

CHIEF PETTY OFFICERS OF MIAMI, INC.

ARTICLE I - NAME

This entity shall be known as the "Chief Petty Officers of Miami, Inc.".

ARTICLE II - PURPOSE

The Miami CPOA exists to establish within the Navy and Coast Guard communities of South Florida, a fraternal organization of senior enlisted personnel for the purpose of:

- Improving the welfare, esprit-de-corps, and working relationships of all personnel assigned to the sea services of the United States Navy, United States Naval Reserve, and United States Coast Guard of South Florida.
- Improving the military functioning of the various divisions by providing all possible assistance and cooperation, which can be rendered to local commands in carrying out their assigned missions.
- Provide an interface between all South Florida Chief Petty Officers, resulting in the CPO community becoming more knowledgeable and aware of activities occurring in the commands throughout the region.
- Passing of useful information to all members.
- Assisting in solving any inter-service, inter-departmental or divisional problems on the E-7 through E-9 levels.
- Providing for the various social activities of the Association.
- Providing for philanthropic efforts as voted by the membership.
- Provide, through regularly held monthly meetings, a forum for the CPO community to hold professional discussions.
- Provide emergency financial relief (not to exceed \$100.00), when feasible, to Miami CPOA members and their immediate family.
- Ensure that, as a CPO community, the highest degree of initiative, professionalism, and military decorum is exhibited at all times and that the highest standards of the CPO community are constantly met by all Chief Petty Officers of this Association.

ARTICLE III - MEMBERSHIP

Those eligible for membership are cordially invited to attend and hold office. Membership is open to the following individuals:

- All duly initiated active duty, reserve, and retired United States Navy, Marine Corps, and Coast Guard personnel in pay grades E-7, E-8, E-9.
- Those joining the Association will be considered as members until transfer or upon request to the President and Vice-President. Members that knowingly disregard these by-laws and/or takes action(s) that bring, (or may have already brought) discredit to the Association will have their membership revoked and barred from the Association.
- Associate membership may be awarded after being voted upon by the membership to friends, family, and supporters of our Association. Associate members will not have voting privileges. They may serve, if elected, as Secretary or Treasurer only.
- Dues for regular members will be \$20.00 payable annually to the Treasurer. Associate member dues will be \$10.00
- Membership may be revoked when an individual becomes more than three months delinquent in his/her dues. Delinquent members will be notified by the Treasurer and given a reasonable time to bring dues current.

ARTICLE IV - VOTING

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- General voting can be conducted if a quorum of at least six (6) members is established.
- Motions require a majority of that quorum for a motion to be passed.
- Active CPOA Members are the only authorized personnel to vote on any decisions.
- Board Members have the ability to vote on, and authorize, the expenditure of items (i.e. ship's reception) which arise between monthly meetings. In the event items arise that are either approved or disapproved on between meetings, these events shall be brought up at the next scheduled meeting, so that official annotation in the minutes are made for documentation purposes. Voting decisions for items that need "on the spot" determination can only be made if two or more elected Board Members are present and, when available, voting members present are given the opportunity to provide objections or concurrence.

ARTICLE V - OFFICERS, ELECTIONS, AND TERMS OF OFFICE

I. OFFICERS

The Miami CPOA will be composed of the following dues paying members:

- President (elected position and E-7 thru E-9)
- Vice-President (elected position and E-7 thru E-9)
- Secretary (elected position which may be held by an Associate Member)
- Treasurer (elected position which may be held by an Associate Member)
- General Members of the Miami Chief Petty Officers Association
- Committee chairmen duly appointed by the President of the organization for all standing committees. Each chairman shall appoint the balance of his or her committee.

II. ELECTIONS

- Nominations from the membership will be open in October and November of each year.
- Election to the office for which nominated by a majority vote will be held at the December meeting by the members present.

III. TERMS OF OFFICE

- New officers will take office in the month of January.
- In the event an office is vacated before the end of the term, the membership will nominate and vote on a replacement at the next scheduled meeting.
- Elected officers in the position of President or Vice-President may not serve more than two (2) consecutive terms in the same office.

ARTICLE VI - STANDING COMMITTEES

The following standing committees are established to promote awareness to the membership on matters relating to the Sea Services and the Association's participation in events:

- Budget
- Fund Raising
- NASCAR Race
- Scholarship
- Philanthropy
- Ship's Liaison
- Induction
- Awards
- Social Events
- Audit (Financial)

ARTICLE VII - RECURRING SOCIAL/FUNDRAISING EVENTS

The CPOA participates in the following events annually:

- April- Broward County Fleet Week in Ft Lauderdale, FL
- November- NASCAR Races in Homestead, FL
- December- Holiday party

ARTICLE VIII - DUTIES OF CPOA OFFICERS

Duties and responsibilities of the officers, committees and members shall include but not be limited to the following:

PRESIDENT

- Will call for and preside at all CPOA meetings.
- Will only vote when required to break a deadlock (tie) vote.
- Will maintain liaison with the Commanding Officers and Executive Officers of the local reserve units and commands and keep them advised of all CPOA matters.
- Will appoint the Chairs of all committees.
- Serve as Master-of-Ceremonies at all functions.
- Will ensure that the duties of all elected and appointed officers are faithfully executed.

- Is empowered to act in the best interest of the CPOA in all matters where time and emergent nature will not permit calling a general CPOA meeting, allows for the ability to establish and document an online vote via email or text messaging, providing a quorum of at least six (6) members and at least two (2) officers are participating.

- Shall ensure the proper compliance of all members.

VICE-PRESIDENT

- Will assist the President in the performance of their duties and perform the duties of the President in their absence.
- Serve as the assistant to the Treasurer to conduct monetary business in the absence of the Treasurer.

SECRETARY

- Will record the minutes of all Association meetings and assist the President in drafting and disseminating all correspondence relating to the CPOA.
- Will maintain a copy of all current year's Association minutes and have available for review at all Association meetings.
- Will maintain a copy of the by-laws and have available for review at all Association meetings.

TREASURER

- Will collect all dues, dispense all approved expenditures, and maintain necessary records of all receipts and expenditures.
- Will be responsible for preparing the annual budget and Chair the Budget committee.
- Provide a financial report to the CPOA membership at each regularly scheduled meeting.
- Order and maintain CPOA coins and shirts.
- Prepare proposed budget for the CPOA to be presented to the membership at the first February meeting.

- Will present financial records, no later than March of each year, to the audit committee for review. Additionally, will present financial records upon relief of duties, turnover, or as requested by the CPOA President.

COMMITTEES

- Will perform all functions for which the committee was established within the guidelines established by the President.

MEMBERS

- Ensure continued vitality of the CPOA by attending meetings and social functions.
- Promptly paying their annual dues to the CPOA Treasurer.
- Should advise CPOA of their respective transfer or retirement dates.
- Will bring to the attention of the CPOA any and all issues which are of interest to the general membership.
- Active members are responsible for making motions to be voted upon.
- Should immediately advise the CPOA President and the Philanthropy Chairmen of the hospitalization, birth/ death of any CPOA member and/or immediate family member.
- Will determine by majority vote, the purpose and the amount for which funds shall be disbursed by the CPOA, except that the President, with the concurrence of the Vice-President or the Treasurer, may authorize the Treasurer to dispense funds up to \$100.00 for CPOA matters or emergency expenditures.

ARTICLE IX - AUTHORIZED EXPENDITURES AND GRATUITY

- Dues may be used to subsidize social functions for the membership only when, as determined by the President and Treasurer, the financial status of the CPOA is healthy enough to afford it and voted in favor of by a simple majority.
- Funds approved for a particular purpose and not used will be returned to the general fund.
- The President and Treasurer may authorize expenditure of up to \$100 for the emergent needs of a member of the CPOA, and shall report such expenditures at the next CPOA meeting.
- The CPOA can donate funds to support organizations and events outside of the CPOA as long as the organization benefits the Sea Services. Donations require a vote for each occurrence. Volunteer donations from all CPOs for a special occasion or cause may be solicited for each event if required.
- An appropriate gift (flowers, card, stuffed animal, etc) will be provided for all weddings, birth of child, or death of immediate family member of active CPOA members. No vote is required provided amount is less than \$50.
- The CPOA donates monies to various sea service organizations as voted upon by membership.

ARTICLE X - MEETINGS

The following procedures and agendas will be followed for regular meetings of the Miami CPOA:

- Follow Robert's Rules of Order.
- Meetings will be held at 1930 on the first Thursday of every month at the VFW in FT Lauderdale, the FT Lauderdale Sea Cadet building, or another pre-determined location.
- The President, or in their absence, the Vice-President, will preside at all meetings of the CPOA.
- Members will introduce issues to be discussed or resolved and shall vote on all issues for the good of the CPOA.
- All motions brought to the floor will require a majority vote of the members present.

Order of Business:

- Observe our patriotic preamble: Pledge and Moment of silence for fallen shipmates

- Introduce any guests
- Read and/or change and adopt the minutes of the previous meeting
- Present and accept Treasurer's report
- Committee reports
- Discuss and resolve old business
- Introduce and discuss new business
- Disseminate information for the good of the order
- Adjourn meeting and then hold 50/50 drawing

ARTICLE XI - AMENDMENTS

- Amendment to any Article or section of an Article of the By-laws may be recommended by an active member in good standing at any regular CPOA general assembly meeting.
- A majority vote of the membership present, in good standing, is required for adoption of the recommended change or amendment.

ARTICLE XII - DISSOLUTION

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- At the revision of these by-laws, the Miami CPOA has been in existence for 25 years.
- The option to make a motion and vote on the dissolution of the Miami CPOA's status as a 501(c) (3) organization will only be considered if the Association (1) has not been able to financially sustain itself for the past three months; (2), does not foresee the ability to regain its financial stability; and (3) if unanimously approved by vote by all the members present at the meeting, and in good standing, at the time the motion was proposed. A quorum (at least six members) must be present.
- Upon the dissolution of this Association's 501(c)(3) status, assets shall be distributed in accordance with both Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code and, the Miami CPOA By-laws. Examples of such organizations are; the local commands of the United States Navy and/or the Coast Guard MWR (Morale, Welfare, and Recreation).
- The dissolution of the Association's 501(c)(3) status does not, in any way affect the Association's purpose, "Article II" of the By-laws. The Association can continue to perform all the duties prescribed under Article II, including raising and distributing funds in accordance with the Association's By-laws.

//SIGNED //

President: Karen Leonard

Vice-President: Chuck Robertson

Treasurer: Ronald Roy

Secretary: Gayle Malone
