

Coast Guard Enlisted Association Procedures Manual



26 Aug 03

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Chapter 1 INTRODUCTION

Coast Guard Enlisted Association Name

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

Coast Guard Enlisted Association Motto

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

Preamble

Always Remember:

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

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

- Be prepared to support members and dependants in need
 - Assist the CPOA in their endeavors
 - Through responsible leadership, promote unity and positive morale
 - Show guidance for the purpose of professional advancement
 - Encourage involvement in personal growth
 - Support your command policies and functions
 - Promote and sponsor social programs
 - Be active in community affairs and aid those in need
 - Remain positive, focused and have fun along the way
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Chapter 2 MEMBERSHIP INFORMATION

Types of Memberships

There are four types of memberships: Regular, Associate, Honorary and Lifetime. It is preferred that prospective members affiliate with a local branch if one is available. Members who are not affiliated with a branch will be a “Member at Large”.

Regular Membership	In general, all E-6 and below are eligible for Regular Membership in the Coast Guard Enlisted Association. (This includes active, retired, reserves and honorable discharged members).
Associate Membership	The Coast Guard Enlisted Association Associate Membership is open to all E-6 and below of any US Military Service. (This also includes active, retired, reserves and honorable discharged members).
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 card and/or certificate.
Lifetime Memberships	Silver Lifetime memberships are available to members who wish to make a one-time dues payment. The amount due is based on the member’s age. Gold memberships are awarded to deserving individuals who have demonstrated outstanding devotion and dedication to the Association.

How to become a Member

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

Chapter 3 ADMINSTRATIVE PROCEDURES

Overview

Any and all CGEA Branches are under the direct management and guidance of the Chief Petty Officer Association National officers. Such management and guidance will be confined to those matters necessary in keeping with the maintenance of the prestige, integrity and reputation of the USCG Chief Petty Officers Association. Preservation of the non-profit status of the CPOA is mandatory. That status, authorized under the provisions of Section 501 (c) 19 of the IRS code is invaluable to the CPOA and all of its subordinate elements, which are: CPOA Chapters, CPOA Auxiliary and CGEA Branches. We, as an association, will adhere to the provisions of the NCPOA Constitution and By-Laws.

Formation of a Branch

Establishment of a CGEA Branch will be in accordance with the following procedures:

- A. No less than 10 members of the CGEA, in a contiguous geographical area, may petition to the CPOA National Council for a CGEA Branch Charter, by utilizing the petition form contained in Enclosure 2. **NOTE:** An exception may be made for branches being established by members from an isolated geographic area on a case-by-case basis. The exemption will take into consideration the concentration of personnel within that geographical area who are eligible for membership.
- B. Preliminary to actual signing and forwarding of the petition, some basic procedures must be followed:
 1. At a meeting of interested people, who desire to form their own CGEA branch, it must be determined that there are at least 10 potential people who qualify for regular membership. These people are not required to be regular members until the application process is submitted. At which time, they will forward their membership applications and proof of paid membership dues with the petition for a new charter. If a person is already a Member at Large, upon the approval and installation of the newly chartered Branch, they shall change their memberships to reflect.

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2. At an informal meeting, conducted by the desirous members, they shall identify the “Pro-Tem” officers for the branch. The minimum officers shall be: President, Vice President, Secretary and Treasurer. The position of Secretary and Treasurer may be combined. All Pro-Tem officers shall hold their titles and conduct association business accordingly until the next scheduled elections.
 3. The prospective name of the desirous branch will be determined by the members and should be easily identifiable with the physical location of the prospective branch (i.e. The Golden Gate Branch)
 4. Following the above, the petition should be prepared and signatures obtained. The petition, with no less than 10 signatures, shall be forwarded to the CGEA National President along with an enclosure listing prospective members. It will be reviewed and forwarded to the CPOA National Office for final approval.
 5. During the process of forming and obtaining approval for a CGEA Branch, no business may be conducted by the prospective Branch except for those matters involved in the formation and establishment of the Branch.
 6. The CGEA National President will contact the Pro-Tem President and arrange for the official installation of the Branch and the Pro-Tem officers. These ceremonies should be conducted as soon as possible, but unless it is under special circumstances, they shall be conducted within 90 days of the CGEA Charter approval.
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Operating Procedures

This manual was created as a procedural standard operating guide to be followed precisely in the creation and function of all CGEA branches. Branches are expected to “*ask the chief*”, in time of need and seek input and guidance from the CPOA regarding issues not specifically covered in this manual.

