

CONSTITUTION AND BY-LAWS



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B. ARTICLE I

MEMBERSHIP

SECTION 101. GENERAL:

A. A member in good standing is defined as one whose dues are current. A member whose dues has elapsed for more than ninety days shall be removed from the membership rolls, and will have no rights or privileges until the members dues payment reinstates them.

B. A member from another CPOA Chapter shall have the right to request transfer of their membership to this chapter.

C. Members of this chapter shall not transfer their membership to another chapter or go Member-at-Large (MAL) to avoid disciplinary action by this chapter.

D. Separation for cause from the U.S. Armed Forces or punitive reduction in pay grade below E-7 shall terminate all membership rights and privileges in this chapter.

SECTION 102. TYPES OF MEMBERSHIP:

A. Membership in the Elizabeth City Chapter, (Herein after called, The Chapter), CHIEF PETTY OFFICERS ASSOCIATION (CPOA), shall be restricted to Regular, Associate, and Honorary members.

B. Categories of Membership.

1. Regular membership shall consist of all persons who have successfully held the rank of Chief Petty Officer in the United States Coast Guard. (Eligibility is effective the date of advancement or frocking.)

2. Associate membership shall consist of all persons who have successfully held the rank of E-7 in any of the other United States Armed Forces.

3. Honorary membership shall consist of persons who are otherwise ineligible for membership in accordance with the preceding sections, but who have rendered continuous and distinguished services to the chapter may be awarded a special category of membership as outlined in the Operations Manual.

4. Silver Lifetime membership shall consist of either:

a. Any regular or associate member who has paid for a one-time life membership dues to the CPOA National Office.

b. Any regular or associate member of The Chapter being determined by the general membership to have rendered distinguished and tangible service in an exemplary and outstanding manner as to promote The Chapter, may be recommended for this membership to be paid for out of chapter funds in accordance with the Operations Manual.

5. Gold Lifetime membership status shall consist of:

a. Any regular member who has been recommended IAW National Operations Manual and approved by the National BOD to have rendered distinguished and tangible service to CPOA.

SECTION 103. DISCONTINUANCE OF MEMBERSHIP:

A. Failure to meet membership requirements.

1. Any member who no longer meets the qualifications as stated in Article I, Sections 101 and 102 of these bylaws shall be dropped from the chapter rolls.

B. Withdrawals.

1. Any member may request withdrawal in writing or in person at any time.

SECTION 104. REINSTATEMENT OF MEMBERSHIP:

A. Reinstatement.

1. Any member dropped from the rolls of the chapter for disciplinary reasons may, after making restitution or after investigative procedures have been completed, be reinstated in the chapter with two thirds (2/3) majority vote of the members present at a general membership meeting.

SECTION 105. VOTING AND HOLDING OFFICE:

A. Voting.

1. All regular and associate members of the chapter will have a full vote in all chapter business.

B. Holding Office.

1. Only regular members holding the active, discharged, or retired rank of E7, E8, E9, or any Chief Warrant Officer may hold the offices of President and Vice-President. All regular and associate chapter members may hold all other elected chapter positions.

2. All chapter members shall be eligible to serve on committees.

3. The pay grade indicated on the Military Identification card or DD form 214 for active duty, discharged, and retired military personnel will be used to distinguish member eligibilities regarding elected offices.

ARTICLE II

CHAPTER OFFICERS

SECTION 201. OFFICERS AND DUTIES:

A. The officers of the chapter shall consist of a President, Vice-president, Secretary, and Treasurer. (See Section 202 for terms of office)

B. President...Shall have the overall responsibility for conducting the official business of the chapter and:

1. Preside at General and BOD meetings of the chapter and attend social functions as the chapter spokesperson. If unable to attend, delegates the Vice-president as necessary.

2. Make commitments and expenditures of chapter funds as prescribed by the chapter.

3. Be an ex-officio member of all committees with exception to the nominations and balloting committee.
4. Ensure each Committee Chair is provided a copy of the By-Laws and the Operations Manual setting forth duties and responsibilities of the committee.
5. Direct an annual financial audit in November and at such other times as deemed necessary.
6. Sign all official correspondence, deeds of trust, etc.; for the chapter.

