

Chief Warrant and Warrant Officers Association

United States Coast Guard



Constitution and Bylaws

Standing Rules

CWO John A. Keller-CWOA Scholarship Grant

The Art and Eleanor Colona Scholarship Program

Executive Committee Guidelines for Letters of Nomination for Distinguished Member

*Edition of
May 2017*

Association Office

*CWOA
12 Brookley Ave SW
JBAB Washington, DC 20032*

CONTENTS

ARTICLE	PAGE	ARTICLE	PAGE
PREAMBLE	1	VIII. CHANGES TO THE	
CONSTITUTION	1	CONSTITUTION AND	
BYLAWS	1	BYLAWS	7
I. ORGANIZATION	1	1. General	7
1. Board of Directors	1	2. Proposals by Bylaws	
2. Executive Committee	1	Committee	7
3. Chapters	2	3. Proposals by Association	
II. MEMBERSHIP	2	Membership	7
1. Eligibility for Membership	2	4. Membership to be	
2. Membership Types	2	Furnished Amendments	8
3. Discontinuance of Membership	3	IX. EXPENDITURES	8
4. Reinstatement of Membership	4	1. Board of Directors	8
III. DUES	4	2. Executive Committee	8
1. Payment	4	3. Commitments to \$25,000	8
2. Amount	4	4. Expenditures Authorized	
3. Delinquency	4	by Bylaws	8
IV. ASSOCIATION OFFICERS	4	X. BENEFITS	8
1. General	4	1. Newsletter	8
2. Qualification for Office	4	2. Death Benefits	8
3. Nomination and Election of		3. Insurance Benefits	9
Officers	5	XI. MISCELLANEOUS	9
4. Vacancies in Office	5	BUSINESS	
5. Tenure of Office	5	1. Certificate of Achievement	9
6. Authority and Duties of		XII. PARLIAMENTARY	
Association Officers	5	AUTHORITY	9
7. Oaths of Office	5	1. Parliamentary Authority	9
8. Bonding of Officers	5	XIII. EFFECTIVE DATE	9
V. COMMITTEES	5	1. Effective Date	9
1. Bylaws	5	Standing Rules	10
2. Permanent Finance	5	CWO John A. Keller-CWOA	
3. Scholarship	6	Scholarship Program	11
4. Long Range Planning	6	The Art and Eleanor Colona	
5. Other Committees	6	Scholarship Program	13
VI. MEETINGS	6	Executive Committee Guidelines for	
1. Regular Meetings	6	Letters of Nomination for	
2. Annual Meeting	6	Distinguished Member	15
3. Special Meetings	6		
4. Notices of Meetings	6		
5. Quorum Required for Meeting	6		
6. Use of Electronic Means for	7		
Holding of Meetings	7		
VII. VOTING	7		
1. Eligibility for Voting	7		
2. Voting Procedure on Changes			
to the Constitution and	7		
Bylaws			

PREAMBLE

"Ever mindful of the traditions, duties and purposes of the United States Coast Guard; our duty to uphold and defend the Constitution of the United States of America; our responsibility to aid, assist and save distressed seamen and others; our responsibility in the enforcement of maritime, customs, fisheries and other laws of our Country; and believing that through social association and mutual acquaintance, the chief warrant and warrant officers of the Coast Guard may best advance their professional abilities, enhance their value, loyalty and devotion to the Service and promote its unity and morale; therefore we do associate ourselves with the articles of the Constitution and By-Laws of the Chief Warrant and Warrant Officers Association, United States Coast Guard."

CONSTITUTION

We the chief warrant and warrant officers of the United States Coast Guard, believing in our right to form an association consistent with the precepts outlined in the preamble set forth above, do hereby declare the formation of such an association to be known as the "Chief Warrant and Warrant Officers Association, United States Coast Guard." The Chief Warrant and Warrant Officers Association, United States Coast Guard shall be hereinafter known as "The Association."

BYLAWS

ARTICLE I

ORGANIZATION

Section 1. BOARD OF DIRECTORS.

The overall administration of the Association shall be entrusted to a board of directors. The Board shall be composed of the six Association officers who shall serve as the Board of Directors, with the President serving as Chairman of the Board. At such time there is a new President, the immediate Past President shall also serve as a member of the Board of Directors. The board of directors:

- a. is authorized to hire employees or contract for professional services on behalf of the Association,
- b. shall review proposed changes to bylaws submitted by members of the Association per Article VIII, Section 3,

c. is authorized to approve expenditures of Association funds not to exceed \$5,000, in addition to expenditures authorized by Section 1. Paragraph a,

d. shall ensure that no more than 50 percent of the Association's funds are invested in mutual funds.

e. shall cause the accounts of the Association to be independently reviewed upon relief of the Treasurer and not less often then every 3 years,

f. shall designate the time and place of the Annual Meeting,

g. shall ensure that the policies established by the Executive Committee are implemented, and

h. shall establish procedures to carry out the daily administrative and financial activities of the Association.

