

FLORIDA CHIEF PETTY OFFICERS ASSOCIATION

CHARTER & BYLAWS

The Charter & Bylaws established the Florida Chief Petty Officers Association, hereinafter referred to as “the Association,” by acclamation of the members attending the semi-annual Florida Chief Petty Officer Association CPO Anniversary celebration in Kissimmee, Florida, April 1 thru 4, 2004.

ARTICLE I – PURPOSE

The purpose of the Association is to further the continuation of the good fellowship and camaraderie established among the men and women who have served, or are now serving, as Chief Petty Officers in the United States Navy or the United States Coast Guard

ARTICLE II – MISSION

WE HONOR THOSE WHO SERVED TO FORGE THE HERITAGE OF CHIEF PETTY OFFICERS OF THE UNITED STATES NAVY AND COAST GUARD AND TO PRESERVE THE AMERICAN WAY OF LIFE. WE PAY TRIBUTE TO THOSE WHO GAVE THE SUPREME SACRIFICE.

ARTICLE III – OFFICERS/BOARD OF DIRECTORS

The BOD shall consist of the four elected officers and the Immediate Past President; it is established to conduct business of the Association on behalf of the members and are listed with respective duties and responsibilities following:

OFFICERS

President	Vice President
Secretary	Treasurer
Immediate Past President	

DUTIES AND RESPONSIBILITIES

Voting: Those authorized to vote on Association business matters/issues are ONLY the President, Vice President, Secretary, Treasurer and Immediate Past President.

President: The President of the Association shall:

1. Preside at all meetings.
2. Shall have general management authority of the affairs of the Association, subject always to the approval of the fellow officers.
3. Perform all such other duties incidental to the office, or as may be required on a routine basis.
4. Serve as an ex-officio member of all committees.
5. Appoint all committee's as necessary to carry out functions of the FLCPOA.
6. Represent the FLCPOA on all matters with any outside organization.
7. Be an authorized signatory on Association financial accounts.
8. Be a custodian of the Association credit/debit card.

Vice President: The Vice President of the Association shall:

1. In the absence or incapacitation of the President, perform the duties of the Presidency.
2. The Vice President shall assist the President as required, and perform any additional duties that the President may request.
3. Be an authorized signatory on Association Financial Accounts.
4. Be a custodian of the Association credit/debit card.

Secretary: The Secretary of the Association shall:

1. Maintain an up-to-date data base of the Association membership, including current dues status. Providing the number of members who are delinquent in dues.
2. Prepare correspondence necessary to keep members informed of the status of the Association, including the preparation, publishing and distribution of the Association quarterly newsletter.
3. Attend and keep the minutes of all meetings of the Association to include Officer meetings.
4. Be a signatory on the Association financial accounts and be a custodian/holder of the Association credit/debit card.
5. Perform all others duties incidental to the office as may be required by the President or elected members.
6. In the absence or incapacitation of the President and Vice President, assume all duties and responsibility of the President.
7. Provide to the Webmaster on the 1st and 15th of each month updates to the website ROSTER and FINAL MUSTER including new members, deleted members and update dues status.
8. Prepare a letter of condolence to the spouse or family member of the deceased member.
9. Send a Get Well card to any known members who are ill.

Treasurer: The Treasurer of the Association shall:

1. Act as custodian for all Association funds, keeping the books of accounts and financial records, and maintain proper accounting methods of said funds.

2. Financial transaction oversight---being knowledgeable of who has access to the funds, and outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
3. Affect all administrative requirements in order to implement and comply with ARTICLE V – FUNDS/REVENUE of the Association By-Laws.
4. Overseeing the development and observation of the association’s financial policies.
5. Coordinate with the association’s secretary all financial reporting required.
6. The President, Vice President, Secretary, and Treasurer are designated as an authorized signatory on financial accounts and designated as “authorized custodians” of the association credit/debit cards.
7. Maintain association accounts with a state-wide banking institution insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA). To facilitate a proper turnover of accounts.
8. Receive all funds accruing to the association and properly deposit them in respective accounts.
9. Draw checks, vouchers or orders for the payment of obligations or other authorized disbursements.
10. Provide at all meetings of the Association a financial report of the income and expenditures since the last report. Inclusive of key association events, financial concerns, and assessment of the association’s fiscal health.
11. Be an authorized signatory on all financial accounts and the PRIME holder of the Association credit/debit cards.