C. Vice-President...shall be the first assistant to the President in all matters concerning the chapter, shall assume the office in the absence of the President, and:

1. Perform all duties delegated by the President.
2. Act as the Flowers and Hospital representative for the chapter.
3. Ensure that materials for "Chapter of the Year" award submission are mailed to the National Office.
4. If for any reason the office of President is vacated, the Vice-president shall assume that office, and appoint a member from the general membership to fill the term of the office for the Vice-president.
5. Conduct an inventory of all chapter property in November of each year or upon direction of the President as outlined in the Operations Manual. Once approved, copies will be held by the Treasurer and BOG chairperson.

D. Secretary...shall assist the President in conducting the official business of the chapter as the President may prescribe and:

1. Inform the President at the commencement of each meeting if a quorum is present for conducting chapter business.
2. Take minutes of General membership and BOD meetings to include number of members present.

3. Maintain complete files of Chapter affairs, including correspondence received from members, outside entities, and replies thereto.
4. Keep a copy of the original By-Laws and Operations Manual, all rewrites, and amendments thereto.
5. Notify the National Executive Director of changes in Chapter Officers and provide necessary names and telephone numbers.

E. Treasurer...shall collect, disburse, and deposit funds of the chapter and:

1. Keep accurate and current fiscal records, to include tax filing, which shall be open to inspection by any member of the chapter following any general membership meeting.
2. Have a report of the financial status of the chapter available prior to each meeting of the Finance, Budget, and Investment (FB&I) committee and each general membership meeting.
3. Be the authority for expenditure of chapter funds. If unable, the President may direct the Vice-president or Secretary to sign checks for the chapter.
4. Ensure all chapter officers sign signature cards for the purpose of expending chapter funds.
5. Keep a current inventory filed listing all chapter property.
6. Shall be a permanent member of the FB&I committee.
7. Submit Gross Receipts report to the National Office no later than March 1st of each year.

SECTION 202. NOMINATIONS AND TERMS OF OFFICE:

A. NOMINATIONS:

1. During the July general membership meeting on even years, a Nominating and Balloting committee will be formed.

2. Nominations may be made by any member of the chapter, but are subject to acceptance by the nominee. Nominations will be accepted until the close of the October general membership meeting.

3. Ballots will be mailed to the general membership as soon after the closing of nominations as possible.

B. ELECTIONS:

1. All officers, three (3) BOD members, and one (1) BOG chairperson shall be elected by secret ballot.

2. To be valid, ballots must be received prior to the day before the November general membership meeting.

3. In the event of a tied vote for an office, the members shall resolve the tie by blind ballot at the November General membership meeting during committee reports.

4. If an "unchallenged election" should occur at the close of nominations where each elected position contains no more than one candidate for each position, the Chairman will cast the election vote by verbally motioning "The nominating committee requests to call the vote by lack of challenge". After majority approval of the membership present, those members listed shall be sworn in and fill those positions at the next installation.

C. TENURE:

1. Elected chapter officers shall be installed at the December general membership meeting on even years under the good of the order to hold a two (2) year office.

2. A chapter member may not hold consecutive terms in the offices of President or Vice-president to which he or she has been elected. Filling of vacancies by succession or appointment are not considered as having been elected.

D. VACANCIES;

1. The President shall fill, by appointment, any vacancy among the officers of the chapter, the BOD, or the BOG chairperson for the remainder of the term of office, subject to a majority approval of the BOD with exception to the immediate past president.

2. The immediate past president position provides continuity and guidance between administrations. If the immediate past president duties cannot be fulfilled by the most recent Past-President, duties shall fall to the preceding Past-President. If this is not possible, the duties will pass to the immediate past Vice-president.

ARTICLE III

BOARDS, STANDING, AND MISCELLANEOUS COMMITTEES

SECTION 301. CHAPTER BOARDS:

A. BOARD OF DIRECTORS (BOD):

1. The purpose of the BOD is to assist the assembly in achieving the business of the chapter.

2. Composition of the BOD shall be made up of nine (9) members of the organization consisting of the officers, (President, Vice-president, Secretary, and Treasurer), the Immediate Past President, the Finance, Budget, and Investment (FB&I) chairperson, and three (3) elected members to the BOD (Elected when the chapter officers are elected by majority vote of ballots returned).

3. The BOD may transact business or act as a board ONLY when a quorum is present as stated in Article 4, Section 401 of the By-Laws. If members of the BOD act, give their consent separately, and not as a board; the action is deemed non-binding until approved or ratified at a legal meeting to follow. The BOD may not transact business while the assembly is in session.

