

Standing Rules & Regulations

Greater Detroit Chapter

A "Charter Member Chapter" of the CPOA



Charter: 17 SEP 69
Revised (09JUL07)

PREFACE

INTRODUCTION

Purpose of Rules

The purpose of these Standing Rules and Regulations is to provide guidance for governing the affairs of the Chapter, in addition to the National Constitution and By-Laws (C&BL). They shall not in any way conflict with the National Constitution and By-Laws.

CPOA Motto

The motto of the CPOA is: “In respect for those who have gone before us... as a guide for those who follow.”

Mission of the Greater Detroit Chapter

A mission is the primary purpose of an organization. It is the reason for existence of the organization. Our Chapter’s primary purpose is to provide the opportunities for Chief Petty Officers to advance their personal and professional abilities to meet the performance improvement needs of the Coast Guard.

The following is a list of some of our chapter’s many missions:

- Advance professional abilities.
- Enhance value, loyalty, and devotion to God, country, and service.
- Promote unity and morale through responsible leadership.
- Be a guide for those who follow.
- Assist members and family members 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.

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INTRODUCTION, continued

Vision of the Greater Detroit Chapter

A vision consists of general thoughts of how the organization will meet its mission in the future. It incorporates the values of the organization's members and reflects both the climate of the organization and the environment affecting the organization. The vision describes how the organization will look and how it will function in the future.

The Greater Detroit Chapter is committed to building strength and value to the Chief Petty Officer's service to the Coast Guard, by providing opportunities for fellow Chiefs to work together and learn from each other.

As role models, we'll team up to set standards of professionalism, enthusiasm, innovation, and excellence. Our members will seek the challenges of working together as a united force that "gets the job done" when called upon.

We'll strengthen our appreciation for each other's roles, treat each other as valued shipmates, and demonstrate our commitment to people, families, and community.

Continued on next page

INTRODUCTION, continued

**President's
Outstanding
Chapter
History**

2000-2002	BMC Lew Koch	USCG Station Belle Island		
2002-2004	DCC Mike Bogue	USCG Sector Detroit		
2004-2006	MKCS Paul Orlando	USCG Sector Detroit		
2006-2008	BMC Jeff Egelston	OINC Station Port Huron		

STANDING RULES & REGULATIONS

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HISTORY OF GREATER DETROIT CHAPTER OFFICERS

Year	President	Vice President	Secretary	Treasurer
2004-2006	DCC M. Bogue	BMC J. Egelston		
2006-2007	MKCS P. Orlando	BMC J. Egelston	ETC R. Ahlberg	HSC G. Davis
2006-2008	BMC J Egelston	HSC G. Davis	YNC P. Gough	OSCS J. Roberts

POSSIBLE CHAPTER EVENTS

- January**
- Start By-Laws review.
 - Order Initiation Unity Coins.
 -
 -
-

- February**
- .
 - .
-

- March**
- Approve By-Laws.
 - Chiefs Call to Initiation.
 - Solicit National By-Law Changes.
 - Bowling Tournament
-

- April**
- Submit National By-Law Changes.
 -
-

- May**
- -
-

- June**
- Fundraiser, car wash
-

Continued on next page

POSSIBLE CHAPTER EVENTS, continued

- July**
- Outstanding Chapter of the Year package due.
 - Order Unity Coins
-

- August**
- Nominations Open.
 - National Convention.
 - Chapter Inventory.
 - Coast Guard Day.
-

- September**
- Chiefs Call to Initiation.
 - Annual Golf Tournament
 -
-

- October**
- Nominations close.
 - Ballots mailed.
 - Start Budget Proposals.
 -
 -
-

- November**
- Election Results.
 -
-

- December**
- Approve Budget.
 - Holiday Basket Raffle.
 - Holiday Party.
-

STANDING RULE 1

CHAPTER MEMBERSHIP

Types of Memberships

Membership in the chapter shall follow the guidelines set forth in the National Constitution and By-Laws. There are three types of membership (1) regular, (2) associate, and (3) honorary.

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.)

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.

Honorary Membership

Persons who are otherwise 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 national BOD or the Executive Committee for action.

STANDING RULE 2

CHAPTER OFFICERS

Number of Officers The chapter shall have four (4) elected officers consisting of a President, Vice President, Secretary, and Treasurer.

One Office Chapter officers may only hold one (1) office at any given time.

Officer Prerequisite All nominations for President, Vice President, Secretary, and Treasurer shall be regular members of the chapter, in good standing. All nominees must be members of the Greater Detroit CPOA (if at large member, must switch).

Terms of Office Chapter officers shall take office within 45 days of election and serve one (2) years. No chapter officer may serve more than two (2) consecutive terms in the same elected office. The Chapter can elect a member with at least one year remaining in Greater Detroit CPOA area (active duty/reserve).

Office 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. Vacancies that occur among the other elected officials shall be filled by members in good standing appointed by the Board of Directors and accepted by vote of the general membership.

Nomination Time Period Nomination for chapter office for the next CPOA year (commencing 01 January) shall be opened at the regular membership meeting on the first Wednesday in August and shall remain open until the close of the regular membership meeting on the first Wednesday in October.

If the above mentioned meeting is not held on Wednesday for cause, then the opening and closing dates shall be as of the meeting dates announced by the President with the approval of the Board of Directors. The announcement date must not extend beyond the 30th of September for the receipt of all ballots for accounting.

Continued on next page

CHAPTER OFFICERS, continued

Nomination & Ballot Committee

A special committee consisting of not less than two (2) members in good standing shall be appointed by the outgoing President. Members of this committee may not be competing for any elective office of the chapter nor shall they be currently serving as an elected official of the chapter. 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.

Nomination

Nominations/requests for nomination shall be made to the Nomination and Ballot Committee. Persons nominated can decline nomination by notifying the President prior to the mailing of the ballots. The Nomination Ballot Committee can receive mailed or e-mailed nominations.

Ballots

The chapter officers will be elected by secret ballot. The ballots will be prepared by the nomination and ballots committee. A minimum of two nominees are recommended for each elected office with provisions for a “write in.”

This ballot shall be e-mailed to each member no later than the first Wednesday in November with stipulation that it be returned no later than the first of December or it would be declared null and void. These dates can be changed by the President with approval of the Board of Directors but may not exceed the 1st of December. A plurality vote shall elect. The ballots will be sealed and retained by the President until 1 January and then destroyed.

Inexcusably Absent

Any elected officer who is inexcusably absent for three (3) Chapter meetings shall be removed from office and replaced. Inexcusably absences are defined by the board members.

Duties of Officers

The duties of the chapter officers are contained in the following sections.

Section	Committee	See Page
2-A	President	13
2-B	Vice President	15
2-C	Secretary	16
2-D	Treasurer	17

SECTION 2-A

CHAPTER PRESIDENT

Chief Executive The President shall be the Chief Executive Officer of the chapter. Under the President's direction, the provisions of the National Constitution & By-Laws and chapter Rules and Regulations shall be observed.

Preside at Meetings The President shall preside at all meetings of the chapter; if the President is not present no votes can be accepted. The President shall put to vote all motions, but shall make no motions. The President shall not vote on any motion, but he may cast the deciding vote to make or break a tie.

Represent the Chapter The President shall represent the chapter in its relations with 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 ex-officio member of all chapter committees except the Nominating/Ballot committee.

Keep Vice Informed The President shall seek counsel of the Vice President; keep that office informed on all matters pertaining to the conduct and administration of the chapter.

Appoint Parliamentarian The Immediate Past Present shall be the chapter parliamentarian. However, the President, in the absence of the Immediate Past President, may appoint a Parliamentarian whose duties shall be to assist in the conduct of meetings requiring parliamentary guidance.

Continued on next page

CHAPTER PRESIDENT, continued

**Appoint
Liaison with
CGEA**

The President shall appoint a liaison between the BOD and the Colonial Branch of the Coast Guard Enlisted Association (CGEA). The duties of the liaison shall be, but are not limited to; assisting the local CGEA branch when requested and providing communications link for possible coordinated activities.

**Honorary
President**

The Commanding Officer's of USCG Sector Detroit & USCG Air Station Detroit will be recognized as the Honorary President's of the Greater Detroit Chapter.

**Appoint
Committee
Chairpersons**

The President shall appoint chapter standing committee chairpersons from the membership unless the chairperson is specifically appointed by the standing rules.

SECTION 2-B

CHAPTER 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 unexpired term (unless a new president is elected, then the Vice President will resume office and remaining duration).

**Remain
Informed**

The Vice President shall remain informed of all duties of the President and of all chapter business.

**Committee
Chairperson**

The Vice President shall be an ex-officio chairperson for all chapter committees except the Nominating/Ballot committee

**Committee
Files**

The Vice President shall maintain files on the operation of each committee as a guide for continuous smooth operation of assigned tasks.

National C&BL

The Vice President shall solicit resolutions to the National C&BL one-hundred and twenty days (120) prior to the National Convention and prepare them for submission.

SECTION 2-C

CHAPTER SECRETARY

Admin Duties The Secretary shall be an assistant to the President and BOD in carrying out the administrative duties of the chapter.

Meeting Minutes The Secretary shall keep the minutes of the BOD and chapter meetings. A copy of all minutes shall be given to the publication committee in a timely manner for the newsletter.

Historian The Secretary shall perform the duties of historian and record and file for safekeeping all official acts, papers, books, magazines, pamphlets, documents, memorabilia, etc. of historical value to preserve for posterity. If needed, the Secretary may designate another member of the Chapter to serve as Historian during their term in office.

Membership Cards The Secretary shall issue membership cards to affiliate and honorary members of the chapter.

Director of Chapters The Secretary shall maintain the directory of all CPOA chapters. An updated listing of the Greater Detroit Chapter will be submitted each year in July to the Chief Administrator.

List of Members and Phone Numbers The Secretary shall maintain the latest printout from National of chapter members. A chapter phone directory will be maintained with both home and work phone numbers of members wishing to provide their numbers for chapter use.

SECTION 2-D

CHAPTER TREASURER

Chief Finance	The Treasurer shall be the Chief Finance Officer of the chapter and shall supervise and verify all financial transactions of the chapter.
Account	The Treasurer shall account for all monies paid to the chapter and deposit them.
Chairperson	The Treasurer shall be the chairperson for the Finance, Budget, and Investments Committee.
Financial Record	The Treasurer shall provide guidance to all committee chairpersons on how to prepare and submit a written report on any monies that each committee handles. A copy of the records will be given to the Treasurer at each BOD meeting.
Property Officer	The Treasurer shall maintain a listing of all chapter property. An annual inventory shall be conducted in August. This inventory will help keep the chapter aware of what they have, where it is located, and its condition.

STANDING RULE 3

BOARD OF DIRECTORS

Purpose	The Board of Directors will be the governing council of the chapter.
Members	<p>There shall be a minimum of nine (9) members of the Board of Directors which will consist of:</p> <p>Four (4) chapter officers Immediate Past President (when possible) Four (4) elected regular or associate members in good standing from the chapter with approval of the membership at the next general membership meeting (nominated the same as chapter officers).</p> <p>In addition, all standing committee chairpersons shall be members of the Board of Directors.</p>
Authority	The Board of Directors shall have the authority to act in all matters concerning the governing of the chapter. Motions passed by the BOD, must be presented to the general membership for final approval, with the exception of an emergency session as approved by the President or Vice President. In the absence of a rule, they shall use their good judgement in the best interest of the chapter.
Meetings	The Board of Directors shall meet each month or when the President calls a special meeting of the Board for the purpose of discussing upcoming business which will affect the chapter.
Inexcusably Absent	Any member of the Board of Directors who is inexcusably absent for three (3) board meetings shall be removed from the Board and replaced. Inexcusable absences are defined by the board members or chapter officers and based upon incident/situation.

STANDING RULE 4

STANDING COMMITTEES

Chairperson Appointment

The President shall appoint committee chairpersons from the membership. The President, Vice President, Secretary, or Treasurer shall not be a committee chairperson, unless the chairperson is appointed by the standing rules. The President may appoint additional committees, as the need arises, for the President's term of office.

Chairperson Duties

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

Chapter Committees

The chapter shall consist of the following Standing Committees and Sub Committees.

Section	Committee	See Page
4-A	Ways and Means	20
4-A1		20
4-A2		20
4-A3	Concessions	20
4-B	Community Service	21
4-B1	??? Memorial	21
4-B2	Adopt A Highway	21
4-B3	Outstanding Chapter of the Year Award	21
4-C	Membership	22
4-C1	Annual Events	22
4-C2	Health & Welfare	22
4-D	Finance, Budget and Investments	24
4-E	Publication & Public Relations	25
4-E1	Web Page	25
4-E2	Article to the Chief	25
4-F	Standing Rules and Regulations	26

SECTION 4-A

COMMUNITY SERVICE COMMITTEE

Members	The Community Service Chairperson will be responsible for appointing members to fill the Special Memorial Committee, whose assigned tasks will accomplish its overall objectives.
Sub Committee	The Standing Committee will consist of at least 4 volunteers.
Financial Record	The chairperson is responsible for maintaining financial records and for turning in all monies to the Treasurer.
Activity Report	The Standing Chairperson shall make written monthly activity reports to the Chapter Board of Directors.
Objectives	<p>The primary objectives of this Standing Committee will be to:</p> <ul style="list-style-type: none">• Assist each of the Sub Committees with direction.• Identify community service needs and bring to the attention of the BOD.• Submit articles regarding Chapter's community involvement to the Publications & Public Relations Committee in a timely fashion.• Coordinate CCCAF fund raisers.• Coordinate quarterly Adopt A Highway cleanups.• Coordinate selected annual events (when necessary).• When necessary, make appropriate changes to further the aims and goals of the Greater Detroit Chapter, in accordance with Chapter's Standing Rules and Regulations.

SECTION 4-B

MEMBERSHIP COMMITTEE

Members	The Standing Committee chairperson will be responsible for appointing members to fill the Sub committee positions, whose assigned tasks will accomplish its overall individual objectives.
Sub Committee	The Standing Committee shall consist of two (2) Sub Committees; Annual Events and Health & Welfare.
Financial Record	The chairperson is responsible to maintain financial records and for turning in all monies to the Treasurer.
Activity Report	The Standing chairperson shall make written monthly activity reports to the Chapter Board of Directors.
Chapter Awards	<p>Persons who have rendered distinguished service to the Chapter may by two-thirds vote of the BOD members present, and approved by the general membership, be given a Chapter award as recognition. The Chapter Officers will determine what suitable recognition is.</p> <p>The following 7 parameters must be met and approved by the BOD and membership to receive a Chapter award:</p> <ol style="list-style-type: none">(1) The member in good standing with the CPOA.(2) The member held elective office (national or chapter).(3) The member served on any committees.(4) The member served with particular distinction relative to elective or assigned committee's duties.(5) The person is currently a member of the Greater Detroit Chapter.(6) The member has participated in other activities that are appropriate with the aims and objectives of the CPOA.(7) The person has been a member of the Greater Detroit Chapter for at least one year, and currently assigned to the Sector/Air Station/Station/ANT/ESD.

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MEMBERSHIP COMMITTEE, continued

Objectives

The primary objectives of the Standing Committee will be to:

- Assist each of the Sub Committees with direction.
 - Provide “Health and Welfare” service (i.e. cards, flowers not to exceed \$75.00).
 - Assist in the direction of increasing membership in the CPOA, and in particular the Greater Detroit Chapter.
 - Organize, schedule, arrange and encourage participation in all Chapter functions.
 - When necessary, make appropriate changes to further the aims and goals of the Greater Detroit Chapter, in accordance with Chapter’s Standing Rules & Regulations.
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SECTION 4-C

FINANCE, BUDGET, AND INVESTMENTS COMMITTEE

Chairperson	The Chapter's Treasurer will be the standing committee chairperson.
Members	All elected officials of the Greater Detroit Chapter.
Objectives	<ul style="list-style-type: none">• Consider any solicitation for funding.• Prepare a budget.• Determine expenses.• Review any and all motions for the shifting of funds.• When necessary, make appropriate changes to further the aim and goals of the Greater Detroit Chapter, in accordance with the Chapter's Standing Rules and Regulations.

SECTION 4-D

PUBLICATION & PUBLIC RELATIONS COMMITTEE

Members	The Standing Committee chairperson will be responsible for appointing members to fill the Sub committee positions whose assigned tasks will accomplish their overall objectives.
Sub Committee	The Standing committee will consist of two (2) Sub Committees; Web Page Committee, and Article to the Chief Committee.
Financial Record	The chairperson is responsible for maintaining financial records and for turning in all monies to the Treasurer.
Activity Report	The standing Committee chairperson shall make a written monthly activity report to a Chapter's BOD.
Objectives	<p>The primary objectives of this Standing Committee will be to:</p> <ul style="list-style-type: none">• Assist each of the Sub Committees with direction• Serve as a liaison with the Community Service Committee.• Publish and distribute the chapter newsletter.• Submit articles to the "Chief" magazine• Maintain the Chapter's "Web Page".• When necessary, make appropriate changes to further the aims and goals of the Greater Detroit Chapter in accordance with the Chapter's Standing Rules & Regulations.

SECTION 4-E

STANDING RULES AND REGULATIONS COMMITTEE

Chairperson The chapter Vice President shall be the chairperson.

Members The committee chairperson shall be responsible for selecting members and assigning various tasks to accomplish their objectives.

Objectives The primary objectives of this Standing Committee will be to:

- Conduct an annual review beginning in January.
- Submit proposed changes to the BOD and general membership.
- Ensure that there is no conflict with the National Constitution and Bylaws.
- Provide copies of the current Standing Rules & Regulations to all Chapter members who request them.
- When necessary, make appropriate changes to further the aims and goals of the Greater Detroit Chapter in accordance with the Chapter's Standing Rules & Regulations.

STANDING RULE 5

FINANCE

Register Bank accounts, fidelity bonds, and all valuables belonging to the chapter shall be registered or listed in the name of the chapter. All business transactions, of whatever nature, shall be transacted in the name of the GREATER DETROIT CHAPTER, CHIEF PETTY OFFICER'S ASSOCIATION.

Deposits At the discretion of the Treasurer, all monies received shall be deposited in the general checking account, the administrative savings account, or into an investment account for the chapter. In the absence of the Treasurer, the President or Vice President will perform the duties.

Budget Approval No money shall be obligated or expended until the budget is approved by the Board of Directors and the general membership.

Vouchers All disbursements shall be properly drawn vouchers signed by two of the following chapter officers:

President
Vice President
Secretary
Treasurer

Items Not in Budget The Finance, Budget, and Investments Committee shall submit proposals to the general membership for items not in the budget. A submitted proposal shall be declared "passed" with at least 70% general membership approval.

There is no President's fund for the Greater Detroit CPOA chapter at this time.

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FINANCE, continued

Financial Record	All committee chairpersons handling monies shall include any financial transactions in their monthly activity report.
Annual Audit	Ledgers of all financial transactions shall be audited by a special committee prior to the installation of officers.
Chapter Budget	The chapter President shall ensure that: <ul style="list-style-type: none">• A chapter budget runs from 01 January to 31 December each year.• The approved chapter budget is strictly adhered to.• That a proposed budget is developed and submitted to the Board of Directors and the general membership no later than the November meeting of each year.• The budget will then be voted upon and approved by the Board of Directors and the general membership at the December meeting.

STANDING RULE 6

MEETINGS

Parliamentary Procedure Meetings will be conducted in accordance with “Roberts Rules”. All meeting shall be conducted according to the rules of parliamentary procedure.

BOD Meetings The Board of Directors shall meet on the last Wednesday at 1130 of every month. There must be a minimum of five (5) board members present to convene a meeting. The President or Vice President must be present to convene a meeting. All chapter members may attend the Board of Directors meeting. Only members of the Board of Directors shall have privilege to vote at the meeting. Member of the Board of Directors shall have privilege of the floor.

General Membership Meetings A general membership meeting shall be held on the first Wednesday of each month. The monthly meeting will be held in the evening at 1900 for February, May, August, and November and during the day for January, March, April, June, July, September, October, and December. A quorum for general membership meetings shall be nine (9) members of the chapter which include a minimum of two chapter officers one of which must be the President or Vice President. Any chapter member in good standing shall have the privilege of the floor, pursuant to parliamentary rules of procedures. Any chapter member in good standing shall have the privilege to vote on all motions. A cancellation of the general membership meeting shall be made by the President or Vice President within three days of the stated time to include the reappointed meeting date/time/place.

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

GREATER DETROIT CPOA CHANGES MADE TO BY-LAWS BY VICE PRESIDENT

Revised 09JUL07

President Chapter History: added President BMC Lew Koch Station Belle Island

Standing Rules & Regulations: page numbers and sections (due to changes)

History of Greater Detroit Chapter Officers: added BMC J Egelston (VP 04-06)

Chapter Events: added March Bowling Tournament, June fundraiser, car wash, July order unity coins.

Deleted October children Halloween party; November Thanksgiving food baskets and toys for tots.

Standing Rule 2:

Officer Pre-requisite members at large can be nominated, but must switch to GDCPOA if/when elected.

Terms of Office: 2 year term, prefer 2 years, but members with 1 year remaining can be elected.

Office Vacancies: short-term by VP, unless new President elected, VP returns to stated position

Ballots: email is acceptable, at large members do not vote

Inexcusable absence determined by board members based upon situation/incident

2-A: Preside at Meetings: meetings without President cannot vote.

Deleted Appoint Liaison with CPOAA

Honorary President: added Air Station Detroit for recognition as well

2-B: VP acting as President added unless new President is elected

Standing Rule 3:

Members: Immediate Past President (if available for meetings). Should be nominated in same fashion as officers

Authority: Emergencies as by notification from Pres/VP when possible

Inexcusable absence deemed by membership/BOD (as per incident/situation)

Section 4-A: DELETED WAYS AND MEANS COMMITTEE

Section 4-B: Sub Committee of 4 volunteers

Standing Rule 5:

Items not in Budget: added at least 70% of vote by general membership. No President fund at this time.

Standing Rule 6:

General Membership Meetings: added cancellation of general membership meeting by President/Vice President within 3 days to include reappointed time/date/place

Added changes by VP page (7/07)