Section 2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the President of each Chapter, or the President's designated representative, and all Association officers.

a. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with actions taken by the general membership of the Association. The Executive Committee, unless otherwise provided in the bylaws may conduct its business by telephone or written communication. Only regular members of the Association may serve on the Executive Committee. In addition to duties and authority provided elsewhere in these bylaws, the Executive Committee shall:

- (1) initiate broad policies of the Association,
- (2) authorize expenditures not exceeding \$25,000,
- (3) authorize expenditures exceeding \$25,000 only for the purchase of Association office space,
- (4) determine whether changes in the amount of dues should be submitted to the general membership for approval,
- (5) determine the location of the Association offices,

(6) determine issuance or revocation of charters to chapters, on application, in writing by at least ten members of the Association who signify their intent to join the chapter.

(7) establish an annual budget.

Section 3. CHAPTERS.

a. Eligibility for membership in chapters is set forth below:

(1) Only members of the Association may be REGULAR MEMBERS of chapters.

(2) Any commissioned or warrant officer of the United States Armed Forces, except active duty Coast Guard chief warrant officers, may be a SOCIAL MEMBER of chapters.

b. Chapters are established primarily for social purposes and group representation to the Executive Committee.

c. All chapter offices are considered vacant if notification of the results of the election of officers is not received at the Association office within 60 days of the expiration of the term of office.

d. The last remaining elected official of a chapter which disbands or whose charter is revoked shall forward all records, remaining funds, and chapter charter to the Association office for disposition.

e. A chapter may propose a resolution or motion to the Association in writing. When a written resolution is received from a chapter, the Association shall take action on that resolution at the next regularly scheduled meeting of the Association. A resolution from a chapter shall be considered a main motion and will require a second from the floor. A resolution from a chapter to the Association shall be signed by the chapter President and witnessed by a member of that chapter who was present at the time the motion was adopted by the chapter. Association action shall be published in a future newsletter for the information of all members.

f. The Association recognizes the right of any chapter to form an Auxiliary which will be governed by the individual chapter's bylaws.

g. If any chapter's membership falls below ten regular members, it shall lose representation on the Executive Committee. If the chapter's membership falls below 5

members, the Executive Committee will review the chapter's charter for disbandment.

ARTICLE II MEMBERSHIP

Section 1. ELIGIBILITY FOR MEMBERSHIP.

Subject to the provisions hereof, any warrant officer or former warrant officer who holds warrant or commissioned status in the Coast Guard (active duty, reserve or retired), is eligible for membership in the Association.

Section 2. MEMBERSHIP TYPES.

a. REGULAR MEMBERS.

Members of the Chief Warrant and Warrant Officers Association, United States Coast Guard, in good standing.

b. DISTINGUISHED MEMBERS.

The Association is ever mindful that some of our number have distinguished themselves through untiring efforts and devotion to the precepts stated in the Preamble to the Constitution of this Association and thereby have made significant contributions to the goals of the Association. It recognizes, too, that this challenge for distinguished service will be taken up by others who will follow. Therefore, in recognition of such distinguished leadership, the Association may confer upon any qualified member in good standing, the honor and title of Distinguished Member, subject to the following provisions and conditions:

(1) Distinguished members shall enjoy the rights, privileges and benefits of Regular members. In addition, Distinguished members, when present at the Annual Meeting, are entitled to vote on all matters appearing before the Executive Committee. The distinguished member shall enjoy lifetime dues free membership, effective on the first day of the month following election, without regard to any subsequent change in status as a chief warrant officer or warrant officer of the United States Coast Guard.

(2) Nomination of a member for distinguished membership may be made by any regular member of the Association and must be made in writing to the President of the Association. The letter of nomination shall contain sufficient information on the activities of the nominee to permit a special committee to exercise sound judgment on

the acceptance or rejection of the nomination. All letters of nomination received by the President of the Association not later than 1 February will be considered that calendar year. Nominations received after 1 February will be considered the following year. Letters of nomination for distinguished membership shall be referred to the Membership Committee. The Membership Committee shall assure that the nominee is in good standing and shall return the letter of nomination to the President of the Association with a statement of offices held and committees in which the nominee participated in either the Association or chapters.

(3) Before 1 March each year, the Association shall advise each chapter of the nominations for distinguished membership.

(4) During the Annual Meeting, the President of the Association shall chair a special committee, consisting of the Association officers, presidents of the Chapters (or their designated representative), and distinguished members present. This special committee shall elect or reject the recommended nominees for distinguished membership. Election shall be by an affirmative vote of 75 percent of the special committee in attendance.

c. LIMITED MEMBERS.

Any retired member who does not desire to participate in Association benefits but desires to receive the Association Newsletter may resign from the Association and request to become a Limited Member. Such members will have neither voice nor vote in Association affairs, nor be eligible for any other Association benefits.

d. HONORARY MEMBERS.

Honorary membership may be bestowed upon any person who is not eligible and who has never been eligible for membership under any other sections of this Article.

(1) To be eligible for honorary membership, the nominee must have contributed directly to the betterment of the Association, its membership, or the Coast Guard warrant corps by his or her actions.

