



STANDING RULES

CHIEF PETTY OFFICERS ASSOCIATION

GOLDEN TRIANGLE CHAPTER

ARTICLE 1 – CHAPTER OFFICERS

Section 1 - Officers and Duties

1. **Officers:** The Officers of the Chapter shall consist of a President, Vice President, Secretary, and Treasurer.

2. Duties

a. Chapter President:

- (1) The President shall preside at all meetings of the Chapter. He/She shall put to a vote all motions regularly moved, seconded and discussed. The President shall make no motion, nor vote on any motion unless in one of the two following situations:
 - (a) If the voting is tied, in which case he/she shall cast the deciding vote, or,
 - (b) If in the case of a motion he/she desires to defeat, by casting a vote that would tie the votes for the motion.
- (2) The President shall 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.
- (3) The President shall call for an audit of the books at least once a year or upon relief for the treasurer's relief.
- (4) He/She shall appoint a chairperson for all committees listed under Article II – Committees.
- (5) He/She shall call a meeting once a month for the general membership or, if in his/her judgment it is vital, he/she may call a special meeting.
- (6) He/She shall seek the advice of the Committee Chairpersons, who are designated the Board of Directors, and of his/her fellow Officers.

b. Chapter Vice President:

- (1) The Vice President shall assist the President in the execution of the duties of that office and shall perform all duties delegated him/her by the President.
- (2) He/She shall assist all committee chairpersons in their duties and is a member of all committees.
- (3) He/She shall perform the duties of the President in their absence.
- (4) In the event of a vacancy of the President, the Vice President shall complete the un-expired term.

c. Chapter Secretary:

- (1) The secretary shall assist the President in carrying out the administrative duties of her/his office.
- (2) He/She shall maintain a file of all correspondence with the chapter.
- (3) He/She shall notify National of any changes in the Chapter Officers.
- (4) He/She shall maintain the minutes of all meetings.

d. **Chapter Treasurer:**

- (1) The treasurer shall be the finance, disbursing and purchasing officer for the Chapter.
- (2) He/She shall receive and account for all money paid to the Chapter and deposit same in the name of the membership of the Chapter.
- (3) He/She shall keep the financial books, records and accounts of receipt and disbursements, so as to disclose the condition at any time.
- (4) He/She shall ensure appropriate signatures are on file with the Chapter's bank upon any change of Chapter Officers. Two signatures per check shall be required and only Chapter Officers shall be authorized to sign checks.

- e. **Chapter Board of Directors:** The Board of Directors shall be comprised of the Chairpersons of all Standing Committees and shall be responsible for maintaining liaison with the people they represent.

Section 2 - Nominations and Terms of Office.

1. Nominations:

- a. During the October general membership meeting a Nominating and Ballot Committee will be formed. The chairperson shall not be running for office. This committee will coordinate acceptance of candidates, prepare a ballot, receive and count returned ballots and prepare a report of the results.
- b. The offices of Secretary and Treasurer may be combined.
- c. Nominations may be made by any Chapter member and are subject to acceptance by the nominee.
- d. A nominee may decline.
- e. Nominations open upon formation of the Nominating and Ballot Committee and close with the close of business of the November General meeting.
- f. If no nominations are received for a Chapter Office, the incumbent will maintain the position until a successor is elected.

- g. If the Committee reports that there are no competing nominations received for all Chapter Offices at the end of the November general membership meeting, the Chapter Secretary will be asked to cast one vote for the lone nominee. That nominee will therefore be elected to that office.

2. Elections:

- a. All Chapter Officers shall be elected by ballot.
- b. Ballots will be distributed to Chapter members in November.
- c. Ballots must be returned prior to opening of December general membership meeting to be included in the election results.

3. Tenure:

- a. Terms of office shall be for one year beginning after the installation, which shall be held in January.
- b. An officer of the Chapter may be re-elected to a second term of office, total tenure not to exceed two consecutive years in the same office.

4. 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 of the President for the remainder of the term. Upon assuming office, the new President will appoint a member of the Board of directors as acting Vice President for the remainder of the term. Such member shall also retain his/her duties as a member of the Board of Directors.

ARTICLE II – COMMITTEES

Section 1 - 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 membership of the Chapter by the President and a Chairperson shall be assigned for each committee.