B. BOARD OF GOVERNORS (BOG):

1. General Duties.

a. The Board of Governors (BOG) chairperson is a chapter member who is elected by the general membership. The chairperson will be responsible to appoint a Lounge Manager and a Games Chairperson. These three people will comprise the minimum members of the BOG. Any member of this committee or its subcommittee(s) shall not consist of any chapter voting BOD member or officer, with exception to the President, who will be a non-voting ex-officio member.

b. The BOG chairperson will be directly responsible for its actions to the general membership. The general membership shall retain veto power on any decision made by this committee and/or its subcommittee(s).

c. The BOG shall be to control management/operations of the club, business enterprises, maintenance of the building, and its adjacent properties, The BOG chairperson will serve on the committee appointed by the Vice-president to inventory the chapter property.

d. The BOG shall ensure the proper display of placards and signs relating to the operation of the chapter as required by National C&BL, Federal, State, County, and local laws.

e. The BOG shall insure all phases of maintenance to the building and equipment are kept in good condition. The solicitation of bids and reviewing all avenues for jobs or work done on property and equipment shall be the BOG's responsibility. A file of business cards and warranties shall be kept on all equipment and work completed.

f. The BOG shall negotiate all contracts for the building and properties. All contracts will be reviewed on an annual basis and/or re-negotiated.

g. The BOG shall be responsible for managing employees, (to include but not limited to

interviewing, hiring, termination, and scheduling). The BOG will be responsible for all licensing and insurance policies. They are to insure that regulations of the NC Alcohol Beverage Control board (ABC), local, and chapter regulations are complied with.

h. The BOG will maintain a master schedule of events at the building. The BOG will act as the point of contact and verification point for building use eligibility with up-to-date membership roster and present special use requests to the BOD.

i. The BOG shall review all complaints or suggestions that are directly concerned with the improvement, maintenance, and operations of the building. All correspondence will be acted upon where necessary and acknowledgment made to the sender.

2. Basic Duties for Games Subcommittee:

a. The Games Chairperson is a chapter member appointed by the BOG Chairperson. Once appointed, he or she will appoint a member to represent and appoint additional subcommittee members as necessary.

b. The Games Subcommittee has the responsibility through the use of various functions to provide operating capital and establish regulations for bingo subject to chapter approval. The general membership shall retain veto power on any decision made by this subcommittee.

c. The duties of the games subcommittee chairperson are as follows:

1. Act as overall coordinator of Bingo.
2. Order in advance all supplies and equipment to insure all games function. Properly verify receipt to chapter Treasurer for payment.
3. Ensure the proper display of placards and signs relating to the operation of bingo as

required by National C&BL, Federal, State, County, and local laws.

4. Keep a month to month record of all income and expenses as reported by individual chairpersons. Report any unusual increase or decrease of income to the chairperson of the FB&I committee.

5. Insure that a detailed work sheet is complete after each session. These work sheets will be kept by individual chairpersons and subject to audit. These work sheets will be kept for a minimum of five (5) years and passed from outgoing to incoming subcommittee heads.

6. Ensure that all North Carolina State Laws for Bingo are adhered to. For Bingo ensure that all required forms are completed on a weekly basis, and submitted to the chapter Treasurer prior to January 5th of each year.

7. Coordinate handling of bad checks received in accordance with the Operations Manual.

8. Submit an annual budget giving projected income and expenses to the FB&I committee in November.

SECTION 302. STANDING COMMITTEES:

A. STANDING COMMITTEES COMPOSITION:

1. The following committees shall be termed "Standing Committees". The chairperson to be appointed by the President to serve at the President's pleasure. Additional members of the committee shall be selected by the chairperson as necessary.

2. All committee chairpersons shall prepare a report for presentation at the monthly general membership meetings. Should the perspective chairperson be unable to attend the meeting a written report shall be submitted to a chapter officer for presentation to the membership.

3. The chairperson of each committee shall receive a copy of the chapter By-Laws and Operations Manual from

the President, which sets forth the duties and responsibilities of the respective committee.

4. Chairpersons shall be authorized to expend funds within the budget set for their respective committee.

5. Chairpersons shall submit their annual budget to the chairperson of the FB&I committee prior to the November general membership meeting, in written form.

B. BASIC DUTIES FOR FB&I STANDING COMMITTEE:

1. To review the chapter budget and consider all submitted requests for funds, after which the budget will be recommended to the BOD for adoption.