(2) Nomination for honorary membership must be made in writing to the President. Nominations may be made by any regular member of the Association in good standing. The letter of nomination should contain sufficient information on the activities of the nominee to permit the Board of Directors to exercise sound judgment. Before presenting the letter of nomination to the Board of

Directors the President shall determine that the nominee is eligible for honorary membership.

(3) Honorary membership shall be conferred by 75 percent election by the Board of Directors.

(4) Honorary members shall be recognized by the presentation of an appropriate certificate, and their name shall be added to the Association's Newsletter mailing list if the member so desires. Honorary members shall not be eligible for election or appointment to any office within the Association; shall not be eligible for the death benefits prescribed by ARTICLE X, Section 2 of these bylaws; nor shall they have a voice or vote in matters pertaining to Association business.

e. ASSOCIATE MEMBERS.

The spouse of any regular or distinguished member of the Association may become an associate member of the Association upon his or her participation in any insurance plan in which the Association may be participating, now or in the future, and in which plan participation of the member's spouse has been previously agreed upon by the Association. A widow or widower of a regular or distinguished member may retain associate membership for insurance purposes only, if so authorized by agreement between the Insurer and the Association.

Section 3. DISCONTINUANCE OF MEMBERSHIP.

Any member may discontinue membership in the Association voluntarily, or membership may be discontinued by the Association under any of the following conditions:

a. Membership shall be terminated immediately for members who are no longer eligible for membership under Section 1.

b. Members who are behind six months in dues will be dropped automatically from the rolls effective the first day of the seventh month such member is in arrears. The delinquent member shall be notified by letter at least two months prior to the date the delinquent member is to be dropped.

c. Any regular member who feels that a fellow member has brought discredit upon the Association may request in writing that the member be removed from the rolls of the Association by termination of his membership status. The accuser shall address the written complaint to the Association President, with a copy directly to the accused.

The President shall then determine if the charges justify further investigation. If so, the President shall appoint a committee of not fewer than three members to investigate the charges, and report their findings in writing. At that time, the President shall determine if the charges are to be dismissed or brought before a special meeting of the Association, at which the accused may be represented. A two-thirds vote of the members present at the special meeting will be required to terminate the membership of a member under this section.

Section 4. REINSTATEMENT OF MEMBERSHIP.

- a. Any former member who discontinued membership voluntarily may be reinstated upon application. Benefits shall accrue from date of reinstatement only.
- b. Any former member whose membership was discontinued by the Association may be reinstated upon approval of application by the Executive Committee. Benefits shall accrue from date of reinstatement, unless the Executive Committee establishes an earlier date.

ARTICLE III DUES

Section 1. PAYMENT.

Dues shall be paid in advance by monthly allotment or by annual payment. Members who join or re-join the Association on or after 1 February 1977, shall pay dues for as long as they remain members.

Section 2. AMOUNT.

- a. Regular and Limited Members shall pay at a rate determined by vote of the membership, after such rate has been approved by the Executive Committee. In addition, the Executive Committee may establish temporary promotional dues rates to encourage increased membership.
- b. Distinguished, Associate, and Honorary Members shall pay no dues.
- c. Life Members shall make a payment in an amount determined by vote of the membership after approval of the Executive Committee.

Section 3. DELINQUENCY.

- a. Members paying by allotment cannot be considered in arrears provided an allotment for the proper amount

remains in effect. Members shall be considered in arrears if the dues allotment is for an insufficient amount. Members whose insufficient allotment remains uncorrected for a period in excess of six months, shall forfeit any rights or benefits as regular members of the Association.

- b. Members paying dues annually in advance shall be considered in arrears if payment is not made within six calendar months after the due date.
- c. Members in arrears shall be deemed "not in good standing."

ARTICLE IV ASSOCIATION OFFICERS

Section 1. GENERAL.

The Association shall have officers elected to advise and represent the membership, and to conduct the official business of the Association. The officers elected to serve the Association shall be paid annual salaries to be paid after each year of service. Officers who do not fulfill a term of office will receive a prorated amount.

Section 2. QUALIFICATION FOR OFFICE.

- a. Only chief warrant and warrant officers, who are Regular Members in good standing stationed in the Washington-Baltimore areas shall be eligible for nomination to or hold the office of President and Vice President. If the President or Vice President is promoted to a grade higher than the rank of chief warrant officer, he or she shall be allowed to continue in the term of office to which elected, provided all other conditions of Article IV, Section 2.a. are met.
- b. Any regular member in good standing who is retired shall be eligible for nomination to or hold the office of Vice President of Retired Affairs.
- c. Any regular member in good standing who is a member of the Reserve component shall be eligible for nomination to or hold the office of Vice President of Reserve Affairs.
- d. Any Regular Member stationed or residing in the Washington-Baltimore areas, in good standing, shall be eligible for nomination to or hold the offices of Secretary or Treasurer. In the absence of two candidates for secretary or treasurer from the Washington-Baltimore area, the office vacancy may be opened to any regular member within the continental United States.

Section 3. NOMINATION AND ELECTION OF OFFICERS.

