

# UNITED STATES COAST GUARD CHIEF PETTY OFFICERS ASSOCIATION



## By-laws Revised April 12th, 2019

## **Preamble**

Ever mindful of:

- the 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 seamen and others,
- our responsibility in the enforcement of the laws of our country, and
- Believing that 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,

## **Motto**

“ In respect for those who have gone before us.....  
And as a guide for those who follow. ”

## **Purpose**

The United States Coast Guard Chief Petty Officers Association is unique among service organizations in that it was created by the Chiefs, of the Chiefs, and for the Chiefs of the United States Coast Guard.

Ever mindful of:

- \* the traditions, duties and purpose of the United States Coast Guard,
- \* our duty to uphold and defend the Constitution of the United States of America,
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In believing that 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,
- \* assist members and dependents in urgent need of assistance,
- \* assist in recruiting for the Coast Guard,
- \* support the aims and goals of the CPO Academy,
- \* assemble for social amenities,
- \* become involved in community affairs,
- \* promote social programs for those in need,
- \* keep informed of Coast Guard matters.

**CHANGES AND AMENDMENTS**

<b>CH #</b>	<b>DATE CHANGE</b>	<b>DATE ENTERED</b>	<b>SIGNATURE</b>
1	19AUG2011	20SEP2011	National VP
2	07DEC2017	12APR2019	National VP

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# **BY-LAWS**

## **SECTION I** **Parliamentary Authority**

1. Roberts Rules of Order shall be the Parliamentary Authority.
2. The Presidents Call to Convention shall designate the revision to be used.
3. The President shall appoint a Parliamentarian.

## **SECTION II** **Governing Body**

1. The Organization shall have a Governing Body called the National Board of Directors, consisting of the National Officers and three Regional Advisors.<sup>1</sup>

## **SECTION III** **National Officers**

1. The National Officers shall consist of the President, Vice President, Secretary, and Treasurer

## **SECTION IV** **Elections**

1. The Association shall hold elections.
2. A member of the Association may only compete for National Officer or Regional Advisor position during any given National CPOA Election.<sup>2</sup>
3. 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.<sup>3</sup>

## **SECTION V** **Meetings**

1. The Association shall hold an Annual Meeting or Convention each year.

<sup>1</sup> Change One: 2011 National Board of Directors Resolution No.1

<sup>2</sup> Change One: 43<sup>rd</sup> National CPOA Convention Minutes – By-Laws Convention Committee Report (Encl 19)

<sup>3</sup> Change One: 43<sup>rd</sup> National CPOA Convention Minutes – By-Laws Convention Committee Report (Encl 19)

## **SECTION VI** **Executive Director (ED)**

1. The Association shall have a salaried Executive Director.

## **SECTION VII** **Organization**

### 1. Membership

- a. Regular membership – All persons who have successfully held the rank of Chief Petty Officer in the United States Coast Guard. (Eligibility is effective the date of advancement or frocking). A member in Good Standing is a Gold or Silver Lifetime Member, or is a Regular Member who is paying the current dues established by the Board of Directors (BOD).
- b. Associate Membership – All persons who have successfully held the rank of E-7 in any of the other United States Armed Forces. Associate members shall not hold any elective office.
- c. Honorary Membership – Persons not eligible for membership, who have rendered distinguished service to the Association may be awarded an honorary membership. Honorary members shall not be eligible to hold office, vote, or pay membership dues. National Honorary membership nominations may be submitted to the BOD. Chapters may award honorary memberships.
- d. Silver Lifetime Membership – Any Regular or Associate Member may purchase a Silver Lifetime membership. A Silver Lifetime Fund is established to provide a financial account where interest generated would provide the dues for members who purchased this membership. The interest only from this fund will be transferred, as accrued, to the general organization funds. The interest amount will be used to offset the annual budget. Members who purchase Silver Lifetime Membership will not be authorized a return of their funds for any reason.
- e. Gold Lifetime Membership – Any E-7, E-8 or E-9 (Regular Member) who has rendered distinguished and tangible service in an exemplary and outstanding manner as to promote and advance the welfare of fellow members, their dependents or their Community/Country may be awarded a Gold Lifetime Membership. Gold Lifetime Members shall not be assessed dues.
  - i. Nominations shall be submitted in resolution or letter format to the Gold Lifetime Membership Selection Committee via the National Office 120 days prior to a National Convention.
  - ii. The Gold Lifetime Membership Selection Committee shall be a committee of the Whole which may select a maximum of two Gold Lifetime memberships during an

Association year.

2. Dues

- a. The Association shall have dues.<sup>4</sup>

3. Chapters

- a. The Association shall have Chapters.

4. Committees

- a. The Association shall have National Standing Committees.<sup>5</sup>

5. Funds

- a. The Association shall have funds.

