your office as prescribed by the Constitution and By-Laws of the Chief Petty Officers Association, the Coast Guard Enlisted Association Procedures Manual and the Governing Rules of this Branch?”

*Response – “I will”*

“Will you at all times protect the interest of the Coast Guard Enlisted Association, and its Branches, the Chief Petty Officer’s Association, and its Chapters, to the best of your ability?”

*Response – “I will”*

“Will you keep an accurate and true account of all funds, books, papers and other property belonging to the Branch, entrusted to you; and submit them to audit when required, and at any time you are requested to do so by the competent authority; and at the close of the term to which you have elected, or sooner if so directed by proper authority, deliver such property in your possession or under your control to the person or persons, officer or officers, entitled to the receive the same?”

*Response – “I will”*

### **OATH OF OFFICE**

“Then say after me, using your name as I do mine:

I \_\_\_\_\_ do hereby solemnly promise, (pause) that I will faithfully discharge the duties of the office to which I have been elected, (pause) according to the Constitution and By-Laws, of the Chief Petty Officers Association, (pause) the Coast Guard Enlisted Association, (pause) and the governing rules of this Branch, to the best of my ability. (pause) this I freely pledge, as a citizen of the United States of America, (pause) and on my honor as a Petty Officer in the United States Coast Guard.”

*“You may lower your hands”*

“Officers! You now occupy a position of honor, trust and responsibility, to which your fellow members have elected you. The Constitution and By-Laws of the Association and the governing rules of this organization prescribe your duties. Study them well, so that you may intelligently discharge the obligation you have assumed. I congratulate you.”

“The Branch Officers may return to their seats except for the newly elected Branch President.”

### **DELIVER GAVEL & CHARTER**

“Mr. / Mrs. President, this organization is about to be placed in your charge. The harmony and progress of its affairs will depend to a large extent upon your leadership. Your fellow members have honored you by electing you to this highest office. They have placed their faith in you, and you owe them a solemn obligation, to do your utmost to perform the duties of your high office, as its most obedient servant, never its master.”

“I place in your hands this gavel. It is the emblem of authority. You are admonished to always use it wisely and impartially.”

*Hand over gavel*

“Study the principles set forth in the Constitution and By-Laws of this Association and the governing rules of this Branch. Become familiar with parliamentary procedure, for it is your duty to discharge the rules and rituals of the Association and to pass on rules governing debates.”

“Your duty is in reality, a privilege – that of serving you fellow members.”

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

*Hand over Charter*

“I now declare that the Officers of the \_\_\_\_\_ Branch of the Coast Guard Enlisted Association are duly installed and are in working order.”

## **INSTALLATION CEREMONY NEWLY ELECTED OFFICERS**

### **RECEIVE GAVEL AND CHARTER**

“Mr. / Mrs. President: The term for which you and your subordinate officers were elected has now expired. I am present to install your newly elected officers. Have the Officers for the ensuing year been duly elected?”

*Response – “They have”*

“Have the records and accounts of the Branch been examined and approved by the Audit Committee?”

*Response – “They have”*

“Do you have in your possession the Branch Charter and Gavel of your office?”

*Response – “I have”*

“You will surrender them to me.”

*President hands over Charter and Gavel*

“Mr. / Mrs. President call the roll of Officers-elect, and as the names are called, the Officers will stand.”

*President reads names*            Vice President (Name)  
   Secretary (Name)  
   Treasurer (Name)

### **Questions for Officers**

“It now becomes my duty and honor to install the Officers in accordance with the Constitution and By-Laws of the Chief Petty Officers Association. Will the officers-elect please come forward?”

*Officers-elect form a line behind President*

“I have the honor of installing you who have been chosen by your fellow members in the \_\_\_\_\_ Branch of the Coast Guard Enlisted Association, to administer its affairs for the ensuing year. I congratulate you.”

“Mr. / Mrs. President-elect: Place your left hand on the Bible before you. Officers-elect to the rear, place your left hand on the shoulder of the person in front of you. Now all raise your right hand and answer the following questions in the affirmation in taking the Oath of Office.”