2. The FB&I committee chairperson shall submit a proposed chapter operating budget for the upcoming operating year.

a. The annual budget must be approved by two-thirds (2/3) vote of the BOD at the December meeting prior to the general meeting.

b. The budget shall be brought before the membership at the December meeting for approval.

3. Ensures the Chapter donates (to sponsorships and charities) not more than ten percent (10%) of the projected spendable income in any budget year. This total shall include all budgeted requests.

4. The FB&I chairperson shall submit a semi-annual financial statement to the BOD at the July meeting.

5. The chapter Treasurer shall be permanent member of the FB&I committee.

C. BASIC DUTIES FOR ENTERTAINMENT COMMITTEE:

1. To promote and coordinate functions in-house or out-of-house relating to entertainment by dinner, social, or other events, which promote chapter member morale.

2. Maintain allotted budget, submit budget proposal in November, and report expenditures to the Treasurer within 15 days following each function.

3. Submit a proposed semi-annual calendar of events to the President prior to the January and July meetings.

D. BASIC DUTIES FOR MEMBERSHIP SERVICES COMMITTEE:

1. MEMBERSHIP

a. The Membership committee's purpose is to devise ways and means of increasing membership, reducing delinquency, and promoting the purposes and goals of the chapter.

b. Maintains an up-to-date chapter roster, has it available at all monthly meetings, and provides the BOG with copies for the lounge.

c. Upon receipt of the membership printout from National, promptly contact the Chief Administrator with correction.

d. Contact new CPOs ordered into the area and advise them of our chapter's willingness to provide any assistance they may need.

e. Ensure all new members are brought to the attention of the general membership and are given a tour of the building and a new member information package.

2. PATIENT ADVISORY COMMITTEE: (PAC)

a. The Patient Advisory Committee (PAC) is the feedback line of communications between the USCG Health Services Division (HSD), Support Center, Elizabeth City, and the membership of the CPOA.

b. The chapter will provide a member from this committee as a member of the PAX, which meets quarterly in the HSD conference room on dates and times announced by the HSD.

c. Specific duties of the PAC representative are:

1. To represent CPOA active and retired member interests and confer with the HSD on a range of services offered by the HSD and provides feedback to chapter members.

2. To serve as a patient advocacy group in assuring that all patient rights are accorded them.

3. To assist the HSD in defining patient rights and responsibilities and assist in the means of communicating them.

4. To assist the HSD in establishing patient education programs for the Coast Guard and for the chapter through guest speakers and handouts.

3. HAIL AND FAREWELL:

- a. Will ensure that upon notification of a chapter member's retirement, the chairperson (with the approval of the BOD) will make a recommendation for a retirement gift based on their involvement within the chapter for majority approval by the general membership at the next scheduled meeting.

- b. Will coordinate with the president as to when and who will present the retirement gift, preferably at a scheduled retirement ceremony.

4. DECEDENT AFFAIRS:

- a. Will maintain the chapter's Decedent Affairs Kit to include delivery to chapter member's residence or alternate location as requested by the family.

- b. Maintain up-to-date copies of decedent affair guides and assist the family as necessary in its use.

E. BASIC DUTIES OF THE COMMUNICATIONS COMMITTEE:

1. NEWSLETTER:

- a. Will publish and make distribution of the chapter's newsletter at least quarterly to include

the National Executive Director in order to keep the membership informed of chapter business and events.

b. Will annotate on all newsletters that this newsletter is published by the Elizabeth City Chapter of the CPOA, a non-profit organization. That all opinions and assertions expressed herein are not to be considered as being official or those of the Department of Transportation (DOT), the United States Coast Guard, or officials thereof.

2. WEB PAGE:

a. Will be the point of contact regarding chapter internet access and mail accounts.

b. Will maintain the chapter's internet website and be responsible for monthly review.

c. Will ensure that the National Executive Director is notified at least four times a year of updates to the website.

3. MAILING:

a. Responsible for Chapter Bulk type mailings not limited to but include: flyers for chapter functions, advertisements, quarterly newsletters, etc. with exception to election ballots, which is handled by the Nomination and Balloting committee.

b. Will ensure to label, sort by zip code, and deliver all chapter outgoing bulk mail to the post office.

c. Coordinate with National Executive Director for updates and additional mailing list/labels required for mailings to all chapter members.

d. Maintains Postal records and funds on deposit at the post office to facilitate mailing.

F. BASIC DUTIES OF THE COMMUNITY LIAISON COMMITTEE:

1. COMMUNITY SERVICE:

- a. Coordinate monthly Community service events designed to promote CPOA presence in the community and through the Coast Guard.

2. CIVIC LIAISON:

- a. The civic liaison shall serve as the chapter representative to Boy Scouts, Girl Scouts, Boys & Girls Club, Special Olympics, and others as the chapter supports.

- b. Should attend ceremonial functions of these organizations as a representative of the CPOA.

- G. BASIC DUTIES OF THE HONORS AND CEREMONIES COMMITTEE:

1. Coordinate chapter involvement with public memorial ceremonies, miniature CG Flag placement on gravesites, and parades to include, but not limited to: Pearl Harbor Day, Memorial Day, and Veterans Day.

2. Maintain the Chapter's ceremonial wreath in presentable condition.

3. Coordinate and/or assist as necessary in ceremonial events held at the Quarters to include but not limited to Installation of Officers, memorial services, and Chief's Call to Indoctrination (CCTI).

- H. BASIC DUTIES OF THE SCHOLARSHIP COMMITTEE:

1. Will advise the membership of scholarships as passed through military communication chains.

2. The scholarship chairperson shall act as liaison between the chapter and the College of the Albemarle (COA) and/or other educational institutions.

- a. The committee shall review all COA candidate's application folders for grade point averages, cognizance, coherent, and directness of essays.

- b. The chairperson or appointed chapter official will award a \$300.00 dollar scholarship to the selected candidate's for their financial educational aid.

3. The scholarship chairperson shall act as a liaison between the chapter and a chapter representative for scholarship selections held at the CG Support Center.

SECTION 303. SPECIAL AND MISCELLANEOUS COMMITTEES:

A. APPOINTMENT OF SPECIAL AND MISCELLANEOUS COMMITTEES:

1. The President shall from time to time as the need arises, appoint such special and miscellaneous (ADHOC (AD = for, and HOC = this) committees as deemed necessary for one time basis or temporary condition.

B. SPECIAL COMMITTEES:

1. BASIC DUTIES OF NOMINATION AND BALLOTING COMMITTEE:

a. Shall be responsible for accepting, recording, and closing nominations for the elections of Chapter Officers, BOD, and BOG Chairperson.

b. May be made up of at least three regular or associate members. Key holders of the special ballot postal box purchased for receiving ballots must not be under an accepted nomination.

c. Ensures ballots are printed on a postcard with a special return address listing candidates by office in the order received. Each ballot is to be numbered consecutively and sent to each current chapter member.

d. Shall count, record, and verify ballot results received up to and including the day of the November general business meeting. Announce the incumbents that evening and furnish a copy of verified results to the chapter Secretary for keeping.

e. Shall destroy all returned and unused ballots by shredding. Report the date and method by letter to the chapter President.

2. BASIC DUTIES OF COAST GUARD REUNION COMMITTEE:

a. Shall organize the advertising, invitations, and weekend events associated with the CG Reunion to be

held on the first weekend following Memorial Day in even years.

b. Shall maintain a bank account separate from general funds for the purpose of excess monies raised to be rolled over into future reunions.

3. BASIC DUTIES OF INSTALLATION COMMITTEE:

1. Shall organize the advertising, invitations, and evening events associated with the installation of officers to be held during the month of January in odd years.

ARTICLE IV

GENERAL PROVISIONS

SECTION 401. CONDUCT OF MEETINGS:

A. RULES AND PARLIAMENTARY PROCEDURE.

1. The Parliamentarian is appointed by the president with the approval of the BOD. He or she shall be a member who is well versed in parliamentary law and procedures. His or her primary duty is to advise the presiding officer on questions regarding law and procedures during meetings.

2. The Parliamentarian should be non-partisan at all times.

3. The duties and privileges will be in accordance with the Blue Book Edition Robert's Rules of Order, shall be the governing parliamentary law of the chapter in all cases not definitely provided for by Chapter or National C&BL.

B. QUORUM

1. General membership meetings.

a. A total of 15 voting members (including officers and parliamentarian) must be present to conduct business at a General Meeting. Additionally, minimum

quorum, of officers shall consist of the chapter President or Vice-President and one other officer.

2. Board of Directors meetings.

a. A minimum of 5 voting members of the Board of Directors must be present to conduct business at a board meeting.

3. Finance Budget and Investment (FB&I) Meetings.

a. A minimum of 3 voting members are required to conduct business at an FB&I meeting.

C. ASSEMBLY:

1. Meetings of the General membership will be held once a month as outlined in the Operations Manual. Routine decisions and transactions involving expenditures will be acted upon by a majority vote of the members present.

2. Meetings of the Board of Directors will be held twice a month as outlined in the Operations Manual.

3. Meetings of the Finance Budget and Investment (FB&I) committee will be held once a month, on the same day and prior to the general membership meeting. All non-budgeted requests for money must be approved by this committee prior to being brought to the general membership.

4. Meetings of the Board of Governors will be at least once a month to review building operations as outlined in the Operations Manual.

SECTION 402. AMENDMENTS;

A. CONSTITUTION AND BYLAWS.

1. The Chapter C&BL may be amended as needed and must be in compliance with National C&BL, Federal, State, or Local laws. Time between C&BL reviews will not exceed a two year period from the date of ratification or acceptance of the previous review.

2. The President shall appoint a committee of at least three (3) members to address and present changes in accordance with Paragraph 3 of this section.

3. All introductions of revision or amendments to the C&BL of the chapter shall be presented in writing to the membership. At least one general meeting previous notice must be given for all proposed amendments to be voted on at the following general membership meeting.

4. Ratification or passage of an amendment shall be by two thirds (2/3) of the total votes cast by the general membership no later than the fourth general membership meeting (4 months) following the committee selection.

B. STANDING RULES.

1. May be presented to the general membership in writing for approval at anytime. A two-thirds (2/3) vote of the general membership present is required for approval. Previous notice must be given for all proposed standing rules.

C. OPERATIONS MANUAL.

1. May be presented to the general membership in writing for approval at anytime. A two-thirds (2/3) vote of the general membership present is required for approval.

SECTION 403. INTRODUCTION OF NEW BUSINESS:

A. GENERAL:

1. Any member of the chapter at a general membership meeting may submit new business from the floor.

2. Any motion regarding the spending of funds must be presented to the FB&I committee prior to the general meeting for their recommendation.

SECTION 404. ANNUAL NATIONAL CONVENTION:

A. SELECTION AND FUNDING:

1. The chapter President will be the chapter's primary delegate to the National Convention. All others attending may represent the chapter as alternate delegates. Should the chapter President be unable to attend, Primary delegate duties will pass to the chapter officers in succession.

2. Chapter funds will be utilized, if available, to pay travel, lodging, per diem, and convention expenses for elected officers, IPP, or their alternates. All travel funding and reimbursement shall be IAW the Joint Federal Travel Regulations (JFTR).

3. The chapter will make every effort to proxy as a primary delegate for one chapter who may not be able to attend.

4. All chapter members are encouraged to attend as alternate delegates. Commandant has historically authorized permissive orders for active duty personnel attending the convention.

B. CONVENTION ATTENDANCE;

1. All convention delegates should be well-versed in Robert's Rules of Order, National C&BL, al proposed agenda items, and the specific interests of the Elizabeth City Chapter.

2. During the convention, chapter delegates shall volunteer for committee membership, as predetermined by the chapter's BOD.

3. Upon return, the chapter delegates will prepare and deliver a report as outlined in the Operations Manual at the next general meeting outlining convention activities.

SECTION 405. SURVEY OF CHAPTER PROPERTY:

A. Chapter property

- 1. Chapter property may be surveyed through disposal, auction, or donation IAW chapter survey procedures in the Operations Manual.

SECTION 406. CHAPTER EMPLOYEES:

A. Employees

- 1. Employees of the Elizabeth City Chapter shall not include elected chapter officials, members of the BOD, or the BOG.

DEFINITIONS

<p>A. A <u>Committee Member</u> is a chairperson, anyone who makes decisions involving the committee and/or its budget, having a vote toward an outcome, or conducts business as a representative of a committee.</p>
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<p>B. A <u>Committee Volunteer</u> is a worker with no interest in the overall management of a committee and assists in an as-needed basis. The volunteer does not have decision and/or voting capability within this committee.</p>

<p>C. A <u>Chapter Employee</u> is a worker who draws a paycheck drawn from Chapter funds for services rendered to the Chapter in a calendar-referenced basis and subject to employment tax withholding.</p>

GLOSSARY OF TERMS AND ABBREVIATIONS
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