6. Units and Branches

- a. The USCG CPOA Auxiliary (CPOAA) and USCG Enlisted Association (CGEA) are constituent organizations of this Association and shall be governed by the same guidelines and restrictions.<sup>6</sup>

7. Awards

- a. The Association shall have awards.<sup>7</sup>

**SECTION VIII**  
**Discipline and Jurisdiction**

1. The Board of Directors will have jurisdiction over the General Membership of the Association to include National Officers and Board Members, and shall be governed by current Parliamentary Authority. All disciplinary actions of the Board of Directors are subject to ratification of the Convention Delegation. The Board of Directors shall report all disciplinary actions taken each year to the Annual Convention

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<sup>4</sup> Change One: 2011 National Board of Directors Resolution No.2

<sup>5</sup> Change One: 2011 National Board of Directors Resolution No.3

<sup>6</sup> Change One: 2011 National Board of Directors Resolution No.4

<sup>7</sup> Change One: 2011 National Board of Directors Resolution No.5



2. In the unfortunate event of a trial, removal from office or revocation of membership should become necessary it shall be conducted in accordance with current Parliamentary Authority, both leading up to and including the specific process itself, Trials, Removal from Office and Revocation of Membership shall be held during Annual Convention. The National Board of Directors shall take all necessary action in the event of illegal activity by a National Officer, Board of Director or the General Membership, subject to ratification by the members in attendance at the subsequent Annual Convention.<sup>8</sup>
3. A member has the right of appeal to any action. Rulings on appeals shall be by action of the Annual Convention.
4. Members are expected to maintain their conduct so as not to discredit the Coast Guard or the Association.

## **SECTION IX**

### **Amendments and Revisions to the By-Laws**

1. Resolutions to Amend the By Laws must be submitted as follows:
  - a. Only the CPOA Board of Directors (BOD), a CPOA Chapter or a CPOA Member in Good Standing may submit a Resolution to Amend the CPOA By-Laws (Resolution).
  - b. Resolutions which are submitted by a CPOA Chapter or Member must be received at the CPOA National Office to arrive not later than 120 days prior to the convening of that year's Annual Convention. The submitter may send a Resolution via postal mail, email or fax.
  - c. The CPOA Vice President shall review all submitted Resolutions to ensure alignment with all other portions of By-Laws and present his/her findings to the CPOA BOD.
    - i. If the CPOA BOD determines that a Resolution is out of order, it will be returned to the submitter with an explanation for its return.
  - d. The CPOA BOD shall vote to recommend approval or disapproval of the Resolution within 30 days of receipt; a two-thirds (2/3) majority of the BOD is required to recommend approval or disapproval of the Resolution.
  - e. The Resolution will then be forwarded to the CPOA Chapter Presidents for their recommendation of approval or disapproval. Chapter Presidents shall provide their recommendation to the CPOA National President by not later than 45 days prior to the convening of that year's Convention.

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<sup>8</sup>Change One: 2011 National Board of Directors Resolution No.6

- f. As Resolutions for Amending or Revising the CPOA By-Laws require previous notice, such notice shall be accomplished via publication in The Chief magazine and the CPOA website.
- g. The Resolution will then be put before the CPOA Members in Good Standing in attendance at the Annual Convention. The members will be provided with the recommendations of the CPOA BOD and the Chapter Presidents to assist in them in their deliberations. The Members in Good Standing will then vote to approve or disapprove the Resolution. Approval by a two-thirds (2/3) majority is required of those present and voting.
- h. An approved Resolution will become effective upon the adjournment of the Convention in which it was approved.
- i. Resolutions shall be submitted in writing, in accordance with the following guidance:
  - i. Each Resolution shall be restricted to one subject.
  - ii. The WHEREAS(S) section shall state the reason(s) for the proposal.
  - iii. The RESOLVED section shall contain the exact wording of the proposal to be adopted.
  - iv. All Resolutions submitted shall contain the following statement:
    1. For a Resolution submitted by the CPOA BOD: "This is to certify that on (date), with a quorum present at a regularly scheduled or special meeting, this Resolution to Amend the CPOA By-Laws was proposed, read, debated, and adopted by a majority (or unanimous) vote of the CPOA National Board of Directors."
    2. For a Resolution submitted by a CPOA Chapter: "This is to certify that on (date), with a quorum present at a regular scheduled or special meeting, this Resolution to Amend the CPOA By-Laws was proposed, read, debated, and adopted by a majority (or unanimous) vote of the Chapter Members in Good Standing." The Chapter President shall sign the Resolution on behalf of the Chapter.
    3. An individual CPOA Member submitting a Resolution for consideration shall sign and date the proposed Resolution; a certification statement is not required.<sup>9</sup>

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<sup>9</sup>Change Two: National Board of Directors Resolution to Amend the By-Laws #1 December 7, 2017