Chaplain: The Chaplain of the Association shall:

1. Offer the invocation and/or benediction at any membership meeting of the Association, including the semi-annual banquets.
2. Will also advise the other officers, and the membership, of the passing of a member and/or the status of a member that may be incapacitated at home or in a hospital type facility. This will be accomplished by posting this information in the quarterly Association newsletter, when applicable.
3. (Note: The office of the Chaplain was established at the May 2007 meeting of the FLCPOA in Ft Myers, Florida.)
4. The chaplain's office is not an elected position/office, but will be appointed by the currently serving/elected President to serve at the pleasure of the President.
5. The Chaplain shall attend all business/association meetings but is not an authorized voting member.

ARTICLE IV – MEMBERSHIP

Membership in the Association is open to all who have ever served as a Chief Petty Officer in the United States Navy or the United States Coast Guard, Commissioned or Warrant Officers who have served as a Chief Petty Officer are also entitled to be a member. Widows/widowers of past members and others who have served as Chief Petty Officer will be considered for membership on a case-by-case basis and required to keep dues up to date.

Conduct unbecoming of a Chief Petty Officer or any unprofessional like conduct as a member will not be tolerated by the Association. Suspension or termination of membership must be approved by at least three (3) officers of the Association. Any

complaints on procedures should not be discussed between members, but should be addressed to any of the Association officers.

Honorary membership may be afforded to anyone deemed worthy of such a great honor who does not meet the criteria of regular membership. Honorary members must be proposed/nominated by their primary sponsor as well as one other regular member, seconded by another regular member, ALL in good standing, then voted in by a two-thirds (2/3) majority of those present at a regular meeting. The process will fall under "new Business". Honorary members are not eligible to vote and cannot hold elected office. They may, however, serve on committee's and chair those committee's if so designated.

ARTICLE V – FUNDS/REVENUE

1. The annual dues amount shall be recommended by the Board of Directors and ratified by the membership in attendance at any business meeting of the Association. Annual dues are due and payable on January 1st of each calendar year.
2. All new member applicants will be required to pay the annual dues upon submitting their application for membership in the Association. If a new member submits their application for membership during November and December, the applicant will be credited for having paid their dues for the following calendar year.
3. Revenue from dues collected shall be used solely for expenses of the Association for conducting the bi-annual meeting of the Association and to supplement the meeting registration of members, and to provide for the costs of correspondence of the Association, including the quarterly newsletter and other expenses as agreed on and documented by the Officers. NO MEMBER should have to expend personal funds to support the Association in any manner.

4. The President, Vice-President, Secretary, Treasurer, and any member approved by the President are designated as “authorized custodians” (holders) of the Association credit/debit cards.
5. The President, Vice-President, Secretary, and Treasurer are also designated as an authorized signatory on all financial accounts.
6. Any/all checks in the amount of One Thousand Five Hundred Dollars (\$1500.00) or greater will require two (2) AUTHORIZED SIGNATURES. All elected officers and Appointed Committee Chairs are authorized to expend FLCPOA funds required to administer/process their respective office/duties. Valid documentation shall be provided to the Treasurer for accounting purposes and reimbursement.
7. The Treasurer will affect all administrative requirements in order to implement and comply with this article of the Association By-Laws.

ARTICLE VI – COMMITTEE’S

1. There shall be two (2) types of Committee’s: Standing and Special (as needed on a temporary basis)

Standing Committee’s:

- a. Membership Recruitment.
- b. Fling Planning Coordinator
- c. Webmaster

2. The President shall appoint the Committee Chair after consultation with fellow officers at his/her discretion.

3. Committee Chair duties:

Membership/Recruitment: Administer a program to enhance the addition of new members to the Association. Utilize the entire Association as recruiters to ensure statewide recognition and knowledge of the FLCPOA. Devise and implement publicity programs as appropriate to inform potential

members. Only through “new blood” will we continue to grow and continue the great legacy of our forerunners.