- a. Any member may volunteer for an office by submitting their name to the President, in writing, at least ten days prior to the meeting established to select nominees.
- b. Ballots containing the names of the nominees shall be mailed to the membership for vote prior to 1 January or made available for electronic voting by 1 February. The ballot shall consist of at least two candidates for each office.
- c. Ballots cast by the Association membership must arrive at the address provided on the ballot not later than 1 March of each year, unless cast electronically. Electronic ballots must be cast not later than 1 March of each year.

Section 4. VACANCIES IN OFFICE.

In the event of a vacancy in any of the offices named in Section 1, except the office of President, a successor shall be elected by the members at the next meeting of the Association. In the case of a vacancy in the office of President, the Vice President shall succeed to the presidency.

Section 5. TENURE OF OFFICE.

- a. Terms of office shall be two years, and the term for the offices of President and Vice President shall commence in alternate years.
- b. Officers of the Association shall serve in such offices from the date installed at the Annual Meeting, or their election to fill a vacant office, until their successors are installed at the next appropriate Annual Meeting.
- c. Any elected officer is eligible to succeed himself, but no elected officer shall serve more than two (2) full terms consecutively in the same office.

No person shall occupy more than one elected office at one time.

Section 6. AUTHORITY AND DUTIES OF ASSOCIATION OFFICERS.

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 7. OATHS OF OFFICE.

The following oath shall be administered to all officers at their installation at the Annual Meeting or upon election to fill a vacant office. Additionally, the Vice President shall take the oath upon assuming the vacated office of President between Annual Meetings.

"Do you solemnly swear (or affirm) that you will faithfully and to the best of your ability perform the duties of the office to which you have been elected and upon which you are about to enter, and that you will at all times honestly and loyally serve the Association."

Section 8. BONDING OF OFFICERS.

The Association shall purchase surety bonds in the amount of \$100,000 for each officer and employee.

ARTICLE V

COMMITTEES

Section 1. BYLAWS.

A Bylaws Committee comprised of at least three members shall be appointed by the President promptly after the Annual Meeting. This committee shall review changes to the bylaws recommended by members or propose changes to the bylaws to the Executive Committee.

Section 2. PERMANENT FINANCE.

A Permanent Finance Committee comprised of at least nine members, including the six Association officers, shall be appointed promptly after the Annual Meeting. No member of the committee may be employed as a salesman of Mutual Funds. The chairman of this committee will be elected by the membership of the committee. The duties of this committee shall be as follows:

- a. Review, during the last month of each quarter, the investments of the Association funds. This committee shall submit a written report to the Association at the first Association meeting after the end of each quarter. The report shall include the status of investments of the Association and contain a recommendation for changes to, or continuance of, these investments.
- b. Prepare a budget during the third quarter of the fiscal year for the following fiscal year. The budget shall include anticipated earnings from investments and earnings from dues and other sources. Normal operating costs, salaries, death benefits, and other expenses shall be estimated for the following year. Also included should be a recommended minimum investment that the Association

should make the next fiscal year in order to meet future financial responsibilities.

c. Review proposed expenditures in excess of \$5,000 and make a recommendation to the Executive Committee.

d. Ensure that no more than 50% of the Association's funds are invested in mutual funds.

Section 3. SCHOLARSHIP.

A Scholarship Committee comprised of not fewer than three and not more than six members shall be appointed by the President promptly after the Annual Meeting.

a. The committee shall formulate the application; prepare instructions to the applicants, and select the recipients of the grants and provide the President the names of the recipients prior to the Annual Meeting.

b. The committee's activities shall conform to the Standing Rules and Regulations for the CWO John A. Keller, CWOA Scholarship Grant established by a two-thirds vote of Association regular members present at the Annual Meeting or at an Association Convention.

Section 4. LONG RANGE PLANNING

The President shall convene a Long Range Planning Committee at least every three years. The committee shall consist of at least five members and should represent a cross-section of Distinguished Members, past Association officers and Chapter Presidents or past Chapter Presidents. The duties of the committee are as follows:

a. Review the Association's current status and make recommendations to enable it to meet the various challenges and opportunities five to ten years into the future.

b. Evaluate the implementation of the adopted recommendations made by previous Long Range Planning Committees and any other matters as directed by the President.

Section 5. OTHER COMMITTEES.

Such other committees, standing or special, shall be appointed by the President, as the President or the Executive Committee shall deem necessary to carry on the work of the Association. The President shall, ex-officio be a member of all committees except the Nominating Committee, if one is appointed.

ARTICLE VI MEETINGS

Section 1. REGULAR MEETINGS.

The Association shall hold not fewer than four regular meetings in any calendar year. These meetings, excluding the Annual Meeting, shall be held at times and places designated by the President.

Section 2. ANNUAL MEETING.

a. The Annual Meeting of the Association shall be held during April or May for the primary purpose of installing the Association officers, considering new Distinguished Members, announcing scholarship recipients, and addressing major Association issues.

b. Distinguished members, when present at the Annual Meeting, are entitled to vote on all matters appearing before the Executive Committee.

Section 3. SPECIAL MEETINGS.