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

BRANCH OFFICERS

Overview

The following section outlines the duties and responsibilities of the Protem and/or the regularly elected officers.

Number of Officers The Branch shall have four (4) elected officers. The officers will hold titles of President, Vice President, Secretary, and Treasurer.

Officer Prerequisite All nominations for President, Vice President, Secretary, Treasurer, and Board of Directors shall be regular members of the Branch, in good standing.

Terms of Office Newly elected Branch officers shall take office in the month of January and serve one term. No Branch officer may serve more than two (2) consecutive terms in the same elected office. A Branch Officer may only hold one (1) office at any given time, with the exception of the Pro-Tem Secretary/Treasure position.

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. Members in good standing appointed by the Board of Directors shall fill vacancies that occur among the other elected officials. If an appointed member of the BOD departs, a member in good standing maybe approved by the remaining BOD to serve the remainder of the term.

Nomination Time Period Nomination for Branch office for the next year (commencing 01 January) shall be opened at the regular membership meeting in August and shall remain open until the close of the regular membership meeting in October (see Chapter 3 on Elections).

PRESIDENT

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

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

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

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

Keep Officers Informed The President shall seek counsel of fellow Branch Officers, and keep them informed on all matters pertaining to the conduct and administration of the Branch.

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

Financial Expenditures and Reports The Branch President has sole authority to authorize emergency expenditures, without prior approval of elected officials, up to the amount of one hundred dollars (\$100.00). The President is ultimately responsible for the completion, and submission of all required financial records and reports.

President continued

Delegate Mission Tasking	The President may appoint individuals or establish committees, as needed, from the general membership of the Branch for events or other branch missions. The President shall only appoint members who have volunteered to accept the responsibilities of the task.
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Liaison with CPOA & National CGEA	The President shall act as a liaison between the Branch and the local chapter of the CPOA and National CGEA. The duties of the liaison shall be, but are not limited to, assisting the CPOA and National CGEA, and provide a communications link for possible coordinated activities.
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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.
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Remain Informed	The Vice President shall remain informed of all duties of the President and of all Branch business.
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National Procedures	The Vice President shall solicit proposed changes to the CGEA Operating Procedures Manual one hundred and twenty days (120) prior to the Annual National Conference and prepare them for submission.
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Finance	The Vice President shall hold signature authority for financial transactions and expenditures. (See finance section)
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Directory of Branches	The Vice President shall maintain a directory of all CGEA Branches and points of contact. An updated listing of your Branch will be submitted each year in June to the CGEA National Secretary.
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SECRETARY

Admin Duties	The Secretary shall be an assistant to the President and BOD in carrying out the administrative duties of the Branch.
Meeting Minutes	The Secretary shall keep the minutes of the BOD and Branch meetings. A copy of all minutes shall be published ,in a timely manner, to all members.
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.
Membership Status	The Secretary shall be responsible for all submissions on new memberships and any change of a member's status (i.e. change branches due to a transfer or retirement, etc.)
Membership Information	The Secretary shall maintain the latest printout of the Branch membership status, from the CPOA National Office. A Branch phone directory will also be maintained. A report of membership totals will be presented at general membership meetings.
Pamphlets	The Secretary shall maintain the membership pamphlets for the Branch.
Public Affairs	The Secretary 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 be published.

TREASURER

Chief Finance The treasurer shall be the chief finance officer of the branch and shall supervise and verify all financial transactions of the Branch.

Responsibility The treasurer shall account for all deposits and expenditures of the branch. This shall be accomplished by maintaining financial records and submitting required reports.