“Will you conscientiously perform all the duties of your office as prescribed by the Constitution and By-Laws of the Chief Petty Officers Association, the Coast Guard Enlisted Association Procedures Manual and the Governing Rules of this Branch?”

*Response – “I will”*

“Will you at all times, protect the interest of the Coast Guard Enlisted Association, and its Branches, the Chief Petty Officers Association, and its Chapters to the best of your ability?”

*Response – “I will”*

“Will you keep an accurate and true account of all funds, books, papers and other property belonging to the Branch, entrusted to you; and submit them to audit when required, and at any time you are requested to do so by the competent authority; and at the close of the term to which you have elected, or sooner if so directed by proper authority, deliver such property in your possession or under your control to the person or persons, officer or officers, entitled to the receive the same?”

*Response – “I will”*

### **OATH OF OFFICE**

“Then say after me, using your name as I do mine:”

“I \_\_\_\_\_ do hereby solemnly promise, (pause) that I will faithfully discharge the duties of the office to which I have been elected, (pause) according to the Constitution and By-Laws, of the Chief Petty Officers Association, (pause) the Coast Guard Enlisted Association, (pause) and the governing rules of this Branch, to the best of my ability. (pause) this I freely pledge, as a citizen of the United States of America, (pause) and on my honor as a Petty Officer in the United States Coast Guard.”

*“You may lower your hands”*

“Officers! You now occupy a position of honor, trust and responsibility, to which your fellow members have elected you. The Constitution and By-Laws of the Association and the governing rules of this organization prescribe your duties. Study them well, so that you may intelligently discharge the obligation you have assumed. I congratulate you.”

“The Branch Officers may return to their seats except for the newly elected Branch President”



## **DELIVER GAVEL & CHARTER**

“Mr. / Mrs. President, this organization is about to be placed in your charge. The harmony and progress of its affairs will depend to a large extent upon your leadership. Your fellow members have honored you by electing you to this highest office. They have placed their faith in you, and you owe them a solemn obligation, to do your utmost to perform the duties of your high office, as its most obedient servant, never its master.”

“I place in your hands this gavel. It is the emblem of authority. You are admonished to always use it wisely and impartially.”

### *Hand over gavel*

“Study the principles set forth in the Constitution and By-Laws of this Association and the governing rules of this Branch. Become familiar with parliamentary procedure, for it is your duty to discharge the rules and rituals of the Association and to pass on rules governing debates.”

“Your duty is in reality, a privilege – that of serving you fellow members.”

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

### *Hand over Charter*

“I now declare that the Officers of the \_\_\_\_\_ Branch of the Coast Guard Enlisted Association are duly installed and are in working order.”

## **SECTION X**

### **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 available on the CPOA website ([www.uscgcpoa.com](http://www.uscgcpoa.com)). (Page 26)
2. Sample Election Ballots – Ballots for each month of the election process.
  - a. Branch Nomination Ballot
  - b. Branch Voting Ballot
  - c. Newly Elected Branch Officers Report – send to CGEA National President and Secretary after elections.
3. CGEA Annual Audit Report – Form for outgoing and incoming Branch President and Treasurer to fill out and send to National Office.
4. Presidents Outstanding Branch Award – To fill out for recognition at the National Convention.
5. Petition for Branch Charter – A three page form for starting a Branch, filled out and sent to the CGEA National President.
6. Petition for Branch Name Change – A one page document to change the Branch name, filled out and sent to the CGEA National President.
7. Membership Application – For new members or current members needing to update information to the National Office.
8. National Nomination Ballot – For those individuals that would like to hold a position as a National Officer, noting only the National President will be a Coast Guard active duty enlisted member. Completely filled out forms need to be at the National Office by the first Wednesday in March.
9. National / Branch Honorary Membership Certificate – If you have a person that is not eligible to become a member of the CGEA and would like them to be an Honorary Member, contact the CGEA National Secretary and request a signed certificate be issued. Include the Branch name and person's name with the request.
10. Retirement / Service Certificate – If you have a member that is getting out of the Coast Guard or retiring from service and want to recognize their dedication to the CGEA, contact the CGEA National Secretary and request a signed certificate be issued. Include the person's name and years of service with the request.

