



## **Establishment and conduct of Chapter**

### **I. Setting up a Chapter**

The Coast Guard Cutterman's Association and approved Chapters are non-profit associations

- a. The National Officers Executive Board shall approve requests for new Chapters.
- b. Chapters shall be named as membership designates. All name change requests shall be submitted to the National President for approval.
- c. New Chapters must petition the National office for approval. Submissions shall include Chapter purpose and goals. All petitions must include acknowledgement and willingness to accept the provisions contained in the Association By-Laws. Petitions shall be addressed to the National President and must be signed by at least 15 regular members of the Association. (Personnel may become members by going to the Coast Guard Cuttermen Association website, [www.cuttermen.org](http://www.cuttermen.org)) The Chapter mailing address, a roster of Pro-tem officers, and a list of eligible members must be attached to the petition. A majority vote by the National Chapter shall constitute a decision.
- d. The National President will issue a charter to approved petitions. The National President or the President's representative shall deliver the charter and be the instituting officer at an appropriate ceremony.
- e. A new Chapter shall be instituted within ninety (90) days following the approval of their charter.
- f. Approved Chapters must elect a President, Vice President, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined. The Chapter President shall appoint a Membership Committee Chairman charged with the recruitment and retention of Chapter membership. Chapters may have a Board of Directors (BOD).
- g. Only regular members who are in good standing, may be nominated and hold the office of President or Vice President if so elected or appointed.
- h. The Chapter shall promptly notify the National Office of the names and telephone numbers of the officers installed and all changes of Chapter Officers.

i. It is recommended that Chapters provide insurance/fidelity bonds for any officer having custody of Chapter funds. The Chapter shall pay the bond/insurance premium.

j. Prospective Chapters should organize an event for all Members in good standing with the Association in the area. Following the first event, a report must be sent to the Board of Directors including:

(1) how many events will be organized and the number of the participants they can expect to attend;

(2) the time and location of such events and possible sponsors;

(3) fees to be charged by participants to cover expenses;

(4) the number of Coast Guard Cuttermen Association memberships in the area;

(5) how organizers expect to expand membership in the near future.

This plan should be sent to the National Executive Board for comments and suggestions. A temporary Board of Directors should also be elected at this stage, substituting the first committee.

k. The Executive Board will then examine the reports that have been submitted and decide whether the interests of Coast Guard Cuttermen Association will be served in the area and accept the new Chapter. The Executive Board will do their best to support formation of local Chapters following official recognition.

#### l. Incorporation & Business Enterprises

(1) 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.

(2) 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.

(3) 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 Association Chapter, except in those States or other areas where 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.

(4) 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.

(5) 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:

(6) “This club (enterprise) is incorporated under the laws of the state of \_\_\_\_\_ . It is a non-profit organization under the sponsorship of Chapter of the Coast Guard Cuttermen Association, United States Coast Guard, and members thereof. The Coast Guard Cuttermen Association does not assume financial responsibility or liability for the operation or management of this club (enterprise)”.

(7) The Executive Board Of Directors (EBOD) 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.

m. Chapters and Branches shall submit a Gross Receipts Report to the National Office no later than 1 March of each year. The Executive Board 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 31 December of that year, their charter will be revoked.

n. A Chapter wishing to voluntarily surrender its charter must 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. The National President will notify the BOD of the National Officers action.

o. Suspensions and Revocations of Chapter Charters

(1) The Executive Board 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.

(b) When a Chapter willfully violates or refuses to comply with the Constitution and By-Laws, legal directives of the BOD, 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.

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

q. 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.

r. 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 be distributed among the members or any individuals connected with the Chapter. They may donate property or funds to USCG Mutual Assistance, other Chapters, the National Association, or to other worthy non-profit organizations.

## **II. General Issues**

1. All members of the local Chapter must be Coast Guard Cuttermen Association Active Retired, Discharged Honorably, Medically Discharged, associate members or members of the Surface Navy Association (SNA).

2. Legal aspect: Once a proposed local chapter has been formed, a president and vice-president must be elected by its members. The president will then be legally appointed as the local representative of a period of time not longer than two years. Thus a chapter becomes a legal extension of the national CGCA and can legally organize events.

3. An Action Plan for the coming year, on the lines set out in I.3. Above should be submitted to the Board of Directors of CGCA every year in APRIL.

4. Chapter Dues will be paid from members directly to the national office and then the chapter will be paid 25% of their chapter member's dues.