

**PATUXENT RIVER**  
**Chief Petty Officers Association**  
**Constitution and By-laws**  
**FY 2021**

**PREAMBLE:**

We, the members of the Patuxent River Chief Petty Officers Association (CPOA) do hereby establish this association, in order to promote, foster and develop superior enlisted leadership skills and abilities, increase and encourage opportunities to aid each other in professional growth; provide a forum for the discussion of problems, requirements and goals, use our individual and collective leadership skills in ways that will strengthen the chain of command and build a superior level of confidence in senior enlisted leadership. We, in turn, enjoy the privileges, responsibilities and rights commensurate with the Chief Petty Officers (CPO) that have served before us, and shall ensure our professional and personal demeanor is such, as to guarantee those same rights, privileges and responsibilities for those who follow us. We affirm, both jointly and individually, that we are proud to bear the title of "THE CHIEF" and strive to place the reputation and core values embodied in that title above our own personal interests. We declare this to be the Preamble to the constitution and By-laws of the Patuxent (PAX) River Chief Petty Officers Association.

**ARTICLE I - ADMINISTRATION**

Section 1

1. The name of the organization will be the Patuxent River CPOA and may be addressed as PAX River CPOA or CPOA in reference hereinafter.

2. The address of said organization will be:

Patuxent River Chief Petty Officers Association  
P.O. Box 74  
Patuxent River, MD 20670

3. The CPO Club on Naval Air Station (NAS) Patuxent River, Maryland, hereinafter referred to as the Goat Locker will be closed to the public. The CPOA assumes full control of the day to day operations, material condition, cleanliness, security and integrity of the Goat Locker. The mission of the Goat Locker is to provide a recreational and social facility for Active duty, reservist, and retired Chief Petty Officers.

4. The address of the Goat Locker will be:

47805 Liljencrantz Rd.  
Bldg 464  
NAS Patuxent River, MD 20670-1137

"THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

5. The elected officers of the PAX River CPOA for the new fiscal year shall be posted in the Goat Locker and on the official website [www.paxrivercpoa.org](http://www.paxrivercpoa.org).

## Section 2

1. The Pax River CPOA will conduct itself within the guidelines of NASEPAXRIVINST 1747.2 series, which allow its existence.
2. This Association fully supports all Department of the Navy (DON) policies on Equal Opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, sex (including gender identity), national origin, sexual orientation, age, or disability. This association will not accept invitations from any organization, nor participate in any activities that do not conform to DON policies, that would compromise the integrity of the CPOA, or are not in keeping with the Navy's Core Values.
3. Pax River CPOA and its members will adhere to all applicable Federal, state, local, and foreign law.
4. In the event authorization to operate on the base is revoked or not renewed, the organization agrees to promptly remove any remaining property.
5. To preclude perceptions of inappropriate conduct, this association will not participate in, sponsor or endorse political or controversial social organizations, activities or events without adequate consultation with the NAS PAX River Judge Advocate General (JAG). Although a private association, perceptions of command or DON support and endorsement of these types of activities/organizations can lead to serious legal consequences and negative publicity.

## **Article II - Mission:**

1. To strengthen cohesiveness within the CPO Community and to promote ideals which embody all competencies, values and characteristics of a Chief Petty Officer, by working together for the good of the command and community.
2. To provide an effective and stimulating environment for the exchange of ideas, constructive debate, dissemination of leadership, managerial, personal and technical information, and mutual assistance to the active duty, reserve, and retired CPOs in the PAX River community.
3. To reinforce the responsibilities, leadership, characteristics, and privileges of CPOs.
4. To provide a forum for members to keep informed of U.S. Navy policies, so we may continue to loyally serve the Nation, our Navy, and our Sailors.
5. To stress the importance of covenant and servant leadership to our members and effectively mentor those Sailors who have yet to attain the rank of Chief Petty Officer.
6. To assemble for social exchanges with families and friends to promote and foster camaraderie and support.

## Article III - Membership:

### Section 1

1. All active duty, reserve, and retired U.S. Navy Chiefs, Senior Chiefs, and Master Chiefs assigned to commands located on, or attached to, NAS PAX River, to include Webster Outlying Field and NRC Solomon's Island, or reside in the local Southern Maryland area.

a. All active duty, reserve, and retired enlisted service members from the Air Force, Army, Marine Corps, and Coast Guard are eligible for membership with the following stipulations;

(1) Must be in pay grades E-7, E-8, or E-9.