## Annual Gross Receipts Report

Date: \_\_\_\_\_

EIN: \_\_\_\_\_

From: \_\_\_\_\_ (Chapter/Branch Name)

To: USCG Chief Petty Officers Association  
5520-G Hempstead Way  
Springfield, VA 22151

Subj: Annual Gross Receipt Report

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

1. This Association is exempt from Federal Income Tax under Section 501.c (19) of reference (b). We are authorized to submit annual group return to the IRS covering the National Office and each subordinate unit who did not have \$50,000 or more in gross receipts for the calendar year.

2. Please circle the appropriate sub-paragraph below:

(a) **WE DID NOT HAVE \$50,000** or more gross receipts for calendar year\_\_\_\_. It is requested we be included in the group return filed by the National Office.

(b) **WE DID HAVE \$50,000** or more gross receipts for calendar year \_\_\_\_\_ and will file a separate tax return with IRS.

3. Please return this completed form before 1 March.

4. By signature below, I certify the above information is correct to the best of my knowledge.

\_\_\_\_\_  
**(President's Signature)**

\_\_\_\_\_  
**(President's Printed Name)**



**United States  
Coast Guard Enlisted Association  
Branch Nomination Ballot**

<b>President</b>
1.
2.
3.
4.
<b>Vice President</b>
1.
2.
3.
4.
<b>Secretary</b>
1.
2.
3.
4.
<b>Treasurer</b>
1.
2.
3.
4.



**United States  
Coast Guard Enlisted Association  
Branch Voting Ballot**

<b>President</b>
1.
2.
3.
4.
<b>Vice President</b>
1.
2.
3.
4.
<b>Secretary</b>
1.
2.
3.
4.
<b>Treasurer</b>
1.
2.
3.
4.



**United States  
Coast Guard Enlisted Association**

(Subsidiary of the CPOA)

5520-G Hempstead Way  
Springfield, VA 22151

**Newly Elected / Appointed Officers Information Report**

Email to: CGEA National President

<b>Branch Name:</b>
<b>President</b>
Rate/Name: _____
Email: _____
Phone: _____
<b>Vice President</b>
Rate/Name: _____
Email: _____
Phone: _____
<b>Secretary</b>
Rate/Name: _____
Email: _____
Phone: _____
<b>Treasurer</b>
Rate/Name: _____
Email: _____
Phone: _____



## CGEA ANNUAL AUDIT REPORT

\_\_\_\_\_  
Branch Name

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Date

### Total Amounts

Last Calendar Yearend Balance

\$ \_\_\_\_\_

Expenditures this year

\$ \_\_\_\_\_

Monies Raised

\$ \_\_\_\_\_

Donations / Contributions

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Current Monies on hand

\_\_\_\_\_  
Outgoing Treasurer

\_\_\_\_\_  
In-coming Treasurer

\_\_\_\_\_  
Outgoing President

\_\_\_\_\_  
In-coming President

**COAST GUARD ENLISTED ASSOCIATION**  
**PRESIDENT'S OUTSTANDING BRANCH AWARD**

**INFORMATION & INSTRUCTIONS**

**PURPOSE:** To recognize the Outstanding Coast Guard Enlisted Association Branch of the Year.

**TIME FRAME:** Items will be gathered each year beginning 01 July one year and ending 30 June of the following year (i.e. 01 July 2011 to 30 June 2012).

**PACKAGE & DOCUMENTATION:** Package should be in a creative binder/folder for presentation with entry in each field having documentation (i.e. photos, articles to "The Chief", donation letters, thank you letters, etc.). The package can be mailed to the National Office at the below address and postmarked NLT the third Wednesday in July *or* can be hand carried to Convention by a member of that Branch in attendance.

**U.S. Coast Guard CPOA**  
**5520-G Hempstead Way**  
**Springfield, VA 22151-4409**

**SELECTION PROCESS:** Each Branch in attendance at the National Convention will review each package submitted and will have one collective Branch vote to select the Outstanding Branch of the Year Award by a secret ballot. In case of a tie, the Coast Guard Enlisted Association National President will make the final decision.

**AWARD PRESENTATION:** The Coast Guard Enlisted Association Presidents Outstanding Branch Award will be presented at the Annual Chief Petty Officer Association/Coast Guard Enlisted Association (CPOA/CGEA) National Convention. A separate award will be presented to the Coast Guard Enlisted Association Branch for the most new members recruited during that year.

**Explanation of each item on the award submission form:**

1. Articles to The Chief magazine. Send in pictures to the National Office of your Branch members or member participating in events and provide a write up to go with it.
2. Community Service:
  - a. CG activities – CG Day, CG athletic events, Run to remember, etc.
  - b. Community activities - Adopt a highway, Beach Clean-up, Habitat for Humanity, etc.
  - c. Honor Our Veterans Program – Must be in support of our Military Veterans. Volunteering at a VA Hospital (DAV, VFW), Wounded Warrior Project.
3. CGEA donations:
  - a. CCCAF (Captain Caliendo College Assistance Fund).
  - b. National Convention – Local Branch assist with expenses of a member going to Convention.
  - c. Hardship fund – Families in need.
4. Dedicated Fundraisers: Disaster relief, money for excessive medical bills, travel funds for members in emergency situations, coat drives.
5. Actively maintain a CGEA Branch website and / or social media page.
6. Recruitment of new CGEA members – Documentation required from magazine welcome aboard page or verified allotment sheets.
7. Package creativity – points awarded for the creativity of submitted package.

**\*\*NOTE\*\*** The above award submissions, events and activities are suggestions, all submissions and events will be considered.



**COAST GUARD ENLISTED ASSOCIATION**  
**PRESIDENT'S OUTSTANDING BRANCH AWARD FORM**

CGEA Branch Name: \_\_\_\_\_

Branch Presidents contact info: Ph. # \_\_\_\_\_ Email \_\_\_\_\_

<b>CRITERIA</b>
1. Articles to "The Chief" Magazine
2. Community Service: <ul style="list-style-type: none"> <li>a. Coast Guard activities</li> <li>b. Community activities</li> <li>c. "Honor our Veterans" Program</li> </ul>
3. CGEA donations: <ul style="list-style-type: none"> <li>a. CCCAF (Capt. Caliendo College Assistance Fund)</li> <li>b. National Convention</li> <li>c. Hardship fund</li> </ul>
4. Dedicated Fundraisers
5. Actively maintain a Branch website and / or social media page.
6. Recruitment of new CGEA members
7. Package creativity
8. Additional Info to add:

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**Printed Name of Branch President**                      **Date**                      **Signature of Branch President**



# PETITION FOR CGEA BRANCH CHARTER

The attached roster of Active duty, Retired and Reserves, U.S. Coast Guard Enlisted Members hereby petition the Coast Guard Enlisted Association National Officers and the Board of Directors of the U.S. Coast Guard Chief Petty Officers Association to authorize the formation of a “Branch” of the U.S. Coast Guard Enlisted Association, and to be chartered accordingly.

Aims and purposes are to organize a Regional Branch of the Association and to abide by the Constitution and By Laws of the National Association, and to represent the best interest of all Enlisted Petty Officers and their dependants – past, present and future – and to assist the National Association in shaping their policies and programs.

A roster of our prospective members is attached here, with signatures to attest to this petition. Also included are applications with checks (or copy of completed allotments application) to cover annual dues for all new members (some signatories are already members).

The official address of this prospective Branch is:

Review, consideration and approval of this petition will be appreciated. We feel that approval of a Branch in this regional area will serve the best interest of the Coast Guard Enlisted Association.

Persons(s) to contact:

Name:

Address:

Email:

Telephone:

Name:

Address:

Email:

Telephone:

# PETITION FOR BRANCH CHARTER

PRINTED NAME	MEMBER # IF KNOWN	EMAIL ADDRESS	SIGNATURE

## PETITION FOR BRANCH CHARTER

PRINTED NAME	MEMBER # IF KNOWN	EMAIL ADDRESS	SIGNATURE

PROSPECTIVE BRANCH NAME: \_\_\_\_\_

GEOGRAPHICAL AREA / LOCATION OF BRANCH: \_\_\_\_\_

PRO-TEM PRESIDENT: \_\_\_\_\_

PRO TEM VICE PRESIDENT: \_\_\_\_\_

PRO TEM SECRETARY: \_\_\_\_\_

PRO TEM TREASURER: \_\_\_\_\_



# PETITION FOR CGEA BRANCH NAME CHANGE

The attached roster of Active duty, Retired and Reserves, U.S. Coast Guard Enlisted Members hereby petition the Coast Guard Enlisted Association National Officers and the Board of Directors of the U.S. Coast Guard Chief Petty Officers Association to authorize the change of Branch name.

PROSPECTIVE BRANCH NAME CHANGE: \_\_\_\_\_

President's Signature \_\_\_\_\_ Vice-Presidents Signature \_\_\_\_\_

Secretary's Signature \_\_\_\_\_ Treasurers Signature \_\_\_\_\_

MEMBERSHIP #	PRINTED NAME	SIGNATURE



**The United States Coast Guard**  
**Chief Petty Officers Association**  
 &  
**Coast Guard Enlisted Association**  
**Membership Form**  
**Member Information**



Last Name		First Name		MI	Rate	Member Number		Date
Street Address				City		State		Zip
Home / Cell Phone		Home Email		Work Phone		Work Email		
EMPLID	Last 4 SSN	DOB	Sponsored by		Sponsors Chapter or Branch			
<b>Active Duty</b>		<b>Retired</b>		<b>Reserve</b>		<b>Branch of Service</b>		

**Membership Information**

√ Box	Information to update
<input type="checkbox"/>	I just wish to update my contact information.
<input type="checkbox"/>	I am currently assigned to the _____ Chapter / Branch.
<input type="checkbox"/>	I wish to be assigned to the _____ Chapter / Branch.
<input type="checkbox"/>	Enclosed is a copy of my allotment for \$2.00 per month to CPOA/CGEA. (Blanket Code 066)
<input type="checkbox"/>	Enclosed is my check in the amount of \$24.00 for annual Dues.
<input type="checkbox"/>	Enclosed is \$11.00 for a one year subscription to <i>The Chief</i> magazine.
<input type="checkbox"/>	Enclosed is my check in the amount of \$_____ for the Silver Lifetime Membership.*

If E-mailed, send to [CPOAmembership@gmail.com](mailto:CPOAmembership@gmail.com)

If faxed, send to: (703) 941-0397

If mailed, send to: Membership  
 5520-G Hempstead Way  
 Springfield, VA 22151-4009

**\*Would you like to stop paying dues FOREVER?**

**Silver Lifetime Memberships** area available to all National Members as follows:

**Up to age 36: \$550.00**

**36 up to 50: \$500.00**

**50 or over: \$450.00**

For additional information visit: <http://www.uscgcpoa.com/>



# United States Coast Guard Enlisted Association National Nomination Submission

**Prospected Nominee:**

**Position applying for:**

INSERT  
YOUR  
PHOTO  
HERE

**Enlisted Branch Name:**

**Positions Held:**

**CGEA Accomplishments:**

**Unit History:**

**Military Awards:**

**Convention History:**

**Goals for National CGEA:**

**Why do you feel you are a good candidate for the applied position?**

**CPOA endorsement (if available):**

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**Applicants Printed Name**

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**Signature of Applicant**