Special meetings of the Association will be called as often as necessary. Special meetings may be called by the President or in response to the written request of at least five members of the Association.

Section 4. NOTICES OF MEETINGS.

a. Association members shall be provided notice of regular meetings at least 30 days in advance.

b. Association members shall be provided notice of the Annual Meeting at least 90 days in advance.

c. Only Association members residing or stationed in the Washington-Baltimore areas need be provided notice of special meetings of the Association. Members shall be provided as much notice as possible of special meetings.

Section 5. QUORUM REQUIRED FOR MEETINGS.

a. A quorum for meetings of the Board of Directors shall be three directors.

b. A quorum for meetings of the Association shall be ten members.

c. At least one-half of the members of the Executive Committee must vote on an issue to constitute a quorum.

Section 6. USE OF ELECTRONIC MEANS FOR HOLDING OF MEETINGS

The use of electronic means for holding of meetings is authorized as long as such meetings are held in accordance with the current edition of RRONR (Roberts Rules of Order Newly Revised). Electronic means can be audio, video, or other such means acceptable by the Association that will allow multiple communication with participating individuals at the same time with the exception of facsimile communication. Special rules for holding of such meetings may be developed, but such rules must be voted on prior to the opening of such meetings and a majority vote of all in attendance must be obtained to adopt such rules. If a committee wishing to use such means to conduct business, the special rules shall be established at the beginning of the committee work and agreed by a majority vote of the members. Once accepted, all changes to such special rules require a majority vote. All data/information transacted during an electronic, audio, and video meeting shall be recorded and maintained in accordance with Association records retention policy. Care should be taken when conducting such meetings to ensure creditability of participants and maintain privacy of membership.

ARTICLE VII VOTING

Section 1. ELIGIBILITY FOR VOTING.

All members in good standing are eligible to vote on any matter affecting the Association and may voice their opinion regarding such matters, unless otherwise reserved in these bylaws.

Section 2. VOTING PROCEDURE ON CHANGES TO THE CONSTITUTION AND BYLAWS.

The following procedure shall be followed in voting for submission of proposed changes to the Constitution and Bylaws to the Association membership.

- a. When the proposals for changes to the Constitution and Bylaws are submitted by the Bylaws Committee the Executive Committee shall determine whether or not the proposed changes are to be submitted to the Association membership for ratification.
- b. When proposals for changes to the Constitution and Bylaws are submitted to the Executive Committee by at least ten members of the Association, as provided by Article VIII, Section 3, the Executive Committee shall

determine whether the proposed changes are to be submitted to the Association membership for ratification, or are to be returned to the initiating members.

- c. Ballots shall be mailed at least 60 days prior to or made available for electronic voting at least 30 days prior to the date set for the balloting. Instructions for balloting will be on the ballot or enclosed therewith, and ballots cast shall be returned to the address provided on the ballot.

- d. Each proposed change to the bylaws will specify the date the change will be effective, if approved by the membership. If no effective date is specified on the ballot and the membership approves the change to the Bylaws, then it will become effective on the date the ballots have been tallied and a written report has been received by the Executive Committee.

ARTICLE VIII CHANGES TO THE CONSTITUTION AND BYLAWS

Section 1. GENERAL.

The Constitution and Bylaws of the Association shall be changed only by the affirmative vote of the majority of the Association membership who vote on proposed changes.

Section 2. PROPOSALS BY BYLAWS COMMITTEE.

The Bylaws Committee, will review the Constitution and Bylaws periodically, will consider changes proposed by individual members of the Association, and will make recommendations to the Executive Committee on all proposed changes affirmatively decided upon by the committee.

Section 3. PROPOSALS BY ASSOCIATION MEMBERSHIP.

- a. Proposals to change the Constitution and Bylaws of the Association shall be made in writing supported with the signatures of at least ten members of the Association to the President. The President must submit the proposal to the Board of Directors for their opinion.
- b. The Board of Directors shall provide their written opinion on the proposed change to the Executive Committee for discussion and vote concerning whether the proposal should be submitted to the Association membership for balloting.

c. If the Executive Committee votes not to submit the proposal to the association membership, the proposal will be returned to the initiating members with full information regarding the opinion received from the Board of Directors and the action taken by the Executive Committee.

d. If after considering the advice of the Board of Directors and the action of the Executive Committee, the initiating members persist, they may resubmit the identical proposal for balloting, along with their reasons for resubmission. All members must sign the resubmission, and the Executive Committee is bound to submit the proposal to the Association membership for balloting.

e. Upon resubmission of the proposal, at the time set for balloting, the Board of Directors shall provide the membership with the following:

- (1) The full text of the opinion of the Board of Directors,
- (2) the full details of the action taken by the Executive Committee,
- (3) the reasons the initiating members resubmitted the proposal, and
- (4) the Board of Directors recommendations concerning the proposal, if any.

Section 4. MEMBERSHIP TO BE FURNISHED AMENDMENTS.

Copies of adopted amendments to the Constitution and Bylaws shall be provided to members not later than 60 days after adoption.

ARTICLE IX EXPENDITURES

Section 1. BOARD OF DIRECTORS.