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

- ◆ Maintain financial ledger
- ◆ Submit Treasury reports to branch officers/members at the general membership meetings
- ◆ Submit annual audit reports to the CGEA National Treasurer (Enclosure 3, no later than 31 December)
- ◆ Submit the annual Gross Receipt Report to the CGEA National Treasurer (Enclosure 4, no later than 1 February)
- ◆ Submit annual property report to Branch President (Enclosure 5)

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

Property Officer The treasurer shall maintain a listing of all branch property. An annual inventory shall be conducted in August. This inventory will help keep the Branch aware of what they have, where it is located, and its condition.

BRANCH ELECTIONS

Overview

The CGEA uses a system of nominations with voting ballots to elect the branch officers. The election process of new officers is held annually, beginning in August and ending in December.

Nomination & Ballot Committee

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

Nominations

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

Nomination Time Period

Nominations for branch officers (President, Vice, Secretary and Treasurer) for the next calendar year shall be opened at the general membership meeting in August and shall remain open until the close of the general membership meeting in October. The Nomination Committee will collect the ballots at that meeting.

BRANCH ELECTIONS (continued)

AUG – OCT	NOV	DEC	JAN
Nomination begins Collect ballots at the General Meeting	Ballots go out on the 1 st Monday of this month Ballots should be returned on 3 rd Monday of this month	General Meeting announce the newly elected officers Begin relief process of Officers I.E. begin financial audit, inventory of property. Review and collect all administrative materials and information	New Officers will be installed at the discretion of the Board of Directions (B.O.D) and branch officers. Installation should be held no later than 31 JAN.

Ballots

The branch officers will be elected by secret ballot. The nomination and ballots committee will prepare the ballots. A minimum of two nominees is recommended for each elected office.

The voting ballot shall be provided to each member no later than the first Monday in November with stipulation that it is returned no later than the third Monday in November or it will 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. The member that receives the majority of the votes will be elected. The counted ballots will be sealed and retained by the outgoing President until 1 January and then destroyed.

Newly Elected Appointed Officer Report

The branch will keep the National CGEA advised of any changes to its leadership due to transfer, promotions and retirements etc. The National office will maintain a list of branches and their points of contact. After each election this report will be forwarded to the CGEA National President, who will in turn, send a copy to all branches. The form is attached as Enclosure 8.

Installation Procedures

Overview

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

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

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

CEREMONY

OVERVIEW

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

BOARD OF DIRECTORS

Purpose	If established, the Board of Directors (BOD) will be the governing council of the branch. Their purpose is to ensure that the Elected Officials operate in good order and maintain discipline for the success of the Branch and its members.
Establishing a BOD	Every Branch should make an effort to organize a BOD as the membership count of the Branch allows. Branches in excess of 15 members locally available are required to have a BOD. The incoming Officers appoint the BOD members from a pool of nominees.
	A BOD benefits the CGEA by increasing active participation, grooming future CGEA leaders and promoting involvement in Branch activities.
Members	<p>There shall be a minimum of nine (9) members of the Board of Directors (BOD) which will consist of:</p> <p>The Four (4) Branch officers Immediate Past President/Parliamentarian The Four (4) regular or associate members in good standing from the Branch.</p>
Chairman of the Board	The Chairman of the Board (COB) is selected from the pool of Board of Directors (BOD) nominees. This is done by the incoming elected Officers. The selected Chairman of the Board is responsible for conducting all Board of Director meetings. The Chairman of the Board will ensure that minutes are taken and published at the general membership meetings.
Authority	The Board of Directors (BOD) shall have the authority to act in all matters concerning the governing of the Branch. Motions passed by the Board of Directors (BOD), must be presented to the general membership for final approval, with the exception of an emergency session. In the absence of a rule, they shall use their good judgment in the best interest of the Branch.

BOARD OF DIRECTORS continued

Meetings The Board of Directors shall meet prior to each general membership meeting or when the President calls a special meeting of the Board, for the purpose of discussing upcoming business, which will affect the Branch. These meetings are open to all hands but only the BOD can make motions or vote on issues. These meetings are intended to give the BOD time to prepare for the general membership meetings.

Unexcused Absences Any member of the Board of Directors who has 3 unexcused absences. Shall be removed from the Board and replaced for the duration of the term by a newly appointed member, selected by the remaining BOD members.