(2) Successfully and honorably participated in and completed the Rites of Passage process (Initiation, Transition, Induction, etc.).

(3) Must be assigned to commands located on, or attached to, NAS PAX River, to include Webster Outlying Field and NRC Solomon's Island, or reside in the local Southern Maryland area.

(4) Not allowed to hold elected office except for Retired Affairs Coordinator.

(5) May serve on committees.

2. Membership is classified as Active, Lifetime, Inactive, Honorary, and Partial.

a. **Active Member:** An Active Member is defined as one who is in Good Standing.

(1) A Member in Good Standing is defined as a member who is current on their dues.

b. **Lifetime Member:** All members may become Lifetime Members IAW the dues provisions established in Article III, Section 3, paragraph 4.

c. **Inactive Member:** An Inactive Member is one who is no longer in Good Standing as described in Article III, Section 1, paragraph 2.a. Inactive Members will not hold an office, serve on any committee, vote, or make a motion, or second a motion before the CPOA.

(1) Any member who becomes delinquent in dues will be reclassified as an Inactive Member and will be notified of their delinquency by the Treasurer.

(2) If an Inactive Member wishes to reinstate their membership, they must pay dues from the time of delinquency.

(3) Inactive members who exceed 12 months delinquency in their dues will be notified of their removal from membership. Those who have been removed from membership for this reason are no longer required to pay dues in arrears.

(4) Exceptions:

(a) Those members who leave the geographical area on Permanent Change of Station (PCS) orders and return will not be subject to paying dues in arrears. Those who are on Temporary Assignment to Duty (TAD) orders will be considered on a case-by-case basis. Members must contact the President prior to the assignment before considerations will be made.

(b) Those serving as an Individual Augmentee (IA) will not be required to pay dues or be subject to delinquency. Dues will recommence on the date of return from the IA tour of duty.

d. Honorary Member: The CPOA affords this membership to military and civilian personnel who have projected themselves as leaders of the highest caliber, or as outlined through Naval Customs and Traditions.

(1) Honorary membership is a privilege afforded by the Association to those who have served the association, and as such, must be voted upon by the CPOA. A three quarters majority vote at a General Assembly is required to afford honorary membership.

(2) Honorary members do not participate in meetings and are not allowed to vote, hold office, or chair committees.

(3) Honorary Members are invited to participate in social functions of the organization, provided custom and tradition do not bar them. They may assist on committees and participate in fund-raisers.

(4) Honorary members will retain their status as such until removed by the CPOA.

(5) Honorary members will lose their status in the event of poor conduct or activities which warrant their removal as an Honorary Member of the CPOA. To remove the "Honorary Member" moniker requires a majority vote after discussion at any General Assembly meeting.

e. Partial Member: Chiefs at Patuxent River Area Commands that have a CPO Mess or CPOA that require monthly or annual membership dues may become partial members of the Pax River CPOA as follows:

(1) Annual Pax River CPOA Membership dues of 25 dollars per year.

(2) Are not entitled to a plaque, mug, or retirement gift/shadow box as outlined in Article VIII - GIFTS.

(3) Provide the PAX River CPOA Treasurer with contact information for their current command's CPO Mess or CPOA Treasurer to validate current membership status.

(4) May participate in meetings, vote, make motions before the CPOA, and chair or serve on CPOA committees.

(5) May not hold elected positions as CPOA officers.

## Section 2 - Withdrawal of Membership

1. Any member may withdraw their membership at any time and for any reason by notifying the Executive Committee in writing of their intent.
2. The Executive Committee will review the request and act upon it accordingly. Upon membership withdrawal the member will be reimbursed any prorated monies taking into consideration the months remaining that the member had in good standing. The member will then be removed from the official membership roll.
- 3.

## Section 3 - Dues

1. Dues are primary source of income for the Patuxent River CPOA.
2. The treasurer will notify members of their dues status upon request.
3. Dues shall be 10 dollars per month or 100 dollars per calendar year (if paid in advance).
4. All members may become Lifetime Members by paying a sum of 400 dollars in dues within their initial year of membership. Once a member's first year has elapsed without fulfilling the requirement, dues paid will go toward the 500-dollar amount needed to obtain Lifetime membership. Lifetime members will no longer be required to pay dues to retain status as "Active Member" of the CPOA.
5. Payments may be made via check, cash, and credit card via Square Terminal. Any credit card processing fees (Square) will be the responsibility of the Member.
6. Honorary Members are not required to pay dues.
7. Partial Members, as defined in Article III, Section 1, paragraph 2(e), are required to pay dues of 25 dollars per year.
8. Newly pinned Chiefs will be provided three months of free membership upon their acceptance to the Chief's Mess. During this time these newly pinned Chiefs are classified as "Active Members".

## **ARTICLE IV - OFFICERS**

1. The officers of the CPOA shall be the President, Vice-President, Secretary, Treasurer, and Retired Affairs Coordinator.
2. The officers shall perform the duties as described in the parliamentary authority under Robert's Rules of Order and these by-laws.
3. Elections:
  - a. The offices of President, Vice-President, Treasurer, Secretary, and Retired Affairs Coordinator shall be elected by ballot at the October General Assembly (GA) meeting to serve a term of one year, unless circumstances dictate otherwise (IA, TAD, etc.) and until their successors are elected. The term of office shall begin on November 1st.

4. No person shall hold more than one office at a time.

5. Requirements for Nomination:

a. Active Member in good standing for one year or more a Lifetime Member of the PAX River CPOA. Any member with less than one year active membership will be approved on a case by case basis. Approval will be based on current EXCOM vote.

b. Successfully and honorably participated in and completed the Rites of Passage process (Initiation, Transition, Induction, etc.).

c. Nominees must accept the nomination.

d. Have at least one year of time remaining at NAS PAX River, Webster Field, or local area for retirees.

e. Nominees must be active duty to hold the office of President, Vice-President, Treasurer, or Secretary. Nominees must be retired to hold the office of Retired Affairs Coordinator.

f. Nominations shall be in order of precedence: President, Vice-President, Secretary, Treasurer, and Retired Affairs Coordinator.

g. Nominations shall remain open until a minimum of two nominations have been received and accepted by the nominee for each position.

h. Nominations made and seconded by members in deployed activities (if received by the President before the GA in October) shall be placed on the ballot as if the nomination had been made from the floor of the general assembly.

6. Following the closing of nominations, members of the CPOA will have until the General Assembly in October to cast secret ballots for the nominee of their choice.

7. At the October GA of each year, the first order of business will be casting votes and counting ballots. The Chairs of Special Events and House Committee will count the ballots in a secluded area with the Master-at-Arms providing oversight. The nominee receiving the greatest number of votes shall be the one elected. In the event of a tie, the NAS PAX River Command Master Chief (NAS CMDCM), providing he/she is an Active or Lifetime Member in good standing, will cast the deciding vote. If the NAS CMDCM is not a member in good standing, the most senior Master Chief/Senior Chief/ Chief present in good standing shall cast the deciding vote. The names of the newly elected officers, in order of precedence beginning with the President, shall be announced at the meeting and an email sent out to the PAX River CPOA global distribution list.

8. A quorum of 35 Active or Lifetime CPOA members in Good Standing is required for CPOA elections. If a quorum cannot be met at the October GA, a special GA will be conducted with the first 14 calendar days of October to complete CPOA elections.

9. Following the announcement, the incumbent President will open the meeting for discussion of business. Names of newly elected officers will be posted

in the "Goat Locker" and provided to the local Command Master Chiefs (CMCs), Command Senior Chiefs (CSCs), and Senior Enlisted Leaders (SELs).

## **ARTICLE V - DUTIES**

### **Section 1 - CPOA Officers**

#### **1. President**

a. Preside over all regular and special meetings of the Executive Committee and General Assemblies. Ensure that all rules and procedures governing meetings are adhered to. Meetings will be conducted in accordance with the procedures of Robert's Rules of Order and CPOA By-laws.

b. Appoint Chairpersons and members to standing and special committees.

c. Submit to the Executive Committee the names of nominees to replace resigned or removed officers.

d. Approve, by affixing his/her signature, all correspondence emanating from the Executive Committee.

e. Act as chairperson of the Executive Committee.

f. If the regular vote on an issue before the Executive Committee is deadlocked, he/she shall cast a vote to break the deadlock. He/she shall not vote on any issues at any other time.

g. Represent the PAX River CPOA at social and civic functions as may be required.

h. Attend the monthly meeting of the local Command Master Chiefs.

i. Ensure that all officers and committee chairs conduct proper turnover within 7 calendar days of elections.

#### **2. Vice President**

a. In the absence of the President, assume the duties and responsibilities of the President.

b. Assist the President in carrying out his/her duties.

c. Serve as a member of the Executive Committee.

d. Monitor and coordinate the activities of the various standing and special committees and report to the President.

e. Serve as the point of contact for membership recruitment.

f. Serve as point of contact for the creation of the monthly calendar. Ensure next month's calendar is completed by 28<sup>th</sup> of each month and verify that Secretary and Retired Affairs Coordinator distribute calendar prior to beginning of that month.

### 3. Secretary

a. In the absence of the President and Vice President, the Secretary will conduct an election of a President Pro Tempore to preside over meetings until the President or Vice President arrive or until the adjournment of the meeting, whichever occurs first.

b. Record the minutes of each meeting and prepare the minutes for signature of the officer who chaired the meeting within five working days of the meeting.

c. Maintain a list of Executive Committee members.

d. Prepare and forward all correspondence for the Executive Committee.

e. Prepare an agenda for each General Assembly meeting, approved by the Executive Committee, and forward to each member of the CPOA no later than the Friday before each General Assembly.

f. Prepare a script for each General Assembly. Inputs must be received from each member of the Executive Committee and approved by the President.

g. Prepare a "CPOA Blast" containing CPOA news, calendar updates, and other pertinent information and send out to all members via electronic mail every two weeks.

h. Give notice of Executive Committee meetings and functions via announcements by electronic mail when appropriate.

i. Serve as a member of and recorder for the Executive Committee.

j. Keep abreast of the activities and responsibilities of the Treasurer in order to act in that capacity during times of the individual's absence.

k. Maintain files and historical documents.

l. Maintain an email distribution list of all PAX River Area Chiefs. This list shall include all individuals eligible for CPOA membership.

### 4. Treasurer

a. Give a detailed report of the status of the CPOA Treasury at each meeting.

b. Maintain a checking account for the CPOA Treasury as needed to discharge obligations as authorized by Executive Committee.

c. Maintain accurate records of all financial transactions from the CPOA Treasury.

d. Keep abreast of the activities and responsibilities of the Secretary in order to act in that capacity during times of the individual's absence.

e. Coordinate with the House Committee Chairperson to ensure and maintain a current inventory of all CPOA assets and location thereof. This includes items such as plaques, Lifetime member name plates, key cards, etc.



f. Order mugs, farewell plaques/paddles, and Retirement Gifts for those members eligible IAW Article VIII, Section 1.

#### 5. Retired Affairs

a. Maintain active rolls of all retired Chiefs and Lifetime Members within the local area to include contact information.

b. Forward CPOA Weekly Blast, minutes of the General Assembly, and pertinent information from the CPOA to retired Chiefs and Lifetime Members.

c. Attend the Executive Committee meeting when able and act as the voice for retired members at the Executive Committee meeting.

d. Coordinate with the President/Vice-President any concerns or input from the retired Chiefs community when unable to attend the Executive Committee or General Assembly meetings.

e. Communicate with retired Chiefs to ensure they are aware of and included in all CPO 365 activities and events.

#### Section 2 - Monetary Limits of Officers and Executive Committee

1. When money is needed in an emergent manner, any officer may authorize spending up to \$250.00 without approval from the Executive Committee/General Assembly. Consultation with the Treasurer shall be made when time permits so that the current financial status of the CPOA is considered in making the decision. In all cases the treasurer shall be notified as soon possible of this expense. The President of the CPOA shall be notified of the expenditure prior to the issuance of any monies.

2. The Executive Committee, upon receiving a majority vote in favor of, may authorize the spending of up to \$500.00 without the approval of the General Assembly, unless such spending exceeds the balance of cash account by greater than fifty percent or reduces the available cash to a level less than the current total debt. The Executive Committee is not authorized to place the Association in a position in which the available cash-to-debt ratio is less than 1:1. Such actions require a majority approval vote of the general membership.

3. Amounts in excess of \$500.00 or amounts which place the Association in a position in which the available cash-to-debt ratio is less than 1:1 shall be voted on by the General Assembly. The President may call a special meeting for this if necessary.

#### Section 3 - Removal of Officers

1. When necessary, due to poor personal/professional conduct, abuse of authority, loss of confidence by the CPOA, or actions warranting removal, an officer may be removed. The process is as follows:

a. A written petition signed by the originator and subsequently, by 20 percent of the active members of the CPOA shall be presented to the President who will call a special meeting of the CPOA. If the President is petitioned for removal, the petition shall be presented to the Vice President, who will call the special meeting.

b. No dismissal action or removal proceedings may be taken during any Executive Committee meeting.

c. A quorum for the special meeting shall be twenty-five percent of the CPOA members in good standing and on board on the day of the special meeting. The special meeting will not proceed without a quorum.

(1) In the event that a quorum cannot be attained, for whatever reason, a special panel consisting of two-thirds of the Executive Committee, along with no fewer than three CMCs/CSCs/SEs, will meet within two business days to discuss and determine the outcome.

d. The vote shall be done by secret ballot. The ballot shall state: "(Name of the Officer) be retained or removed as (office held) by marking "X" in the appropriate box." A two-thirds majority vote shall be required to remove an officer.

e. A report of removal proceedings and action taken shall be permanently maintained on file with the Secretary, with a copy provided to the NAS CMDCM. The NAS PAX River Commanding Officer shall be provided written notification of the change of officers.

f. Replacement of removed officers shall be accomplished in accordance with Article V, Section 4.

#### Section 4 - Resignation/Replacement of Officers:

1. An officer may resign his or her office by notifying the President, in writing, of their intent. If the Vice President, Secretary, and/or Treasurer resign, the President shall submit the name of a replacement nominee to the Executive Committee for the Committee's confirmation. A two-thirds majority is required to confirm a replacement officer. If the President resigns, the Vice President shall assume the office of President and nominate a new Vice President as provided above. If the entire slate of officers resigns, the chairperson of the House Committee shall call a general assembly to elect new officers.

### **ARTICLE VI - MEETINGS**

#### Section 1 - Executive Committee

1. A CPOA Executive Committee shall be established. The composition of the Committee will include the elected CPOA President, Vice-President, Secretary, Treasurer, and Retired Affairs Coordinator. The Chairpersons of the following committees shall also be members of the Executive Committee; House, Special Events, Community Relations, Training, Fundraising, and special committee chairpersons. Command representatives may also be members of the Executive Committee as deemed necessary by the President. A regular meeting of the CPOA Executive Committee shall be held on the third Wednesday of every month, unless otherwise ordered by the President in advance. The President can call for additional meetings of the Executive Committee as deemed necessary.

2. All Major Command (0-6 or above Commanding Officer) Command Master Chiefs in good standing are invited to attend CPOA Executive Committee meetings.

They shall be invited to the monthly meeting to assist in setting the agenda for the following General Assembly meeting.

3. Voting:

a. Issues before the meeting shall be decided by a simple majority vote of the members present.

b. The CPOA President shall not vote on any matter before the Executive Committee unless there is a deadlocked issue.

c. In the case of a deadlocked issue the CPOA President shall cast the deciding vote.

4. The agenda for regularly scheduled Executive Committee meetings will be as follows:

a. All items submitted by Executive Committee members will be discussed.

b. The calendar of events for the upcoming month will be reviewed and finalized.

c. The planning of special events will be discussed and coordinated by the respective committee.

d. All items submitted by attendees will be discussed.

e. The agenda for the GA will be drafted by the Secretary.

Section 2 - General Assembly (GA)

1. General Assembly (GA) Meetings of the entire CPOA membership shall be held on the first Wednesday of every month to conduct business and afford members of the CPOA the opportunity to discuss CPOA business and other pertinent subjects with CPOA elected officers.

2. Procedures:

a. The elected CPOA President will preside over all GA meetings. Should the President be unable to preside over the General Assembly meeting the Vice-President or President Pro Tem will preside over the meeting in accordance with Article V, Section 1, paragraph 1(a) of the CPOA By-laws. The General Assembly shall be open to all eligible Chiefs as described in Article III, Section 1, Paragraph 1. Members of the CPOA as defined in Article III, Section 1, paragraph 2.a and 2.b will have full voting privileges.

3. Agenda:

a. Meetings will be conducted in accordance with the procedures of Robert's Rules of Order and CPOA By-laws. Agenda items set by the Executive Committee will be available to each member prior to each meeting.

4. Quorum:

a. To conduct an official meeting thirty active/lifetime members in good standing of the CPOA are required at the regularly scheduled meetings.

## **ARTICLE VII - COMMITTEES AND APPOINTMENTS**

### **Section 1 - Composition of Committees**

1. Except as otherwise provided by the By-laws, all committees shall be appointed by the CPOA President and serve for the remainder of the President's current term of office. Committee chairpersons shall be voting members of the Executive Committee.

2. In the temporary absence of the committee chairperson the chairperson may appoint a member of their committee to act in his/her place to ensure that the committee is properly chaired and represented.

### **Section 2 - Types of Committees**

1. Standing Committees. The CPOA will have seven permanent standing committees. The standing committees are listed in order of succession precedence is as follows:

- a. Executive Committee
- b. Special Events Committee
- c. Community Relations Committee
- d. House Committee
- e. Fundraising Committee
- f. Training and Heritage Committee
- g. Merchandise/Swag Committee

2. Special Committees. Special committees shall be appointed by the President of the CPOA as needed to perform any single function not delegated to one of the standing committees. Upon completion of the assignment, the special committee shall automatically be dissolved.

### **Section 3 - Duties of Committees**

1. **Executive Committee**. The Executive Committee shall be chaired by the President of the CPOA. The committee shall consist of the President, Vice President, Secretary, Treasurer, Retired Affairs Coordinator, and chairpersons of the following committees: House, Special Events, Community Relations, Training and Heritage, fundraising, and the chairperson of any special committee formed by the President.

a. The Executive Committee shall meet monthly prior to the CPOA General Assembly to develop agenda items for the upcoming meeting.

b. Approve expenditures from the CPOA Treasury up to the amount of \$500.00, unless such expenditure would place the Association in a position in

which the available cash-to-debt ratio is less than 1:1. Such actions require a majority approval vote of the general membership. In the case of a deadlocked issue in the Executive Committee, the President will decide the vote.

2. Special Events Committee. The President shall appoint the Special Events chairperson and committee members. Meetings shall be held as necessary and shall be attended by a member of the House Committee, as appropriate. Duties of the Special Events Committee include:

a. Liaison between the Executive Committee and House Committee on matters concerning social functions provided by and at the Goat Locker.

b. Coordinate and conduct special events, such as Sailor of the Year Luncheon, Right-Handers Night, Spouse Appreciation, etc.

c. Assist in the planning, scheduling, and conducting the annual CPO Birthday Celebration to be held in April of each year for the purpose of honoring the birthday of the Chief Petty Officer rank.

d. Make recommendations to the Executive Committee concerning expenditures from the CPOA Treasury for special events.

e. Making recommendations to the House Committee and the Executive Committee concerning improvements to entertainment provided by the CPOA.

3. Community Relations Committee. The President shall appoint the Community Relations Chairperson and committee members. The Committee shall meet as required to perform the following duties:

a. Identify, promote, and coordinate volunteer opportunities for the CPOA. Establish and maintain points of contacts with outside organizations. To establish and maintain a strong bond with the community the Community Relations Chair will coordinate reoccurring volunteer events on a monthly, quarterly, and/or annual basis.

b. Actively promote and coordinate the CPO Scholarship Fund.

(1) Utilize the PAX River CPOA Scholarship Program and PAX River CPOA Scholarship Application found on the Links section of the PAX River CPOA website (<https://www.paxrivercpoa.org/PatuxentRiver/>).

c. This committee shall be the single point of contact for receiving and screening charitable contribution requests.

d. Present to the CPOA Executive Committee charitable contribution requests deemed legitimate and of a worthy nature, i.e. the contribution will further the goals and mission of the CPOA.

4. The House Committee. The President shall appoint the House Committee Chairperson. The House Committee shall meet as required to perform the following duties:

a. Formulate recommendations to the Executive Committee concerning improvement of the physical structure, furnishings, or decor of the Goat Locker.

(1) As needed, recommend changes to the Business Plan for approval by the Executive Committee and NAS Patuxent River Commanding Officer.

b. Manage House Committee assignments to include:

(1) Assist in the cleanliness and general upkeep of the CPOA/Goat Locker facilities. Ensure the Goat Locker is clean, orderly, and ready for the use of its members.

(2) Coordinate with the Executive Committee in reporting and ensuring all building discrepancies are corrected in a timely manner IAW Navy Regulations and local directives.

(3) Maintain a current inventory of all Goat Locker CPOA assets and location thereof.

5. Fundraising Committee. The President shall appoint the Fundraising Committee Chairperson. While the primary means of income for the CPOA will be dues paid by members, the Fundraising Committee shall supplement that income as needed for special events, balls, social gatherings, etc.

a. Duties of the Fundraising Committee include:

(1) Identify opportunities for fundraising efforts that are within the guidelines of this CPOA as outlined in Article I, Section 2, and are within the scope of our mission as outlined in Article II of these By-laws.

(2) Ensure each fundraising event is screened and authorized by the NAS Patuxent River legal representative.

(3) All revenue from fundraising efforts shall go directly to the CPOA treasury. Receipts from items purchased to support the fundraising event must be given to the Treasurer for reimbursement.

6. Training and Heritage Committee. The president shall appoint the Training and Heritage Committee Chairperson. The purpose of the Training and Heritage Committee is to provide topics of discussion that affect the Chiefs Mess-at-large.

a. Duties of the Training Committee include:

(1) Identify opportunities for training; Navy Heritage, new NAVADMINS, policy/program/uniform changes, career/retirement planning opportunities, selection/continuation boards, etc.

(2) Solicit for other organizations to speak to the Mess (i.e. Fleet Reserve Association, VFA, American Legion, etc.)

7. Merchandise and Swag Committee. The president shall appoint the Merchandise and Swag Committee Chairperson. The purpose of the Merchandise Committee is to provide specialty CPOA merchandise and apparel for the purpose of member identification and unit cohesion.

(1) Act as the point of contact for design, ordering, and sale of all CPOA apparel, memorabilia, and other items and goods.

(2) Liaise with the House Committee for inventory of all CPOA apparel, memorabilia, and other items and goods stored at the Goat Locker.

#### **Section 4 - Appointments**

##### **1. Master-At-Arms**

a. The Master-At-Arms (MAA) will be nominated by the CPOA President and appointed by the Executive Committee. The appointed MAA shall not be a Chairperson or member of any standing or special committee. To maintain objectivity in the performance of his/her duties the MAA will not be a member of the Executive Committee.

b. Investigate complaints referred by Executive Committee or any CPOA member. Results of investigations shall be reported to the Executive Committee with recommendations for action. Alleged offenses shall only be noted, investigated, with findings and recommendations submitted to the Executive Committee for action. No other action shall be taken by the MAA before, during, or after an investigation.

c. Recommend appropriate disciplinary action in the form of suspension of CPOA membership and/or Goat Locker privileges in cases of flagrant or repeated violations which are not in keeping with good order and discipline or that do not adhere to the values of the Chief Petty Officer or Goat Locker Business Plan rules. Recommendations shall be made to the Executive Committee, for inclusion in the agenda for consideration at the next Executive Committee meeting. Recommendations made by the Executive Committee for suspension of CPOA privileges shall be made to the NAS Command Master Chief.

d. Investigate cases of repeated absence of Executive Committee members. If investigation discloses that an Executive Committee Officer cannot attend meetings due to duty status or lack of interest, the member shall be replaced as outlined in Article V, Section 4, Paragraph 1. Other Committee Chairs and members will be appointed by the President.

e. Maintain good order and discipline during CPOA General Assemblies and meetings.

##### **2. Web Master**

a. The CPOA Webmaster will be appointed by the CPOA President.

b. Maintain the CPOA web page and other social media accounts. Ensure no information is posted which would violate security policies, federal Privacy Act regulations, the personal privacy of members, or Federal copyright regulations.

c. Ensure all web content positively reflects the United States of America, our government and its agencies, the United States Navy, and the Chief Petty Officer community. Under no circumstances will any coarse or offensive material be posted such as: lewd or obscene photos, distasteful jokes, comments or opinions which are discriminatory or political in nature or that are contrary to Navy's Core Values. All material posted must uphold the highest standards of professionalism and leadership.

d. Maintain positive control of access with regards to posting of information.

e. Ensure proper internet security measures are in place to prevent tampering, hacking, or cyber-attacks to the site.

## **ARTICLE VIII - GIFTS**

### **Section 1 - General**

1. Members in good standing for more than one year transferring to another command will be presented a farewell gift from the CPOA.

2. Members that have been in good standing for more than two years and retiring from service are eligible to receive a gift of up to 150 dollars from the CPOA towards their shadow box or retirement gift of their choosing. A receipt from the shadow box or retirement gift must be provided to the CPOA Treasurer to receive the 150 dollars. If the member does not wish to have the CPOA pay towards their shadow box or retirement gift they may elect to receive a farewell gift from the CPOA. Retiring members cannot "cash-out" in lieu of their shadow box or retirement gift. Retiring members electing to receive the 150 dollars towards their shadow box or retirement gift may also purchase a plaque through the CPOA Treasurer if desired.

3. A condolence may be given to members in good standing for loss of spouse, parent, child, etc. up to \$150.00.

4. Members who pay twelve months in dues are eligible to receive a mug with up to 25 characters of personalization. Lifetime members are eligible to receive a mug with gold rim with up to 25 characters of personalization and Lifetime member coin. These gifts are provided by the CPOA and paid via the CPOA Treasurer.

### **Section 2 - Charitable Contributions**

1. When solicited by organizations for charitable contributions, the potential recipient organizations must meet the following criteria:

a. The organization must meet CPOA requirements for ethics and ideology.

b. The organization must NOT be affiliated with any group specifically prohibited by the UCMJ or any United States or State of Maryland statute or law.

c. All charitable organization requests shall be screened by the Community Relations Committee and will be presented and motioned at the monthly General Assembly meeting for approval.

## **ARTICLE IX - LIABILITY AND INSURANCE**

### **Section 1 - Understanding of Liability**

1. The CPOA shall provide proof of liability insurance OR a waiver request. Pursuant to reference (a), the CPOA shall possess adequate insurance to protect against claims that may result from its activities. The Installation CO may, at his/her discretion, waive the insurance requirement in cases where



CPOA's activities present a negligible risk of harm to the base community. In no case, however, may the installation or any Navy component assume liability for the activities of CPOA.

2. PAX River CPOA members understand they may be held personally liable if the assets of the CPOA are insufficient to satisfy its liabilities.

## **ARTICLE X - REVIEW AND AMENDMENT OF THE BY-LAWS**

### **Section 1 - Review of the By-Laws**

1. An official review of the By-laws will take place annually after the election of the new CPOA Officers. Each member of the Executive Committee is required to review the By-laws in their entirety. During the official review any member of the CPOA may contribute their input.


2. Upon completion of the annual By-law review by the Executive Committee, the NAS Patuxent River Command Master Chief will perform an individual review. The intent of this review is only to ensure that no portions of the By-laws are in conflict with any standing installation-specific guidance or instructions. If an issue is noted the CMC will notify the CPOA Executive Committee, who shall take appropriate action.

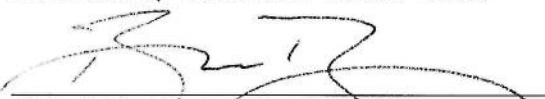
### **Section 2 - Amendment of the By-Laws**

1. If an amendment, addition, or deletion of any part(s) of the CPOA By-Laws is deemed advisable or necessary, a written proposal shall be submitted to the Executive Committee. The Executive Committee will place it on the agenda and discuss the proposed changes at the next scheduled Executive Committee meeting. A Three-fourths majority vote is required for passage. Following approval of the Executive Committee, the proposed change shall be forwarded to the NAS Patuxent River Commanding Officer, via the NAS Patuxent River CMC for approval and signature. Approval by the NAS Patuxent River Commanding Officer is necessary if said organization desires to conduct any business or meetings on the Naval Air Station.


**Submittal and Approval Record:**

1. Document with changes reviewed and ratified in accordance with Article X, Section I, by the Patuxent River CPOA Executive Committee:

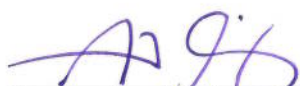
  
ASCS (AW/SW) M. A. Hicks, USN  
President, Patuxent River CPOA  
Date 29 Oct 2020

  
AMC (AW) B. J. Barnes, USN  
Vice President, Patuxent River CPOA  
Date 29 Oct 2020

  
ADCS (AW) S. J. Lambert, USN  
Secretary, Patuxent River CPOA  
Date 29 OCT 2020

  
ADC (AW) K. K. Ruluked, USN  
Treasurer, Patuxent River CPOA  
Date 29 Oct 2020

2. Document reviewed in accordance with Article X, Section I by the NAS Patuxent River Command Master Chief:

  
CMDCM (AW/SW/IW) A. Griego  
Command Master Chief, NAS Patuxent River  
Date 10 Nov 2020

3. These by-laws are approved by the Commanding Officer, NAS Patuxent River.

  
CAPT J. Brazon  
Commanding Officer, NAS Patuxent River.  
Date 11 Nov 20