The Board of Directors may authorize expenditures not exceeding \$5,000 for any single item.

Section 2. EXECUTIVE COMMITTEE.

The Executive Committee may authorize expenditures not exceeding \$25,000 for any single item. The Executive Committee may authorize expenditures exceeding \$25,000 only for the purchase of Association office space.

Section 3. COMMITMENTS TO \$25,000.

a. The Association may be committed to expenditures not exceeding \$25,000. The procedure for approval of such expenditures shall be as follows:

(1) Expenditures exceeding \$5,000, not authorized by Section 4 of this Article, shall be referred in writing to the Permanent Finance Committee, by the person or persons making the proposal. It shall be made at least 15 days prior to the meeting in which the proposal will be made.

(2) The Permanent Finance Committee shall review proposed expenditures not exceeding \$10,000 and make a recommendation for approval or disapproval at the next Association meeting. The Permanent Finance Committee shall review proposed expenditures in excess of \$10,000, and make a recommendation to the Executive Committee.

Section 4. EXPENDITURES AUTHORIZED BY BYLAWS.

All expenditures for the payment of salaries to employees and officers of the Association, and for all other expenditures provided in these bylaws, are authorized by the approval of these bylaws by the Association membership.

ARTICLE X BENEFITS

Section 1. NEWSLETTER.

The Association shall periodically publish a newsletter containing information of interest to members of the Association.

Section 2. DEATH BENEFITS.

Immediately upon receipt at the Association office of notification of the death of a Regular Member in good standing, a lump sum death gratuity shall be paid as a donation to the designated beneficiary. The amount shall be as specified in the following subsections. If there is no designated beneficiary, payment will be paid to the widow, then to the surviving children and/or wards of the deceased member, share and share alike. If there are no designated beneficiaries, widow, or surviving children and/or wards, then no benefit will be paid.

a. Payment will be made on behalf of deceased who were Regular Members prior to 1 February 1977 according to the following table:

If the deceased was a member for:	
More than 16 years	\$500
More than 10 years	400

More than 6 years	300
More than 5 years	250
More than 4 years	200
More than 3 years	150
More than 2 years	100
2 years or less	50

b. Payment will be made on behalf of those deceased who become members, or rejoined as Regular Members on or after 1 February 1977, by an amount equal to 75 percent of total dues paid, not to exceed \$500, but not less than \$50.

c. Payment, not exceeding \$500, will be made on behalf of those deceased who became members, or rejoined as Regular Members on or after 1 February 1977, and who subsequently became DISTINGUISHED MEMBERS for an amount equal to 75 percent of the total dues they would have paid at the time of their death had they not enjoyed dues free status.

d. Payment of \$500 will be made on behalf of those deceased who are Life Members.

Section 3. INSURANCE BENEFITS.

a. Regular Members, Distinguished Members and Associate Members of the Association shall be eligible for CHIEFCARE or any other group insurance plan in which the Association may be participating.

b. Spouses of deceased members whose participation in such group insurance plan was previously agreed to by the Association are also eligible for this benefit.

ARTICLE XI

MISCELLANEOUS BUSINESS

Section 1. CERTIFICATE OF ACHIEVEMENT.

The Association has established this certificate to provide the Association President and the presidents of local chapters a means of recognizing meritorious service to the Association by members who have made significant contributions to the Association or local chapters. Award of this certificate is subject to the following provisions and conditions:

a. It is established to recognize achievement which is special, but does not meet the criteria for Distinguished Membership.

b. It may be awarded to any member of the Association.

c. Any recipient may subsequently be awarded additional certificates.

d. The Association President may award this certificate.

e. The president of a local chapter can award this certificate if five or more members of the chapter are present and it is voted on with the majority ruling.

f. The certificate will be a scroll and will be signed by the President of the Association or by the president of the local chapter making the award. Those signed by the president of a local chapter will be forwarded to the Association office for signature by the President and returned to the local chapter for presentation.

ARTICLE XII

PARLIAMENTARY

AUTHORITY

Section 1. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XIII

EFFECTIVE DATE

Section 1. EFFECTIVE DATE.

The latest change to the Constitution and Bylaws approved by the Association membership is effective on 16 April 2016.

Carol Setteducato
Executive Director

STANDING RULES

These standing rules were passed by a majority vote of the entire Association membership.

Standing Rule 1:

No additional dues free memberships authorized after 1 March 1982.

Effective 8 January 1982

Standing Rule 2:

Effective 1 March 1982, Limited Members shall pay at a rate of \$1.00 per month.

Effective 1 March 1982

Standing Rule 3:

New or Regular members may become Life Members by payment of the following sum:

Years as Association Member	Fee
5 or less	\$960
5-10	\$920
10-15	\$875
15-20	\$795
more than 20	\$670

Fees for life members may be paid in installments, as long as the last payment is received within 12 months of receipt of the first payment. Life Membership will be effective upon receipt of the final payment.

Effective 3 April 2014

Standing Rule 4:

Regular members shall pay dues at the rate of \$7.00 per month.

