

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS
ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**



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Record of Changes

Change #	Change date	Date Entered	Signature

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

Petaluma Chapter of the CPOA was chartered in the 1970s

Purpose

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

Ever mindful of:

- the traditions, duties and purpose of the United States Coast Guard,
- our duty to uphold and defend the constitution of the United States of America,
- our responsibility to assist and save distressed seamen and others,
- our responsibility in the enforcement of the laws of our Country, and

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 (financial or otherwise),
- 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,
- and to keep informed of Coast Guard matters.

These define the purpose of the Chief Petty Officers Association whose Motto is:

“In respect for those who have gone before us...

and as a guide for those who follow.”

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

Standing Rule #1 Amendment and Revision to the Standing Rules

Chapter Officers will review standing rules every year after taking office or in the month of June in a non-election year. If any differences or conflicts of interpretation on these standing rules arise, the Chapter membership will decide the correct interpretation of the disputed rule by simple majority vote at a regular or special chapter membership meeting.

The standing rules may be amended as needed and must be in compliance with federal, state and local Codes for Not-for-Profit Business entities. Amendments and Revisions can only be made with the approval of the membership. The process of Amendment or Revision shall be as follows:

- a. Proposed Amendments and Revisions to the standing rules shall be presented in writing to the Membership for their approval.
- b. Once presented, the proposed amendments and revisions are to be tabled for vote, without further action, until the next meeting of the Chapter which can be a special or regular general Membership meeting.
- c. The special or general meeting notice must specifically announce that standing rule amendments or revisions will be voted upon at that meeting.
- d. If changes have been published in advance to all members by any means, the members in attendance at the meeting will constitute legal representation of the membership.
- e. It shall require a two-thirds vote of the Chapter members attending the special or regular meeting to amend the chapter's standing rules.

Standing Rule #2 Honorary Membership

The chapter may deem that some person through actions that have distinguished themselves would warrant recognition of those actions by bestowing upon them an honorary membership in the chapter.

- a. The letter of nomination should contain sufficient information on the activities of the nominee to permit the electorate body, which is the membership in attendance at a regularly scheduled meeting, to make a decision by simple majority vote.
- b. Nomination of a member for honorary membership must be made in writing to the President of the chapter.
- c. Nominations may be made by a regular member of the chapter.
- d. Honorary members will not pay dues and they will have no vote in the chapter.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

Standing Rule #3 Meetings

Re: section 1416 CPOA C & BL

- a. Business meetings shall be conducted in accordance with this Chapter's Standing Rules and Robert's Rules of Order shall be the governing parliamentary law of the Chapter. The current National Constitution & By-Laws shall govern all Membership matters not addressed in these Chapter's Standing Rules.
- b. Two officers and at least five additional voting members must be present to constitute a quorum able to conduct chapter business. Regular monthly meetings will be held the second Tuesday of the month unless otherwise changed with advance notice made to the membership and ideally published at least 15 days in advance of the change.
- c. The presiding officer will determine the order of business at all meetings. The general order of business shall be as follows:
 - o Pledge of Allegiance to the Flag
 - o 10 seconds of silence
 - o Introduction of guests to the assembly
 - o Reading of minutes of last meeting and communications
 - o Treasurer's report
 - o Committee reports
 - o Unfinished (old business)
 - o New business
 - o Good of the Order or other general announcements
 - o Adjournment
- d. Any Member of the Chapter at a General Membership meeting may submit new business.
- e. Routine decisions and transactions involving expenditures will be acted upon by a majority vote of the present Chapter members voting.

Standing Rule #4 Chapter Officers

Re: Section 1417 CPOA C & BL

The officers of this chapter shall be:

- o President
- o Vice President
- o Secretary
- o Treasurer

Duties of the Immediate Past President is to assist the outgoing and incoming Chapter Officers in transitioning and other duties as requested by the President.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

President's duties

- a. Shall have the overall responsibility for conducting the official business of the Chapter. (i.e. Shall represent the Chapter at: the CPOA Annual Convention; CPO Academy Welcome dinners & graduations presenting Spirit of the Chief Award)
- b. Preside at all meetings of the Chapter.
- c. The President will appoint a Membership Committee Chairman charged with the recruitment and retention of Chapter Membership.
- d. The Chapter President shall appoint from the Membership, the Chairman of any and all committees.
- e. Be an ex-officio Member of all committees.
- f. Submit gross annual receipt to National
- g. Make every effort to review and sign the Newsletter.
- h. Make commitments and expenditures of Chapter Funds as prescribed by the Chapter.
- i. Make every effort to countersign all checks drawn by the Treasurer to cover authorized expenditures of Chapter funds.
- j. Direct an audit to be held annually in June and at such other times as deemed necessary.
- k. Shall represent the Chapter in its relations with Federal, State, Military organizations, and other government bodies. The President may designate any member to represent the Chapter at public ceremonies and meetings.
- l. Shall have authority to authorize emergency expenditures up to \$250.
- m. The Chapter President may appoint a Parliamentarian and a Master-of-Arms from the Chapter membership to assist in the conduct of meetings and other matters.

Vice President's duties

- a. Shall be the first assistant to the President in all matters concerning the Chapter
- b. Shall assume the office in the absence of President.
- c. Shall perform all duties delegated by the President.
- d. Shall act as the coordinator for the election of Officers.
- e. Have authority to sign official correspondence by direction of the President.
- f. Shall be Chairman of the By-laws Committee and keep a copy of the original by-laws and all rewrites and amendments thereto.

Secretary's duties

- a. Shall assist the President in conducting the official business of the Chapter and shall perform other duties as the nature of the Office may require or as directed by the President.
- b. Take the minutes of the General Membership Meeting, publish them in a timely manner (within seven days after the General Membership meeting), and submit them to the President via email, for distribution to members of the chapter. The minutes are also published electronically on the Chapter Website.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

- c. Ascertain the number of Members of the BOD and the Chapter Members present at the commencement of each meeting and record this in the minutes of the meeting. Informing the President at the commencement of each meeting if a quorum is present.
- d. Keep complete files of the affairs of the Chapter, including all correspondence received from the Membership of the Chapter and replies thereto.
- e. Maintain a record of each member of the Chapter, complete with data of original membership and current mailing address.
- f. The Chapter Secretary shall promptly notify the national office CPOA of the names and telephone numbers of the officers installed and all changes of Chapter officers.
- g. Give necessary notice to the membership of the time and place for holding meetings including any special meetings
- h. Assist the Publications and Newsletter committee by providing necessary mailing lists, items of interest, and announcements of upcoming events to be incorporated into a Chapter newsletter.
- i. Keep a copy of the original BY-LAWS, all rewrites, and amendments.

Treasurer's duties

Shall institute and maintain proper and accurate fiscal records of the Chapter and in addition do such other duties as provided elsewhere in these Standing Rules, shall:

- a. Shall collect, disburse, and deposit funds of the Chapter.
- b. Account for all monies received from whatever source, unless relieved of this duty by a Committee Chair as authorized by the Chapter for a special fund only, and deposit it into insured banks or trust companies to the account of the Chief Petty Officers Association, Petaluma Chapter. If relieved of his duty for a special fund, the Treasurer shall provide fiscal oversight of the Committee Chair responsible for that fund.
- c. Prepare and sign all drafts and checks against the general fund of the Chapter After which, shall be countersigned either by the President, Vice President or the Secretary of the Chapter.
- d. Shall be the Chief Finance Officer of the Chapter and an ex-officio member of the Budget Committee.
- e. Shall review Chapter's monthly financial report.
- f. Shall ensure records and accounts are in order, up to date and available to an annual audit committee at installation of new officers.
- g. Keep accurate and current fiscal records, which shall be at all times open to inspection by any Member of the Chapter.
- h. Make a report of the financial status of the Chapter at each meeting of the BOD and at each General Membership meeting.
- i. The creation of special funds shall be established by majority vote at a general Membership meeting. (i.e. Convention Fund; Sunshine Fund; Captain Caliendo College Fund)
- j. Shall perform all duties assigned by the President
- k. All monies for special funds will be deposited in the Chapter account and a record of all Chapter monies set aside for special funds will be maintained.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

1. Prior to the convening of the National CPOA Convention any accumulated monies in the Captain Caliendo College fund should be sent to the CPOA's National Office.

Standing Rule # 5 Election and Tenure of Officers

Re: Section 1420 CPOA C & BL

All Chapter Officers shall be elected by secret ballot in May of each election year. The ballots shall be prepared by the Nominating/Ballot committee. Two nominees are desired for each elective office. Ballots shall be provided to members, and return ballots validated in accordance with the Chapter standing rules and regulations.

A. Nominations

- During the March General Membership meeting in odd-numbered years, a nominating committee and a ballot committee will be formed. Nominating committee will coordinate acceptance of candidates. The ballot committee will receive, count and prepare a report of the election results. These committees can be combined.
- To be eligible for an Office, a candidate must currently be in good standing from the Chapter's Regular membership. Nominations for office will be made to the nominating/ballot committee appointed by the President of the Chapter.
- Nominations may be made by any Member of the Chapter, but are subject to acceptance by the nominee. Members not able to make the monthly meeting may nominate by phone or mail.
- A nominee may decline.
- A nominee may submit a personal profile outlining qualifications for office.
- Nominations will be accepted until the close of the April general Membership meeting.

B. Elections

- The Chairperson of the nominating committee shall be responsible for sending a ballot, with the names of all those nominated for office, to all voting members of the Chapter at the end of April.
- Ballots will be mailed to the membership usually as an enclosure to the newsletter.
- Instructions for completing and returning the ballot shall be printed on the form and mailed to members in good standing during the month of May in odd numbered years with a return date no later than 2400 the 31st of May.
- Certification and counting of ballots shall begin on the first working day after the election closes (Re: Section 1421 CPOA C&BL).
- Certification and counting of ballots shall be completed as soon as possible so the incoming officers can be sworn in at the normal meeting in June.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

- Committee Chairman will inform the President of the results of the election. The President shall then notify the BOD.
- In the event of a tie vote for any office a special election will be held.

D. Installation

Installation of elected officers normally shall be at the June meeting of the Membership following the election or no later than 45 days after any regular or special election. The official installing the elected officers may be a member of the Chief Petty Officers Association or a person selected by the Chapter.

E. Tenure & Term of Office

Chapter Officers shall take office on the date of their installation and serve for the term of the office or until their successors are elected and installed.

All officers shall be elected to serve for two 2 years. Their term of office shall begin after the installation, which shall be held at the annual meeting in June (re: Section 1422 CPOA C & BL). Chapters may make provisions for their officers to serve more than one term provided that a re-election process is accomplished for each term of office.

Any Officer of the Chapter who shows a pattern of willful or continued absences for three (03) successive meetings or four (04) meetings during the year without sufficient cause may be subject to dismissal and may be replaced in accordance with Standing Rule #6.

- A motion for dismissal for this reason may be made and seconded by any Chapter member.
- An officer can be dismissed only if a motion for their dismissal carries by a two thirds vote of the Chapter membership.

Standing Rule #6 Vacancies of Chapter Officers

Re: Section 1424 CPOA C & BL

A. 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 new Vice President for the remainder of the term.

B. The President shall fill by appointment any vacancy among the Officers of the Chapter for the remainder of the un-expired term of Office, with the advice and consent of the remaining Chapter Officers.

C. Chapter Secretary shall promptly notify the National Executive Secretary, by letter, of the names and addresses of the officers installed in the Chapter and of all changes in the Chapter officers whenever they occur, with a copy to the National Council.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

Standing Rule #7 Committees

Re: Section 1427 CPOA C & BL

A. Working Committees

The formation and subsequent termination of working committees shall reflect the needs of the Chapter. Committees shall be solicited and appointed from the Membership of the Chapter by the President.

B. Standing Committees

The following committees shall be termed “Standing Committees”. All appointees to committees shall be formed from the membership of the chapter as deemed necessary.

Chapter Committees shall perform the duties of their titles and shall operate under the supervision of the Chapter President.

All chairpersons for committees will be appointed by the Chapter President each year.

The committee Chair as necessary will select additional Members of the committee.

All committees shall prepare a report for presentation at the monthly General Membership meeting. Should the respective Chair be unable to attend the meeting a written report will be submitted to a Chapter Officer for presentation to the Chapter Membership.

The Chair of a committee shall review the Chapter’s standing rules, which sets forth their duties and responsibilities. The committees and their basic duties shall be:

- **Membership Committee** – This Committee is responsible for devising ways to increase membership and promote the purpose and goals of the Association and Chapter.
 - Shall be charged with the recruitment and retention of Chapter Members.
 - Encourage all Members to remain current with their annual dues payments.
 - Encourage all Members to complete a standard CG Allotment form or major bankcard, payable to the CPOA. This would be in lieu of the cash payment of annual dues.
 - With Chapter Secretary, keep a current and up-to-date list of all Chapter Members and their mailing address, email address, and phone numbers.
 - Notify newly reported Chiefs of the local chapter meeting location and assist in having them change their affiliation and signing up new members to the CPOA.

- **Newsletter & Publication** – Chairperson is responsible for (with assistance from the Secretary) Planning, preparing, printing and distributing a newsletter at least annually. Sub committees are:

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

- Web site/e-publishing – Maintains a historical file and storage of Chapter’s Standing Rules, correspondence, meeting minutes, Chief Magazine submissions, photographs and other Chapter newsletters.
- Chief’s Magazine articles - Ensuring that Chapter activities are covered for publications in the Chief Magazine

■ Fund Raising/Merchandising –sells merchandise at TRACEN events and CPO Academy Welcome Dinners and to CPO Academy students during graduation week.

■ Charitable Activities – (Community Involvement)- This committee shall be responsible for finding local organizations or agencies that need assistance in which the Chapter can participate and researching various charity events for this Chapter to be a part of. Past Examples of charities supported are COTS runs, Thanksgiving coat drive, Xmas Giving Tree, Rebuilding Petaluma, Two Rock School, 9/11 & Katrina Coins.

Such organizations or agencies will be:

- Not-for-profit or Nonprofit in nature and
- Involved in health and human services and
- Not contrary to the mores, values and traditions of the United States Coast Guard, or the Chief Petty Officer Association and
- Acceptable to the membership and
- Able to demonstrate minimum efficiency of service as measured by direct care use of funds ideally exceeding 75% of collected monies.

Duties of this committee are:

- Planning, organizing, supervising, obtaining proper approval, and maintaining records for fund raising activities in support of selected charitable organizations or agencies. Promote the event within the Chapter.
- Coordinate functions with the Chapter and Charity (i.e. determine location, provide for refreshments, and determine cost, etc)

■ Youth Activities–

- A member from the CPOAA Petaluma Chapter (if active) will be on the committee.
- Meetings of this committee will take place as needed to coincide and coordinate with Tracen events (for example Fall Carnival, Halloween and CG Day Picnic.)
- This committee is responsible for Scouting and other youth sports activities (for example sponsorship of the Petaluma Little League “Chiefs” Baseball team.).

■ Social Activities Committee – Chairperson is responsible for

- Promote functions in addition to the normal CPO functions of initiation, and annual CG Day picnic.
- Any other event of a social nature that assists the Chapter in maintaining or building cohesion. Liaison of barbecues, dances, etc (i.e. Chili Cook-off).
 - Coordinate functions (i.e. determine location, provide for refreshments, and determine cost, etc)

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

- Sponsorship Committee - The president serves as chairperson. Two other members are appointed from the general membership. The committee is responsible for:
 - Establishing procedures and criteria for members and non-members of the Chapter to request financial sponsorship for individual and group events.
 - Recommending to the membership, those sponsorships that the committee believes are appropriate to fund for approval by membership vote. Recent Examples include: relay race team, NASCAR run and Nate Bruckenthal Memorial Fund.

- Hot Dog Shack –Chairperson is responsible for
 - Operating and scheduling workers for the CPOA Hot Dog Shack located at softball fields during normal intramural softball season
 - Coordinating special efforts for off season at the ball fields and/or at other locations selected for sporting or other chapter events (i.e. NORCAL tournament at the gym).

- Recognition and Departures - This Committee shall be responsible for keeping track of departing members and getting appropriate recognition for these members.

Standing Rule #8 Traveling Expenses to the Annual National Convention

Selection and Funding

- a. The Chapter President shall normally be the Chapter’s Primary Delegate to the National Convention. Commandant has historically authorized permissive orders for personnel attending the National Convention.
- b. Should the Chapter President be unable to attend the National Convention, the privilege will fall to the Chapter Officers in descending order, and conclude with any regular Chapter Member in good standing as an alternate delegate.
- c. All Chapter Members are encouraged to attend the National Convention as proxy Delegates.
- d. Chapter funds are authorized for support of delegate(s) while traveling to or attending the Convention. Funds shall not be used for guests of the delegate(s).
- e. Per capita rebate from National if received, and the Chapter convention fund, if established will be used to send delegate(s) to the National Convention.
- f. Transportation and per diem will be authorized not to exceed the normal military per diem rate for the area in which the Convention is held.
- g. Other Convention fees may be funded as expenses.
- h. The National Office may authorize an interest free loan, not to exceed \$2,000.00, to a Chapter or Branch for the purpose of primary delegate

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

representation at the Annual Convention. The Chapter/Branch shall repay the loan within 10 months from date of issuance.

Convention Attendance

- a. All convention delegates shall be accredited in writing and should be well educated in Robert's Rules of Order, the National Constitution & By-Law's, the Operations Manual, all proposed agenda items, and the specific interests of the Petaluma Chapter.
- b. During the convention, Chapter Delegate(s) should make every effort to be selected for committee Membership.
- c. Verification of expenses shall be by voucher and signed by the individual concerned. Claimant shall retain receipts.
- d. Upon return, the Chapter Delegate(s) will prepare and deliver a report at the next general Membership meeting, outlining Convention activities. This report will be written so that the Chapter Secretary can enclose it within the Chapter Newsletter.
- e. 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".

Convention Votes

- a. No Chapter shall control more than two votes, one Chapter vote and one Proxy vote. The Chapter President as a member of the Board of Directors, or a designate/proxy, should be present at all Conventions called by the National President.
- b. Delegates shall be regular members in good standing of a Chapter and accredited in writing. Written accreditation must be signed by the Chapter President (or in President's absence, by another elected Chapter Officer) and presented to the convention chairman.

Standing Rule #9 President's Outstanding Membership Award

This award will be given annually at the June General meeting to the member of the Chapter judged by the Chapter Officers to be the outstanding member of the Petaluma Chapter CPOA for the previous year.

Standing Rule #10 Expenditures of Chapter Funds & Budget

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

The Chapter shall have funds and maintain a budget. All four Chapter officers will be provided signature authority for expenditure of Chapter funds.

Funds are obtained from voluntary contributions of members, Chapters, Branches, Auxiliary Units and other interested parties. Funds received shall be placed in a separate interest bearing account covered by FSLIC or FDIC; whichever is most advantageous to the fund. These funds may only be used to pay cost of running the chapter.

Chapter and Branches are encouraged to hold one fund raising event before 1 June of each year to generate funds for the CCCAF. All funds raised shall be forwarded to the National Office designated for CCCAF and should arrive not later than 15 June of each year. Chapters or Branches that choose not to hold a fund raising event are encouraged to make a donation to the CCCAF.

A per capita refund shall be returned to qualifying chapters at a rate of \$2.00 per member annually, National budget providing. If received, rebate monies received from National shall be placed in the Chapter account.

Chapters and Branches shall submit a Gross Receipts Report to the National Office no later than 1 March of each year. The Executive Director will provide appropriate forms and instructions. Failure to submit the report will result in suspension of the Chapter/Branch charter placing the Chapter/Branch in a non-voting status. Should the Chapter/Branch not comply by 1 June of that year then the charter will be revoked.

Funds from the Chapter Business account are obligated by majority vote of members at a General membership meeting or Special membership meeting called by the President. A "majority vote" means a simple majority of those members voting.

In cases of emergency, the Chapters BOD/Officers shall have authority to act in the best interests of the Chapter. This action shall be ratified by the Chapter at its next regular meeting.

The Board of Directors and the National Officers shall enforce the provisions of these By-laws for any reason of financial mismanagement or action which reflect discredit upon the Association, its Chapters, or members.

Standing Rule #11 Suspensions and Revocations of Chapter Charters

The National Executive Committee will suspend or revoke the charter of any Chapter of the Association for any of the following reasons:

- (a) When the membership of a Chapter decreases to less than 10 members.

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

- (b) When a Chapter willfully violates or refuses to comply with the By-laws, legal directives of the Board of Directors, or the National Officers.
- (c) If a Chapter engages in an unlawful act or practice, which tends to bring discredit to the good name of the Association.
- (d) When a Chapter has been inactive (no communications with the National Office) for a period of 1 year.

When a charter has been suspended or revoked the Chapter may appeal the decision to the Board of Directors. The appeal shall be in writing and submitted via the National President.

When a Chapter is under suspension, no meeting shall be held in the name of the Chapter of the Association except for the sole purpose of discussion of the cause, effect, or removal of the penalty. Except for existing legal obligations no funds of the Chapter shall be expended and no additional obligations shall be made while the suspension is in force, nor shall they be entitled to representation in the affairs of the Association.

If a Chapter is declared defunct, its charter revoked or voluntarily surrendered, the National Officers shall take control of all books, records, properties and funds, keeping them in trust until the members of the Chapter at the time the charter was relinquished, decide disposition. The assets for the Chapter shall not be distributed among the members or any individuals connected with the Chapter. Since the Chapter is a non-profit organization, the chapter members may elect to donate property or funds to USCG Mutual Assistance, the Captain Caliendo College Assistance Fund, other Chapters, the National Association, or to other worthy non-profit organizations or charities.

Standing Rule #12 Disbanding or Termination

A Chapter wishing to voluntarily surrender its charter should make an earnest attempt to give notice to all Chapter members. Upon receipt of the Chapter charter, the National Officers shall thoroughly research the circumstances surrounding the surrender prior to approval.

A motion to disband may not be voted on until the next General Membership meeting.

If this Chapter is declared defunct, 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. The remaining assets may be distributed to USCG Mutual Assistance, the Captain Caliendo College Assistance Fund, other

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

Chapters, the National Association, or to other worthy non-profit organizations or charities.

Standing Rule #13 Units and Branches

The USCG CPOA Auxiliary (CPOAA) and USCG Enlisted Associations (CGEA) are constituent organizations of this Association and shall be governed by the same guidelines and restrictions. Each constituent organization shall prepare a Procedures Manual for their organization and must have it approved by the Executive Committee. Changes to these manuals will always require approval of the USCG CPOA.

Standing Rule #14 - Incorporation & Business Enterprises

Any business enterprise or club operated or sponsored by a Chapter shall comply with the laws and ordinances for the State, County and City in which the Chapter's business enterprise, or club is located and operated.

The National Association shall not be responsible, financially or otherwise, for operation/management of any club, or business enterprise either sponsored or endorsed by a Chapter.

Any club or business enterprise shall be properly Incorporated under the local laws of the State, County, and or Municipality prior to being sponsored or placed in operation by any CPOA Chapter/CPOAA Unit/CGEA Branch, except in those States or other areas where the laws of incorporation preclude any possibility of financial or other responsibilities reflecting upon the Association. Failure to comply is sufficient cause for revocation or suspension of the Chapter/Unit/Branch Charter.

A Chapter who endorses or sponsors a club or business enterprise shall become a separate entity of that enterprise. The Chapter will establish the club or enterprise by electing a governing body consisting of Chapter members. The governing body shall not consist of any Chapter BOD member or officers, except for the President who shall be a non-voting ex-officio member. The governing body shall establish regulations or standing rules for the club or enterprise, subject to Chapter approval. The Chapter membership shall retain veto power over the decisions of the governing body.

All Chapters or members conducting business enterprises, clubs or other activities, which may be implied that it is contingent upon membership in the Association or other individuals operating or managing an enterprise under the sponsorship of, or part of the Association shall prominently display the following notice in a manner and size readable at a distance of five feet:

"This club (enterprise) is incorporated under the laws of the state of _____. It is a non-profit organization under the sponsorship of the _____ Chapter of the Chief Petty Officers Association, United States Coast Guard, and members thereof. The National Association of the Chief Petty Officers Association does not assume financial responsibility or liability for the operation or management of this club (enterprise)."

**PETALUMA CHAPTER
CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD
STANDING RULES**

The BOD and the National Officers shall enforce the provisions of these By-laws for any reason of financial mismanagement or action which reflect discredit upon the Association, its Chapters, or members.