Section 2 - Standing Committees

1. The following committees shall be termed “Standing Committees”, the chairperson of each shall be appointed by the President. The chairperson, as needed, will solicit elect additional members to assist in carrying out the responsibilities of the committee.
 - a. Membership (Includes Sick and Distressed/Hail & Farewell)
 - b. Public Affairs
 - c. /Website
 - d. Fund Raising
 - e. Community Involvement
 - f. Outstanding Chapter Award
 - g. CGEA Liaison

2. Committee Responsibilities

- a. **Membership:** This committee includes is responsible for recruiting, retention, caring for our sick or distressed members and coordinating Hail & Farewell activities.
 - (1) **Recruiting:** The objective of the committee is to increase the membership of both the Golden Triangle Chapter and the National Chief Petty Officers Association.
 - (a) Make personal contact with each PCPO attending CCTI. Explain the benefits of membership and assist, as required, with enrollment.
 - (b) Contact new Chiefs arriving in the local area to inquire if they are CPOA members. Explain the goals of the Golden Triangle Chapter and assist, as required, with changing Chapter affiliation.
 - (2) **Sick and Distressed:** The objective of this committee is to be aware of any Chapter member, or their dependant, who is suffering from illness or in some other way distressed.

(a) Upon notification of such a situation, the Chapter may make a one time expenditure of up to \$75.00 for a get-well gift.

(b) If assistance is required other than monetary this committee will coordinate such assistance.

(3) Hail & Farewell:

(a) Track inbound and outbound CPO's and establish at least one Chapter Hail & Farewell event each year.

b. Public Affairs:

Primary responsibility is to take pictures at all CPOA events and prepare an article for submission to the CHIEF magazine each quarter. All CPOA events, including charity events, sporting events, holiday events and some impromptu photos should be covered. Articles for the CHIEF are required at the National office not later than 1 Dec, 1 Mar, 1 Jun and 1 Sep.

c. Website:

Primary responsibility is to manage a Chapter website that provides important information to members in a timely manner.

d. Fund Raising: Primary responsibility is to coordinate with working committee chairpersons to meet the following objectives:

(1) Ensure that all scheduled fundraisers are well represented by the membership.

(2) Ensure that after all fund raisers the area is left clean.

(3) Ensure adequate supplies for the event are made available.

(4) Ensure all rules are enforced and our members conduct themselves in a courteous manner.

(5) Ensure upon completion of the event a report is submitted to the Chapter Treasurer accounting for all funds expended and received.

e. Community Involvement: This committee will act as a liaison for volunteer work projects between the local community and the Chapter. The committee will:

(1) Find worthwhile projects in which members of the Chapter can participate in lending a hand to the community in which they work and live.

(2) Ensure the projects that the Chapter volunteers for are non-profit in nature.

(3) Ensure the work produced by the Chapter volunteers does not result in a financial reward for any one individual.

(4) Ensure the work projects are not affiliated with any political organization.

- f. **Outstanding Chapter Award:** Primary responsibility is to track, compile and submit a package to National for the Outstanding Chapter Award. Activities, donations and community involvement events should be well documented for submission.

- g. **CGEA Liaison:** This person will serve as the link between the CGEA and the Chapter. They will mentor the CGEA Officers and attend as many CGEA meetings as scheduling permits. They will report to the Chapter on Branch activities and bring any requests for assistance to the Chapter on their behalf.

ARTICLE III – STANDING RULES

Section 1 - Standing Rules

1. **Standing Rule 1:** Up to \$150.00 may be authorized to be expended by the Chapter officers. without prior approval of the general membership, if in their judgment, it is necessary and no general meeting is scheduled before the expenditure needs to be made.
2. **Standing Rule 2:** A moment of silence shall be observed at the end of each general membership meeting “in respect of those that have gone before us”.
3. **Standing Rule 3:** A quorum will exist when at least two chapter officers, one of which will be the President or Vice president are present at an announced meeting. If it is determined that a quorum is not present, no principal business can be transacted. If such business is transacted, it is deemed illegal, null and void, unless ratified or approved either later at the same meeting when there is a quorum or at a subsequent meeting. When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.
4. **Standing Rule 4:** Certificates of appreciation will be given to retiring or departing CPOA members who are active in our Chapter’s activities.
5. **Standing Rule 5:** Appropriate recognition shall be given to members of the Golden Triangle Chapter, in good standing, who have demonstrated superior contributions to the Chapter as voted upon by the Board of Directors.
 - a. Superior contributions should, at a minimum, be defined as:
 - (1) A Chapter member who is an active participant in no less than 50% of General meetings over the course of any two consecutive years,
 - (2) A Chapter member who has volunteered their time to at least four Chapter events over the course of any two consecutive years,
 - b. Examples of appropriate recognition may be in the form of shirts, jackets or plaques. Silver Lifetime Memberships may be deemed appropriate recognition.
 - c. Any Chapter member can be nominated for special consideration.

Section 2 - Changes to Standing Rules

1. Changes will be made to these standing rules when presented at a general membership meeting and passed by a 2\3 majority at that meeting.
2. Approved changes shall be recorded into the Record of Changes at the beginning of this document.