COMMITTEES

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

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

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

FINANCE

Register Bank accounts, fidelity bonds, and all valuables belonging to the branch shall be registered or listed in the name of the branch. All business transactions (of whatever nature) shall be transacted in the name of the branch.

**Deposits
&
Withdrawals** The President, Vice President, Treasurer, and Chairman of the Board have signature authority for all financial transactions. All financial transactions will be recorded by the treasurer

**Budget
Approval** No money shall be obligated or expended until the general membership approves the budget. If established, the Board of Directors must also approve the budget.

Expenditures Expenditures shall be approved by two of the following branch officials:

- President
- Vice President
- Chairman of the Board
- Treasurer

**Items Not in
Budget** The Finance, Budget, and Investments Committee shall submit proposals to the general membership for items not in the budget.

The President may approve other expenses and expenditures that do not exceed the President's fund.

**Financial
Record** All committee chairpersons handling monies shall include any financial transactions in their monthly activity report.

Annual Audit Prior to the installations of newly elected officers, an audit shall be held. The audit will include all ledgers of financial transactions. The report shall be forwarded to the CGEA National Treasurer in a timely manner.

MEETINGS

Overview All meetings shall be conducted according to the rules of parliamentary procedure (Enclosure 8). If further assistance is needed, refer to the guidebook “Robert’s Rules”. It is highly recommended the branch President or representative seek the guidance of the local CPOA chapter. This may be accomplished by attending general CPOA meetings.

Board Of Directors Meetings The Board of Directors (if applicable) shall meet regularly at a predetermined time and location. The Chairman of the Board (COB) shall facilitate the meeting. There must be a minimum of five (5) board members present to convene a meeting. Any branch member may attend the Board of Directors meeting, however, only members of the Board of Directors shall have the privilege of the floor and the privilege to vote at the meeting.

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

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

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

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

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

MEETINGS (cont)

Meeting Procedures

The following information outlines how to conduct a meeting:

Opening (Proceedings Officer)

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

Pledge

"Will everyone please rise for the Pledge of Allegiance"

Greetings –

"I'd like to welcome everyone to the meeting today".

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

General Membership Minutes

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

"Are there any corrections to the minutes?"

"There being no corrections the minutes are approved as read/written or

"There being no other corrections , the minutes are approved as corrected

Reports of Officers

"The next business in order is...reports of officers"

1. *Secretary's Report.*

Reading of the number of current branch members, number of, the names of new members and the names of those who have relocated since the last meeting. "Today's meeting will require a quorum of at least (state number equal to 50% of members currently located within the branch's geographic area) attendees to conduct business."

2. *Treasurer Report*

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

3. *Vice President Report*

4. *Chairman of the Board of Directors (if applicable)*

"The reading of the minutes of the last Board of Directors meeting

"For the President's Report I would first like to bring your attention to the attendance sheet which is being passed around"

Continued next page

5. President

Reads his/her written report

Unfinished Business

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

New Business

"The next business in order is new business"

"Is there any new Business"

Closing

"There being nothing further, a motion to adjourn is in order"

-(Mr. President, I have move we adjourn)-

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

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

Meeting adjourned" (Strike once with the gavel)

Chapter 4 NATIONAL OFFICERS

ELECTIONS OF NATIONAL OFFICERS

National Elections

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

Nominations for office shall open the first day of October in odd –numbered years and close the last day of November. Nomination ballots are provided within this manual. Nominations shall be mailed to the National CPOA office via certified mail, return receipt requested.

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

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

The election ballots will be mailed out to all eligible voters during the month of January in even-numbered years, with a return date no later than 2400 hours on 15 March. If you do not receive a voting ballot you may use the ballot provided within this manual.

Certification and counting of the ballots shall begin on the first working day after 15 March. The outgoing CGEA National President will inform the newly elected national officers no later than 2400 hours on the last day of March.

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

DUTIES OF NATIONAL OFFICERS

PRESIDENT

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

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

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

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

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

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

Financial Expenditures and Reports The National President has sole authority to request emergency expenditures without prior approval of elected officials, up to one thousand dollars (\$1000.00). The President is ultimately responsible for the completion, and submission of all required financial records and reports.

PRESIDENT continued

Delegate Mission Tasking The President shall appoint individuals or establish committees, as needed from the available delegates of the CGEA for events or other national missions.

Liaison for CGEA Branches The President shall act as a liaison between the CGEA, CPOA, CPOAA and MCPOCG. The duties of the liaison shall be, but are not limited to assisting the CPOA and CPOAA when requested, and providing communications link for possible coordinated activities.

PARLIAMENTARIAN

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

VICE PRESIDENT

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

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

Finance The Vice President shall hold signature authority for financial transactions and expenditures. (See Finance section)

Historian The Vice President shall perform the duties of Historian. Duties to include recording and filing all official records, books, magazines, pamphlets, documents, memorabilia, etc. of historical value.

VICE PRESIDENT continued

Public Affairs The Vice President shall submit all media CPOA for inclusion on the CPOA National website.

SECRETARY

Admin Duties The Secretary shall assist the President and Executive Committee in carrying out the administrative duties of the CGEA.

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

Membership Status The Secretary shall receive all applications for new memberships and any changes of a member's status. The Secretary will verify application information subsequent to submission to the CPOA executive administrator for final processing.

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

Public Affairs The Secretary shall act as the Public Affairs Representative for the CGEA. This should include ensuring CGEA news articles, photos and any information concerning CGEA events are provided to the Vice President to be posted on the Website.

TREASURER

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

Responsibility The Treasurer shall account for all deposits and expenditures of the CGEA. This shall be accomplished by maintaining financial records and submitting required reports.

**Financial
Records and
Reports**

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

- ◆ Maintain financial ledger
- ◆ Submit Treasury reports to the President
- ◆ Receive and review annual audit reports from CGEA branches subsequent to submission to the CPOA chief administrator. (Enclosure 3, no later than 31 December)
- ◆ Receive and review Gross Receipt Reports from CGEA branches subsequent to submission to the CPOA chief administrator. (Enclosure 4, no later than 1 February)
- ◆ Receives and files Annual Property Report from each Branch President. (Enclosure 5)

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

**Property
Officer**

The Treasurer shall maintain a listing of all CGEA property. An annual inventory shall be conducted in August.

DUTIES OF EXECUTIVE COMMITTEE

Purpose The purpose of the Executive Committee shall be to act on Association matters that arise between conventions.

Membership The Executive Committee shall consist of the National Officers, the Immediate Past President (IPP) and the Presidents of each Branch, who shall act as representatives of the membership.

Conducting Affairs The Executive Committee, in the interest of economy, and when the President finds it impractical to assemble as a body, shall conduct the affairs of the Association by the most rapid means of communication. The Branch President must sign each vote. The total number of ballots returned shall constitute a quorum. A majority of those votes shall determine the issue.

Reports The Executive Committee shall present an activity report to the delegates present at the next National Convention.

ADVANCEMENT OF NATIONAL OFFICERS OUT OF CGEA

Advancement of Officers out of CGEA Advancement out of the CGEA is always a possibility. In the event the President advances out of the CGEA, that President will immediately become the immediate past President and the Vice-President will automatically assume the duties of the President. Should the Vice President advance; the position will remain empty until the next scheduled installation ceremony. If either or both the Secretary and Treasurer advance, every effort will be made to locate a suitable substitute, who will then be appointed to the position by the President or Vice President of the CGEA. In the event no suitable substitute can be located, the current officer will retain their position until the next scheduled installation ceremony.

CGEA MEMBERSHIP APPLICATION

_____	_____	_____	_____
Last Name	First	Initial	Rate

Address			

City	State	Zip	

Social Security #		Date of Birth	
_____		_____	

Signature		Date	
_____		_____	

Sponsored by		of Branch	

- Enclosed is a copy of **ALLOTMENT** for \$2.00 per month to CGEA (Blanket Code 066)
- Enclosed is my **CHECK** in the amount of \$24.00 for annual dues. (This includes \$5.00 for annual subscription to *The Chief* magazine)
- Regular Member
- I wish to be assigned to the CGEA Branch
- I prefer to be a member-at-large
- ACTIVE DUTY RETIRED RESERVE

Regular Membership Any Enlisted member of the United States Coast Guard...E6 - E1...active, retired, or reserve, is eligible for regular membership in the CGEA.

LIFETIME MEMBERSHIP AVAILABLE

Would you like to stop paying dues...forever? Lifetime membership in CGEA is available to all national members as follows:

- Up to age 35: \$400
- 35 to 50..... \$350
- 50 or over \$300

✂ Clip this section and mail application to:

CG ENLISTED ASSOCIATION
5520-G Hempstead Way
Springfield, VA 22151-4009

Enclosure 1

NATIONAL BRANCH OFFICERS

President
DC1 Michael R. Lawing 757-483-8720

Vice President
Vacant

Secretary
YN2 Doris Jackson 757-483-8436

Treasurer
MSTC Terese King 410-962-5132

TYPES OF MEMBERSHIP

Regular Membership

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

Associate Membership

The CGEA Associate Membership is open to all E-6 and below of any U.S. Military Service. (This also active, retired, reserves and honorable discharged members).

Members at Large

A member who does not belong to a specific branch shall be considered a member at large, and registered as such by the National Office.

CGEA Purpose

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

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

**U. S. Coast Guard
Coast Guard Enlisted Association**



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

What is the CGEA?

The CGEA is an Association conceived of and administered by the USCG Chief Petty Officer's Association (CPOA) formally approved by the CPOA Board of Directors on 16 August 1991. It is a part of the CPOA, and as such, is qualified as a "Not For Profit" organization as specified in Section 501(c)(19) of the IRS Code. It is not a part of the US Coast Guard or any government agency.

Pre-Amble

Always Remember

-As enlisted members, we must uphold the highest standards and respect the traditions of the USCG,

-Our past mentors, leaders and the foundation they left for us to follow,

-To hold ourselves and others accountable to the duties and responsibilities of our country, service and communities,

-To give encouragement to the future members & leaders of the CG,

-To personally support and stand-by our fellow enlisted members, and their families in their endeavors of joy and hardships,

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

Your Participation Wanted

The CGEA has great opportunities for fellow Enlisted Members to associate and learn from one another. YOU can be a part of this organization.

All you need... is to say YES! And try to take a little of your time and participate in any of the many activities a

Enclosure 1

Branch is involved in. Volunteer to help in a community service project, help with a fund raising event or just attend a monthly meeting once and a while.

Are there benefits?

Yes! Under normal circumstances a new Association starts with a few members and gradually builds up until it is large enough to offer member benefits. This time is different. You may now join the CGEA and immediately become eligible for group benefits, which in the past were only available to Chief Petty Officers. As the CGEA membership grows, along with the CPOA, member benefits will continually be increasing.

Advancement to Chief?

When you advance, notify the National Office. You will receive a letter of congratulations, a CPOA member card, and, as you are removed from the rolls of the CGEA, your membership and remaining dues will automatically be shifted to the CPOA Chapter of your choice.

Check Out these WEB Pages

National CPOA

<http://uscgcpoa.org/index.htm>

What do we offer?

- ✓ A comprehensive CHAMPUS or MEDICARE supplement insurance program.
- ✓ \$1000 AD&D Insurance at no cost to the member.
- ✓ An optional High-Limit Accident Plan to supplement the no cost AD&D.

- ✓ Cancer Insurance Program to aid in the exceptional expenses associated with the possibility of internal cancer.
- ✓ GEICO Preferred auto, home, renters, insurance program.
- ✓ The Captain Caliendo College Assistance Fund to help enlisted person's sons and daughters with college costs.
- ✓ A national newsletter to keep you advised on how the CGEA is doing, how the Coast Guard is doing, and what is happening in Washington.
- ✓ Your Association is very active in the legislative area. The Chief Administrator is a member of the Council of Military Organizations (COMO), the White House ADHOC Committee, and the Military Coalition. Collectively these groups represent over 3.5 million active duty, retired, and reserve military personnel.
- ✓ A Gold or Silver MBNA Master Card program. Many extra features, no annual fee for the first year. MBNA America, PO Box 15023, Wilmington DE 19855-9966. PH: 800 847-7378

Be part of an active force for progress in your Coast Guard, and in your community. Join the United States Coast Guard Enlisted Association.



PETITION FOR BRANCH CHARTER

U.S. COAST GUARD ENLISTED ASSOCIATION

The attached roster of Active Duty, Retired and Reserve, U.S. Coast Guard Personnel (10 or more) hereby petition the National Officers 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 purpose are to organize a Regional Branch of the CGEA and to abide by the Constitution and by-laws of the National CPOA, and to represent the best of all Enlisted Personnel and their dependents-past, present, and future.

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 allotment application) to cover annual dues for all new members (Some signatories are already members).

The official address of this prospective CGEA 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 National Association of the Chief Petty Officers and the U.S. Coast Guard Enlisted Association.

P.O.C. information

Name _____
Address _____
Telephone _____

Signature

Date



CGEA ANNUAL AUDIT REPORT

Branch Name

EIN #

Total Amounts

Last Calendar Year end Balance

\$ _____

Expenditures this year

\$ _____ (-)

Monies Raised (fundraisers)

\$ _____ (+)

Donations/ Contributions

\$ _____ (+)

Current Monies on Hand

Outgoing Treasurer

In-Coming Treasurer

Outgoing President

In-Coming President

Date



Date

EIN # _____

From:
To: USCG Chief Petty Officer's Association
Subj: Annual Gross Receipts Report
Ref: (a) C & BL Section 1439
(b) IRS Code of 1954

1. This Association is exempt from Federal Income Tax under Section 501c (19) of reference (b). This Headquarters is authorized to submit an annual group return to the IRS, which covers the National Office and each subordinate unit who did not have \$25,000 or more in gross receipts for the calendar year.
2. Please check the appropriate sub-paragraph below.
 - (a) We **DID NOT have \$25,000** or more for gross receipts for calendar year 2002. It is requested we be included in the group return filed by the National Office.
 - (b) We **DID have \$25,000** or more gross receipts for calendar year 2002 and will file a separate tax return with IRS.
3. Please return this completed form to the National Office. It should be noted that Auxiliary Units are part of a Chapter and any receipts by the Unit should be included in this report and /or any separate IRS return filed by the Chapter.
4. By signature below, I certify the above information is correct to the best of my knowledge.

(President's Signature)

(President's Name-Please Print)

Annual CGEA Branch Property Report

Individual Branch form to record and report property owned by branch.

Item	Cost of item	Condition of item	Location of item

Printed Name of Custodian _____

Signature of Custodian _____



United States
Coast Guard Enlisted Association
Branch Nomination Ballot

President
1.
Vice President
1.
Secretary
1.
Treasurer
1.
BOD
1.
2.
3.
4.



United States
Coast Guard Enlisted Association
(subsidiary of the CPOA)
 5520-G Hempstead Way
 Springfield, VA 22151

Newly Elected / Appointed Information Report

E-mail: CGCPOA@aol.com

TeleFAX: (703)941-0397

Telephone: (703) 941-0395

Branch Name

EIN #

President

Name _____
E-mail _____
Phone _____
Address _____

Vice President

Name _____
E-mail _____
Phone _____
Address _____

Secretary

Name _____
E-mail _____
Phone _____
Address _____

Treasurer

Name _____
E-mails _____
Phone _____
Address _____

Board of Directors

Name / Rank only required



INSTALLING CEREMONY

Receive Gavel & Charter

(To Incumbent President _____)

"Mr. 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 the gavel of your office?"

(Response "I have")

"You will surrender them to me."

(President hands over gavel and charter))

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

(President reads names)

CGEA

Name F/L (President)
Name F/L (Vice President)
Name F/L (Secretary)
Name F/L (Treasurer)

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 now 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. 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 before 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. Also the Coast Guard Enlisted Association Operating Procedures Manual and the Governing Rules of the Branch?"

(Response: "I will")

"Will you at all times, protect the interests of the Coast Guard Enlisted Association, and its Branch's, The Chief Petty Officers Association, and its Chapters, its Auxiliary Units and members, to the best of you 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 competent authority; and at the close of the term to which you have been 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 receive same?"

(Response: "I will")

Oath of Office

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

I _____, do hereby solemnly promise, that I will faithfully discharge the duties, of the office to which I have been elected, according to the Constitution and By-laws, of the Chief Petty Officers Association, and the governing rules of this Branch, to the best of my ability. This I freely pledge, as a citizen of our United States of America, 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 has elected you. The Constitution and By-laws of the Association and the governing rules of the organizations prescribe your duties. Study them well, so that you may intelligently discharge the obligation you have assumed. I congratulate you."

"The Branch officers who I have just sworn in may return to your seats except for the newly elected Branch President."

(Officers return to seats)

Deliver Gavel & Charter

"Mr. President: This organizations 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 has 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 you 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 your 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 your 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 that it is 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."

Resume

Units Served:

Awards, etc

1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.

Additional Comments:

Signature _____ Date _____



United States
Coast Guard Enlisted Association
National Voting Ballot

President
1.
2.
3.
4.
Vice President
1.
2.
3.
4.
Secretary
1.
2.
3.
4.
Treasurer
1.
2.
3.
4.

PARLIAMENTARY PROCEDURES AT A GLANCE

**Some motions you might want to make, how to make them, and what to expect rules.

**When recognized, all motions, discussion, etc. SHALL BEGIN, "CGEA PRESIDENT" followed by the speaker's name.

**Abstaining from voting means you choose neither YES or NO. You straddle the fence and DO NOT represent your chapter (unit) in their best interest. This is a weak method of staying out of the issue.

TO DO THIS...	YOU WOULD SAY...	NEED A SECOND..	DEBATABLE	AMENDABLE	VOTE NEEDED	RECONSIDERED	INTER- RUPT SPEAKER
ADJORN	I MOVE WE ADJOURN	YES	NO	NO	MAJORITY	NO	NO
RECESS	I MOVE WE RECESS FOR....	YES	NO	YES	MAJORITY	NO	NO
PROBLEMS WITH HEAT, NOISE, HEARING, ETC.	I RISE TO THE QUESTION OF PRIVILEGE	NO	NO	YES	NO VOTE	NO	YES
SUSPEND CONSIDERATION ON AN ISSUE	I MOVE THE MOTION BE LAID ON THE TABLE	YES	NO	NO	MAJORITY	NO	NO
END DEBATE AND AMENDMENTS	I MOVE THE PREVIOUS QUESTION	YES	NO	NO	2/3 VOTE	YES	NO
REFER TO COMMITTEE	I MOVE WE REFER THE MOTION TO COMMITTEE	YES	YES	YES	MAJORITY	YES	NO
AMEND A MOTION	I MOVE TO AMEND THE MOTION BY	YES	YES	YES	MAJORITY	YES	NO
INTRODUCE BUSINESS	I MOVE THAT WE....	YES	YES	YES	MAJORITY	YES	NO

The above motions are in their order of precedence.....There is NO order of precedence for those below.

PROTEST A VIOLATION OF RULES, CONDUCT, OR PERSONS NOT SPEAKING ON THE MOTION AT HAND	I RISE TO A POINT OF ORDER	NO	NO	NO	NO VOTE	NO	YES
REQUEST INFORMATION / GUIDANCE ON PROCEDURE OR CLARIFICATION	I RISE TO A QUESTION OF INFORMATION or I RISE FOR INFORMATION	NO	NO	NO	NO VOTE	NO	NO
TAKE UP A MATTER PREVIOUSLY TABLED	I MOVE WE TAKE FROM THE TABLE.....	YES	NO	NO	MAJORITY	NO	NO
OBJECT TO CONSIDERATION OF AN ISSUE THAT IS DELICATE, PERSONAL, INFLAMMATORY, DISCRIMINATORY, ETC.	I OBJECT TO... BECAUSE IT IS.....	NO	NO	NO	2/3 VOTE	NO	YES ONLY WITH CONSENT OF SPEAKER