\$1 from each member's monthly dues is dedicated to the Death Gratuity Fund and the remaining \$6 is deposited into the general fund.

Effective 1 April 2016

The following Standing Rules were approved by the Executive Committee:

CWO JOHN A. KELLER-CWOA
SCHOLARSHIP GRANT
STANDING RULES AND REGULATIONS

SECTION I - Purpose.

The CWO John A. Keller, Chief Warrant and Warrant Officers Association Scholarship Grant (hereinafter "Grant") is established to financially assist dependent children of members in good standing or who were members in good standing of the CWOA, United States Coast Guard at the time of their death. The assistance shall be a monetary grant for an accredited institution of higher learning.

SECTION II - Funds.

1. All funds expended for grants must be either contributions to the Grant or income from grant funds.
2. Grants in the amount of \$750 (the number of awards at the discretion of the Committee) not to exceed 1/3 of the available funds) will be presented in April of each year to the most deserving eligible candidates. Funds are to be used toward educational expenses at an accredited institution of higher learning beyond high school.
3. All expenditures [other than Grants], shall be authorized by a majority vote of the members of the CWOA present at an Association meeting. No expenditure shall be made other than in furtherance of the purposes stated in the Standing Rules and Regulations and the administration thereof.

SECTION III - Governing Board.

The governing committee shall be appointed and shall operate in accordance with the bylaws of the Chief Warrant and Warrant Officers Association.

SECTION IV - Amendment to the Standing Rules and Regulations.

Amendments to the Standing Rules and Regulations shall only be made by two-thirds vote of the CWOA members present at the Annual meeting or at an Association Convention.

SECTION V - Eligibility and Application Requirements.

1. An applicant must meet the following eligibility requirements:
 - a. Be the dependent child of a member in good standing of the Chief Warrant and Warrant Officers Association, USCG or who was a member in good standing at the time of their death.
 - b. Be a senior in high school with an average of "C" or be currently enrolled in an accredited institution of higher learning with an average of "C".
 - c. Be enrolled in a full time course of instruction.
 - d. The financial status of the applicants parents shall not be a factor in determining the applicants to be awarded grants.
 - e. The receipt of a grant does not exclude an applicant from receiving additional grants in subsequent years.

2. Application Requirements:

a. Applications shall be submitted to the Association office, postmarked not later than **1 March** and must be received by the Association not later than 15 March each year.

b. Applicants shall submit with their application their reason(s) for attending or desiring to attend an accredited institution of higher learning above high school. Submissions shall be limited to two hand-written pages or one typed page and must specifically include immediate and long-range goals.

c. Applicants who **have not** completed one or more years at an institution of higher learning shall furnish an official copy of his/her high school transcript for the previous two semesters. Applicants who **have** completed one or more years at an institution of higher learning shall furnish an official copy of his/her current transcript while attending institutions of higher learning.

d. High School applicants shall furnish a copy of a letter indicating college, university, vocational school, etc., acceptance. Persons attending a college, university, vocational school, etc., providing a transcript from said institution is sufficient.

e. Applicants shall submit documentation in support of any personal accomplishments, extracurricular activities, or community service performed during the past two years.

f. Applicants are invited and encouraged to submit a head and shoulder photograph to be published in the CWO News if a scholarship grant should be awarded. The photograph will not be used by the Scholarship committee in consideration of awarding grants.

SECTION VI - Presentation of Grants

Whenever possible, grants will be presented by a chapter of the CWOA located in the vicinity of the student involved. Appropriate ceremonies should be scheduled by the chapter and presentation should be made by the chapter president or at the chapter president's discretion, any Association member in the area.

Effective as of 16 April 2015

**Chief Warrant and Warrant Officers Association
United States Coast Guard**

**The Art and Eleanor Colona Scholarship Program
Standing Rules and Regulations**

SECTION I – Purpose.

The Art and Eleanor Colona Scholarship Program (The Colona Scholarship) is established to financially assist dependent sons/daughters of enlisted members of the United States Coast Guard on active duty, retired or reserve.

SECTION II – Funds.

1. All funds expended for grants will be taken from the income earned by the assets in the Art and Eleanor Colona Scholarship Program accounts.
2. Grants will be given in the amount of \$4,000.00 (\$1,000.00 a year for four years). The grants must be fully funded prior to being awarded. Funds are to be used toward expenses at an accredited institution of higher learning beyond high school.
3. Any expenditure, other than grants, must be authorized at a General Membership Meeting. No expenditure shall be made other than in furtherance of the purposes stated in the Standing Rules and Regulations and the administration thereof.
4. All awarded grant funds must be utilized within five (5) years of the awarded date. Further, if two consecutive years pass where the recipient does not provide proof of enrollment as per the standing rule Section V.1.d. they shall lose the grant. Any unused funds shall be de-obligated and kept in the award pool and added to any interest from investments to determine the current available award funds. Further, all previously awarded recipients of this grant shall be notified immediately of this change.

SECTION III – Governing Board.

A Scholarship Committee comprised of not fewer than three and not more than six members shall be appointed by the Association President prior to 1 September of each year. The committee shall formulate the application; prepare instructions to the applicants, select the recipients of the grants and provide the President the names of the recipients prior 1 August.