Fling Planning: This committee will not preempt the Local Host Coordinator position. The chair should be familiar and experience in dealing with the hospitality industry. The Local Host Coordinator will assist and provide “local” information and help administer events for the Association. Some events requirement considerations follow:

- a. A “full service” facility (hotel) is very strongly recommended. Less than “full service” could place undue hardships on members and increase costs by having to provide additional transportation and other considerations. Cheaper nightly room rates should NOT be the primary determining factor on the site selection.
- b. Lowest possible cost with more than adequate accommodations to meet the needs of our membership.
- c. Relative ease of access and proximity to major roadways.
- d. A geographic location that will have a good variety of day trip/entertainment venues/events available.

Local Host Coordinator: A member who will be appointed by the President who lives in or near the fling city. His/her duties will be to assist and guide the Fling Planner in selecting hotels and events based on his/her knowledge of the local area.

- a. Fling Planners will with the assistance of the local host complete the search of local hotels and events to find the best mixture available to serve the association.
- b. In the event the Local Host Coordinator is not available when needed the Fling Planner will contact the President who will appoint a replacement that is available.

- c. All contracts for hotels and services must be signed by the Fling Planner and the Local Host Coordinator.
- d. Any contract that has an ATTRITION CLAUSE must be reviewed by a voting board member prior to signing.

Webmaster

- a. Maintain the Association's Website (FLCPOA.COM)
- b. Receive information from the Secretary on the 1st and 15th of each month for the maintenance and updates of the website ROSTER and FINAL MUSTER with additions, deletions and dues updates.

ARTICLE VII – ELECTIONS/TERMS OF OFFICE

The Election of Officers will be accomplished on the final day at the semi-annual business meeting held in April of the ODD numbered years. Officers will be elected by a simple majority of the members in good standing in attendance at the meeting. No provisions are made for proxy or absentee voting.

The President shall appoint a Nominating Committee for the purpose of developing a recommended slate of officers from members in good standing who are interested and ARE WILLING TO SERVE in these positions.

The Nominating Committee shall present a slate of candidates for positions open for election at the semi-annual meeting in April of the ODD numbered years. When the nominating committee's slate is presented there will be an opportunity for nominations for any and all positions to be made by the membership from the floor.

The President, Vice President, Treasurer and Secretary will be elected to two (2) year terms during the April fling of odd numbered years. (2017, 2019, 2021, and so forth).

No President of this Association who has served a full two (2) year term as President shall be able to succeed himself/herself.

The term of office for the outgoing President, Vice President, Secretary and Treasurer will end upon completion of the Spring Fling's Saturday night banquet.

ARTICLE VIII – RULES OF PROCEDURE/ORDER OF BUSINESS/AMENDMENTS

1. "CHIEF PETTY OFFICER" rules of procedure/order shall govern the conducting of business.
2. Order of business:
 - a. Call to Order
 - b. Roll Call of Officers and others as determined
 - c. Reading of last meeting minutes with action taken as appropriate
 - d. Treasurer's report.
 - e. Officer/Committee Reports
 - f. Old/Unfinished Business
 - g. New Business
 - h. Any "OBTW" Business ("Oh, By the Way....")
 - i. Adjournment
3. Amendments:

Proposals for amendments to this Charter & Bylaws will be entertained from members in good standing (current year dues paid) at the business meeting of the bi-annual meeting of the Association. Acceptance of any amendment to the Charter and Bylaws will be by a two-third (2/3) majority vote of those in attendance at the business meeting of the bi-annual meeting at which proposed.

ATTEST

This Charter & Bylaws (as revised) is in accordance with the desires of those members in attendance at the October 1, 2016 business meeting of the Association at the Holiday Inn, Fort Myers, Florida.

CWO4 Richard P. Spurr, USCG (Retired) – President

ENCM Richard Cushing, USN, (Retired) - Vice President

YNC Stephen Miglionico, USN (Retired) - Secretary

AKCM Gary G. Scheidt, USN (Retired) – Treasurer

NCC Stewart L. Covey, USN (Retired) – Immediate Past President

(Note: These Charter & Bylaws were amended at the October 1, 2016 Association business meeting at Holiday Inn, Fort Myers, FL.

THESE AMENDED BYLAWS WERE REVIEWED AND APPROVED BY THE GENERAL MEMBERSHIP OF THE FLORIDA CHIEF PETTY OFFICERS ASSOCIATION ON THIS 1st day of October 2016 AT THE HOLIDAY INN, IN FORT MYERS, FLORIDA.

Signed, _____ President

Signed, _____ Vice President

Signed, _____ Secretary

Signed, _____ Treasurer

Signed, _____ IM Past President