



Bylaws
Hampton Roads Chapter of
the USCG
Chief Petty Officers
Association

Charter: 07/04/1969
Revised: 07/14/2022

Record of Changes

Change #	Change Date	Detail	Name/Signature
1	09Feb21	Dissolved Budget/Finance Committee	
2	09Feb21	Change the sequence to the standing orders	
3	09Feb21	Merged standing orders regarding funds	
4	09Feb21	Merged standing orders regarding convention	
5	09Feb21	Change to how CCTI funds are disbursed	
6	25Feb21	Added “Welcome Aboard Bundle” to Membership Committee	
7	11Mar22	I-A.2.b.: Added (6) “default Bylaws Committee Chair”	
8	11Mar22	I-A.2.d.: Added (9) “safeguard... and funds”	
9	11Mar22	II-B.3.f.: Added “Unless... Chapter Officers”	
10	11Mar22	II-B.3.c.(2): Added “and social media outlets”	
11	11Mar22	III-A.1.Changed meeting date to 4 th Thursday	
12	11Mar22	III-A.8.a.: Clarified excess fund donations	
13	11Mar22	III-A.: Added Standing Rule 13 – departing plaques	
14	14Jul22	III-A.: Added Standing Rule 14 – Mess Support	

PREAMBLE

Ever mindful of the traditions, duties and purposes of the United States Coast Guard; of our duty to uphold and defend the Constitution of the United States of America; of our responsibility in the enforcement of the laws of our country; and of the belief that through social association and mutual acquaintance, the Chief Petty Officers in the Tidewater Area Units of the United States Coast Guard may best advance their professional abilities, enhance their value, loyalty and devotion to the service and promote its unity and morale, we therefore associate ourselves together and declare the following Standing Rules of the HAMPTON ROADS CHAPTER, Chief Petty Officers Association, United States Coast Guard.

CONSTITUTION

We, the Chief Petty Officers of the Tidewater Area Units of the United States Coast Guard, believing in the right to form an Association consistent with the precepts outlined in the Preamble, do hereby declare the formation of such an Association, to be known as the HAMPTON ROADS CHAPTER, CHIEF PETTY OFFICERS ASSOCIATION, UNITED STATES COAST GUARD. Hereafter known as the “Chapter.”

MOTTO

The Motto of this Association shall be “In respect for those who have gone before us . . . as a guide for those who follow.”

Purpose

The Hampton Roads Chapter of the USCG Chief Petty Officers Association (CPOA) is established to accomplish the purpose of the national USCG CPOA at the local level. 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;
- 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; and
- keep informed of Coast Guard matters.

The Hampton Roads Chapter of the USCG CPOA is formed to provide a forum where members may discuss areas of concern and propose actions on matters affecting the Tidewater area.

ARTICLE I – CHAPTER OFFICERS

Section A. Chapter Officers and Duties

1. Chapter Officers: The Officers of the Chapter shall consist of a President, Vice President, Secretary and Treasurer.
2. Chapter Officer Duties
 - a. The President shall...
 - (1) preside at all Chapter meetings.
 - (2) put to a vote all motions regularly moved, seconded and discussed; make no motion, nor vote on any motion unless the voting is tied, in which case they shall cast the deciding vote.
 - (3) represent the Chapter in all relations and shall have the authority to designate any Officer or member to represent him/her at public ceremonies and meetings.
 - (4) preside at all Chapter meetings; put to a vote all motions regularly moved, seconded and discussed; make no motion, nor vote on any motion unless the voting is tied, in which case they shall cast the deciding vote.
 - (5) represent the Chapter in all relations and shall have the authority to designate any Officer or member to represent him/her at public ceremonies and meetings.
 - (6) charter additional committees and appoint additional chairpersons, as needed.
 - (7) appoint a Master of Arms from the Chapter membership to assist in the conduct of meetings and other matters, as needed.
 - (8) seek counsel of the Vice President and keep that office informed on all matters pertaining to the conduct and administration of the Chapter, as needed.
 - b. The Vice President shall...
 - (1) assist the President in the execution of the duties of that office and shall perform all duties delegated him/her by the President.
 - (2) assist all committee chairpersons in their duties and is a member of all committees.
 - (3) perform the duties of the President in the President's absence.
 - (4) the Vice President shall remain informed on all chapter business.
 - (5) in the event of a vacancy of the President, the Vice President shall complete the unexpired term.
 - (6) act as the default Bylaws Committee Chair in the absence of an appointee.
 - c. The Secretary shall...
 - (1) assist the President in carrying out all administrative duties.
 - (2) maintain a file of all correspondence with the Chapter.
 - (3) notify National of any changes in Chapter Officers.

- (4) submit and maintain the minutes of all meetings and provide the Public Affairs Committee an electronic copy for chapter website. Meeting minutes shall be submitted to Officers within one week following the Chapter Meeting.
 - (5) maintain the Chapter's email distribution list.
 - (6) maintain contact information of all Chapter Officers and Committee Chairpersons.
 - (7) keep a copy of the original bylaws, all rewrites and amendments.
- d. The Treasurer shall...
- (1) be the finance, disbursing and purchasing officer for the Chapter.
 - (2) receive and account for all money paid to the Chapter and deposit same in the name of the membership of the Chapter.
 - (3) keep the financial books, records and accounts of receipt and disbursements, so as to disclose the condition at any time including audits.
 - (4) ensure appropriate signatures are on file with the Chapter's bank upon any change of Chapter Officers. Only one signature per check shall be required and only the Chapter Officers shall be authorized to sign check.
 - (5) provide guidance to all committee chairpersons on how to prepare and submit a written report on any monies that each committee handles.
 - (6) make a report of the financial status of the Chapter at each meeting.
 - (7) maintain oversight of all bank accounts and ensure funds are distributed IAW the bylaws.
 - (8) If the annual gross receipts exceed the \$50,000 threshold, the Treasurer shall provide all necessary documentation to a tax professional to file a Chapter tax return for that year, as required. (Standing Rule 10)
 - (9) safeguard and maintain all books, records, properties, and funds.

Section B. Nominations, Elections, Tenure, Membership and Vacancies

- 1. Nominations:
 - a. Only Chapter members in good standing shall be elected to serve as Officers.
 - b. A member in good standing is a member whose dues are paid and up-to-date as listed on the monthly active members list published by the National Office of the CPOA.
 - c. The Secretary shall announce a Notice of Upcoming Election and solicit a Call for Nominations for Local Office not later than mid-September via email, regular mail, website or some other type of written communication.
 - d. Members in good standing may submit nominations, in writing, including email and regular mail between the day that the Call for Nominations is released and the October Chapter meeting.

- e. Nominations may also be made from the floor by members in good standing at the October Chapter meeting.
 - f. Only members in good standing may vote during any regular, special or called meeting.
 - g. The offices of Secretary and Treasurer may be combined.
 - h. A nominee may decline nomination.
 - i. If no nominations are received for a Chapter Office, the incumbent will remain in the position until a successor is elected.
2. Elections:
- a. Elections will take place annually in November and will be conducted in person or via email.
 - b. The Secretary (or designated volunteer) shall schedule an Installation Ceremony in January:
 - (1) Select an Installing Officer from the local area or request a National CPOA Officer.
 - (2) Provide the Installing Officer script information contained in the Chapter XIV of the CPOA Operations Manual.
3. Tenure:
- a. Terms of office shall be for one year beginning after the installation, which shall be held in January. New Officers will be sworn in each January by an appropriate National CPOA Officer or Installing Officer.
 - b. No Officer shall serve more than four (4) consecutive terms in the same elected office.
4. Membership:
- a. Membership shall be composed of CPO's and Senior Non-Commission Officers (E-7 to E-9) of the Armed Forces of the United States, active, reserve and retired.
 - b. All members in good standing are entitled to vote upon any matter properly submitted to the membership for a vote.
 - c. Any member dropped from the membership role due to non-payment of dues may be reinstated upon payment of back dues.
5. Vacancies:
- a. The President shall fill by appointment any vacancy among the Officers of the Chapter for the remainder of the un-expired term.
 - b. If the Office of President should become vacant, the Vice President will automatically assume the duties for the remainder of the term. Upon assuming office, the new President will appoint a chapter member as the Interim Vice President for the remainder of the term.
 - c. Any elected Officer, whose absence is inexcusable for three (3) consecutive Chapter meetings, shall be removed from office and replaced. Inexcusable absences are defined by the President and Vice President and approved by majority vote of members.

6. The Immediate Past President shall be the Chapter Parliamentarian. However the President, in the absence of the Immediate Past President, may appoint a Master of Arms, whose duties shall be to assist in the conduct of meetings requiring parliamentary guidance.

ARTICLE II – COMMITTEES

Section A. Working (Ad hoc) Committees

1. The formation and subsequent termination of Working Committees shall reflect the needs of the Chapter.
2. Committees shall be solicited from the Chapter membership by the President and a Chairperson shall be assigned for each committee.

Section B. Standing Committees

1. The following committees shall be termed “Standing Committees,” the chairpersons of which shall be appointed by the President. The chairperson, as needed, will solicit and select additional members to assist in carrying out the responsibilities of the committee.
 - a. Membership: Recruiting new members; Hail & Farewell
 - b. Fundraising: Fundraising Activities; Sponsorship
 - c. Public Affairs: Community Involvement and Website
 - d. Community Service: Community Service Activities
 - e. Scholarship: Administration and Publication of Scholarship; Selection of Scholarship Recipient
 - f. Bylaws: Revisions and Changes
2. All committees shall prepare a report for presentation at the monthly Chapter meeting. Should the respective Chairperson be unable to attend the meeting, a written report will be submitted to a Chapter Officer for presentation to the membership.
3. Standing Committee Responsibilities:
 - a. Membership Committee: This committee is responsible for recruiting new members, and coordinating Hail & Farewell activities.
 - (1) Recruiting objective: Increase membership of the Hampton Roads CPOA Chapter by contacting new Chiefs arriving in the local area and inviting them to join the CPOA, as well as making personal contact with each PCPO attending CCTI. Explaining the benefits of membership and assisting with enrollment.
 - (2) Hail & Farewell objective: Recognize and honor arriving and departing CPO’s by tracking inbound and outbound CPO’s and organizing Hail & Farewell events on their behalf. Draft Certificates of Appreciation for retiring or departing members who are active in the local Chapter’s activities at least 4 months prior to their expected departure, and forward to the President for review.

- (3) Welcome Aboard Bundle objective: Recognize the newest members of our Coast Guard family, by presenting a certificate to members who recently had a baby. Include MA care package application and information about the Base Portsmouth baby pantry.
- b. Fundraising Committee: This committee is responsible for any fundraising activity or proposal brought forth to, or by the Chapter.
 - (1) Ensure all Chapter sponsored fundraising activities are in alignment with Coast Guard Legal and bylaws requirements.
 - (2) Keep leadership informed of any scheduled fundraisers which will be taking place.
 - (3) Act as Base Portsmouth liaison for fundraising events taking place on the Base.
 - (4) Manage the Sponsorship Letters for all fundraising events and provide copies to the leadership and event POC's.
 - (5) Monitor CCTI fundraising efforts for the Tidewater Consolidated Chiefs Mess as well as the Chesapeake Regional Chiefs Mess and ensure a final report is delivered to the CPOA Treasurer.
- c. Public Affairs Committee: This committee is responsible for ensuring our service members are informed of new and ongoing CPOA initiatives.
 - (1) Submitting articles and pictures of CPOA events to the CHIEF magazine and local news media. Articles for the CHIEF are required at the National Office not later than 1 Dec, 1 Mar, 1 Jun and 1 Sep.
 - (2) Managing the Chapter website and social media outlets that provides important information to members in a timely manner.
- d. Community Service Committee: This committee is responsible for planning and promoting participation for community service events throughout the year.
 - (1) Community Involvement: Organize volunteer work projects between the local community and the Chapter. Find worthwhile projects which Chapter members can support and participate in. Ensure that projects are non-profit in nature.
- e. Scholarship Committee: This committee is responsible for management of the national education scholarship initiative open for all CGEA and CPOA members in good standing.
 - (1) Establish rules for administration of scholarship.
 - (2) Publish annual scholarship requirements; promote and advertise this opportunity for maximum competitors.
 - (3) Review applications and select each year's winners.
- f. Bylaws Committee: This committee is responsible for ensuring bylaws are current and followed accordingly. Unless otherwise appointed, membership will be comprised of current Chapter Officers.
 - (1) Conduct an annual review immediately following Officer Installation in January.

- (2) Submit proposed changes to the Chapter for consideration. Ensure that there are no conflicts with the National Constitution and Bylaws.
- (3) When necessary, make appropriate changes to further the aims and goals of the Hampton Roads Chapter of the CPOA in accordance with the Chapter's Standing Rules.

ARTICLE III – STANDING RULES

Section A. Standing Rules

1. **Standing Rule 1:** Chapter Meetings will be held on the fourth Thursday of each month at designated time and location to be determined by Chapter Officers. Permanent changes to dates and times of the meeting must be approved by three-fourths of the chapter membership attending a scheduled Chapter Meeting. Routine decisions will be acted upon by a majority vote of the members attending the meeting. The Chapter President may deviate from the scheduled meeting time and location as needed, not to exceed 2 consecutive meetings.
2. **Standing Rule 2:** Robert's Rules of Order on Parliamentary Law and Procedures shall be the governing parliamentary law for all Chapter meetings.
3. **Standing Rule 3:** A moment of silence shall be observed at the beginning of each Chapter meeting "in respect of those that have gone before us".
4. **Standing Rule 4:** A quorum will exist for meetings when at least two Chapter Officers and four Chapter members in good standing are present. In the event an email vote is necessary, a quorum will exist when two-thirds approval votes have been received verbally or electronically, from members in good standing no sooner than seven days of the motion.
5. **Standing Rule 5:** All motions for funds shall be charitable in nature, allowing aid for our members in need.
 - a. Chapter Officers are authorized to expend no more than \$250 without the prior approval of the general membership on a case by case basis, determined by the President.
 - b. Chapter Officers are authorized to expend no more than \$500 if in their judgment an emergency situation exists and no general meeting is scheduled, and an email notification is impractical or untimely before the expenditure must be made. In extreme situations (ex. Government Shutdown or Natural disaster) this amount may be temporarily increased with a simple majority vote.
 - c. Motions for non-emergency funds not to exceed \$750 are authorized to be voted upon by members in good standing attending the meeting.
 - d. Motions for non-emergency funds exceeding \$750 shall require a vote passed to all members of the Chapter via email. All email votes shall be left open for seven days to allow time for members to vote.
6. **Standing Rule 6:** The Hampton Roads CPOA will maintain four checking accounts:
 - a. The primary operating account for the Chapter.
 - b. The Scholarship account.

- c. The Tidewater Consolidated Chiefs Mess account
- d. The Chesapeake Regional Chiefs Mess account.

The purpose of the individual mess accounts is for the support of the CCTI process. Outside of CCTI the accounts shall only maintain a balance of no more than \$500. Any excess funds will be transferred to the Chapter's primary account monthly by the Treasurer. A report will be generated and provided to Leadership.

- 7. **Standing Rule 7:** The Hampton Roads CPOA shall provide funding for CCTI activities of both the Tidewater Consolidated Chiefs' Mess and Chesapeake Regional Chiefs' Mess.
- 8. **Standing Rule 8:** Funds over and above the costs of sponsoring the CCTI will be distributed as follows:
 - a. The CCTI mess who raised the funds will retain 50% of any overages to donate to a charitable initiative under CPOA sponsorship.
 - b. The Hampton Roads CPOA will retain 25% to support the scholarship fund, and 25% to support CPOA initiatives and charitable events.
- 9. **Standing Rule 9:** The Annual National Convention will normally be attended by one or more of the Chapter Officers. The Commandant has historically authorized permissive orders for attending personnel.
 - a. In the event the Chapter Officers are unable to attend, the privilege may befall and conclude with a Chapter member in good standing who is educated in Robert's Rules of Order on Parliamentary Law & Procedures, the National Constitution & Bylaw's, the Operations Manual, all proposed agenda items and the specific interests of the Hampton Roads Chapter.
 - b. The Chapter is authorized to fund travel and per diem to the attending personnel, not to exceed \$3000. A cost breakdown shall be submitted to leadership for approval.
 - (1) Transportation, hotel and any convention fees will be authorized not to exceed the normal military per diem rate for the area in which the Convention is held.
 - (2) Funds shall not be used for any guest of the Delegate(s).
 - c. Upon return, the attending personnel shall prepare and deliver a report which will be included in the Chapter Newsletter and Minutes. The report shall contain, but not be limited to:
 - (1) A detailed expense record
 - (2) All committee reports
 - (3) Listing of committee memberships
 - (4) Overall perception of the "State of the CPOA".
- 10. **Standing Rule 10:** In the event annual gross receipts exceed the \$50,000 threshold, the Chapter must file a tax return independent of the National Association. If necessary, the treasurer will hire a tax professional to prepare and file the Chapter tax return. Costs associated with this are an operational expenditure and will require no vote.
- 11. **Standing Rule 11:** These bylaws shall be amended as follows:

- a. Membership must be given at least 30 days prior notice in writing of the proposed amendments.
- b. The proposed amendments will be voted on by Chapter members in good standing at the next Chapter meeting after at least 30 days prior notice in writing has been given.
- c. The proposed amendments must be passed by a majority vote.
- d. Approved changes shall be recorded into the Record of Changes at the beginning of this document.

12. Standing Rule 12: Disbanding or Termination

- a. A motion to disband may not be voted on until the next Chapter meeting after it is put to motion.
- b. In the event this Chapter is declared defunct, or its Charter revoked or voluntarily surrendered, the National Officers shall take control of all books, records, properties and funds, keeping them until members of the Chapter at the time the Charter was relinquished decide disposition. The assets for the Chapter shall not be distributed among members or individuals connected with the Chapter. All the remaining assets shall be distributed to the Captain Caliendo College Assistance Fund upon dissolution, disbanding or other termination of the Chapter.

13. Standing Rule 13: CPOA Member Recognition

- a. Up to \$500.00 annually shall be allocated to purchase plaques, frames, and certificates to recognize departing members who demonstrated extensive participation and dedication to the CPOA during their time in the Chapter.
- b. Departing Officers and Committee Chairs will receive plaques, and high performing Chapter Members will received framed certificates.

14. Standing Rule 14: Consolidated Mess Support

- a. \$1,000 each shall be allocated annually to support Tidewater Consolidated Mess and Chesapeake Regional Mess team building events.
 - (1) This allocation shall not be considered a guarantee of funds. Standing Officers, at their discretion, may reduce or suspend the Consolidated Mess Support in the event of emergent needs (e.g. partial government shutdown,) due to CPOA financial resource constraints.