SECTION IV – Amendment of the Standing Rules and Regulations.

Amendments of the Standing Rules and Regulations shall only be made by two-thirds vote of the CWOA members present at an Annual Meeting or at an Association Convention.

SECTION V – Eligibility and Application Requirements.

1. An applicant must meet the following eligibility requirements:

- a. Be the dependent son/daughter of an enlisted member of the United States Coast Guard on active duty, retired or reserve.
- b. Be a senior in high school with an average of “C” or better during the most recent two semesters or be currently enrolled in an accredited institution of higher learning with an average of “C” or better for the year immediately prior to application.
- c. If enrolled in an institution of higher learning, be enrolled in a full time course of instruction based on school or program criteria.
- d. Applicants must show proof of full time enrollment in order to receive subsequent payments during their second, third and fourth years.
- e. The financial status of the applicant or applicant’s parents shall not be a factor in eligibility or in awarding grants.

2. Application Requirements:

- a. Applications shall be submitted to the Association Office, postmarked not later than **1 June** each year.
- b. Applicant must submit proof that one of their parents is an enlisted member of the United States Coast Guard on active duty, retired or reserve. A document establishing eligibility of parent: for example a DD-214, Letter from the unit or an Application for identification card enrollement (DD form 1172).
- c. Applicants shall submit with their application their reason(s) for attending or desiring to attend an accredited institution of higher learning. Submissions shall be limited to two hand-written pages or one typed page and must specifically include immediate and long-range goals.
- d. Applicants who have not completed one or more years at an institution of higher learning shall furnish a certified copy of his/her scholastic record beginning with the tenth grade. Applicants who have completed one or more years at an institution of higher learning shall furnish a certified copy of his/her academic record beyond high school.
- e. Applicants shall furnish a copy of their letter of acceptance at an institution of higher learning.
- f. Applicants are encouraged to submit documentation in support of any personal accomplishments, extracurricular activities, or community service performed during the past two years.
- g. Applicants are encouraged to submit a head and shoulder photograph to be published in the CWO News, if a scholarship grant is awarded. The photograph will not be used by the Scholarship Committee in consideration of awarding grants.

SECTION VI – Presentation of Grants

Grants and follow up payments will be made during the month of August. Whenever possible, grants will be presented by a chapter of the CWOA in the vicinity of the grant recipient. The chapter should schedule appropriate ceremonies and a presentation should be made by the chapter president or an Association member in the area.

Effective 16 Apr 2016

EXECUTIVE COMMITTEE GUIDELINES

FOR LETTERS OF NOMINATION FOR DISTINGUISHED MEMBER IN THE CHIEF WARRANT AND WARRANT OFFICERS ASSOCIATION, USCG

BACKGROUND: Article II of the Bylaws of the Association recognizes that some of our number have distinguished themselves through untiring efforts and devotion to the precepts stated in the preamble to the Constitution of the Association and have made significant contributions to the goals of the Association. Article II further provides that in recognition of distinguished leadership that the honor and title of Distinguished Member may be conferred on those individuals.

Nominations for distinguished membership may be made by any regular member of the Association and must be made in writing to the President of the Association. The Bylaws provide that the letter of nomination must contain sufficient information on the activities of the nominee to permit a special committee to exercise sound judgment on the acceptance or rejection of the nomination.

GUIDELINES:

1. **Who can submit the nomination?** The Bylaws specify that the nomination may be made by any regular member of the Association. Therefore, if a Chapter votes to nominate an individual, the letter of nomination must be from an individual and not the Chapter signed by an individual as an officer of the Chapter. Recognizing that in gathering material for the nomination others may express a desire to join in the nomination, more than one member may sign the nomination.
2. What should be included?
 - a. All offices held and committees served on at the Association and Chapter level should be in the letter.
 - b. Identification of what the nominee has done within the Association and how those activities have contributed to the goals of the Association.

(NOTE) It is the responsibility of the individual making the nomination to help the committee understand how the activities of the nominee have an impact on the goals of the Association. This is particularly important where the nominee has not served at the Association level. Several individuals have been elected to distinguished membership based on service in only one Chapter based on an explanation on how the results of their untiring service at that Chapter extended beyond the Chapter. In several cases where an individual only served with only one chapter and the nomination did not explain how the results of the service extended beyond the chapter the recommendation was rejected.

- c. A chronological listing of duty stations as a warrant officer.
- d. A chronological listing of accomplishments as an association member.

3. What should NOT be included in the letter of nomination?
 - a. Membership or service in other organizations (VFW, American Legion, PTA, Boy Scouts, etc) does not normally contribute to the goals of the Association. Only if the letter of nomination relates the nominee's activities in the other organization and how they contribute to the goals of the Association should that organization be mentioned.
 - b. Information which does not relate to the activities of the nominee, i.e.:
 - (1) Statements that other members of the Association support or endorse the nomination.
 - (2) Endorsements by other members of the Association.

Adopted by the Executive Committee on 2 May 2009

Robert L. Lewis
Secretary

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK