

**BYLAWS**  
**of the**  
**Pacific Northwest Chapter**  
**Chief Warrant and Warrant Officers Association, USCG**

**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 together and declare the following articles to be the Constitution and By-Laws of the Pacific Northwest Chapter, Chief Warrant and Warrant Officers Association, United States Coast Guard.

**ARTICLE I -- Name**

Section 1. The Chapter shall be known as Pacific Northwest Chapter

**ARTICLE II -- Membership**

*Section 1. Subject to the provisions hereof, membership shall be composed of any warrant officer or former warrant officer who holds a warrant or commissioned status in the Coast Guard, Army, Navy, Air Force or Marine Corps, and of the retired rolls, reserve and other components of these services.*

Section 2. Membership shall be of three classes, namely:

- a. **REGULAR MEMBERS:** Members of the Chief Warrant and Warrant Officers Association, United States Coast Guard, in good standing.
- b. **ASSOCIATE MEMBERS:** Individuals described in Section 1 of this Article, except for active duty Coast Guard officers.
- c. **HONORARY MEMBERS:** The following may hold honorary membership in the Club without voting privileges provided they are nominated and upon vote of the majority of members present at the next meeting following nomination: District Commander, USCG Base Seattle Commanding Officer.

Section 3. The annual dues of ten dollars (\$10.00) shall be established by the membership, and payable in the

month of January. All members that are more than one year in the rears shall be notified by the Secretary, and automatically dropped from membership, if dues are not received within 30 days of notification.

Section 4. Any member desiring to resign from the Chapter shall submit their resignation in writing to the Secretary, who shall present it to the Executive Board for action. No member's resignation shall be accepted until their dues are paid.

### **ARTICLE III – Officers**

Section 1. Only REGULAR MEMBERS of the Chapter are eligible to hold office.

Section 2. The officers of the Chapter shall be President, Vice-President, Secretary, and Treasurer. In the event there are insufficient candidates in any year, the offices of Secretary and Treasurer may be combined into a single office. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chapter.

Section 3. Nomination and election of officers shall occur at the November meeting. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the January meeting.

Section 4. No member shall hold more than one office at a time, except as set forth in Section 2 of this Article, and no member shall be eligible to serve more than two consecutive terms in the same office.

### **ARTICLE IV -- The Executive Board**

Section 1. The officers of the Chapter, including the chairman of each standing committee shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings, fix the hour and place of meetings, make recommendations to the Chapter, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section 3. Meetings of the Board may be ordered by the President and shall be called upon the written request of three members of the Board.

Section 4. Officers of the Chapter are vested with the authority and charged to perform the duties as follows:

- a. *PRESIDENT*: Has the overall responsibility for conducting the official business of the Chapter and it shall be their duty to give careful attention to the work of the Chapter, and to carry into effect the policies determined upon by the majority of the membership. They shall:
  - (1) Call meetings at such time and places as he deems necessary and to preside at and determine the order of business.
  - (2) Have authority to direct the functions of the committees appointed by him.
  - (3) Review and sign newsletters to the membership.
  - (4) Make commitments and expenditures within the limitations prescribed by these bylaws.
  - (5) Authorize all checks signed by the Treasurer.
- b. *VICE PRESIDENT*:
  - (1) Shall be first assistant to the President in all affairs.
  - (2) Shall automatically assume the office of President after taking the prescribed oath, should the Presidency become vacant.
  - (3) Shall preside in the absence of the President.
  - (4) Shall serve as the liaison with other CG service association Vice Presidents such as CPOA, POAS, CGEA, prior to the PNWCWOA monthly meetings. For example, reaching out to these organizations on a regular basis for updates on their community activities.
- c. *SECRETARY*:
  - (1) Shall assist the President in conducting official business.
  - (2) Shall give notice to membership of the time and place for holding meetings.
  - (3) Shall keep a complete file of the affairs of the Chapter for no less than three (3) years.
  - (4) Assist the Vice President in publishing and distributing of newsletters.
  - (5) Receive monies payable to the Chapter and immediately deliver them to the Treasurer.
  - (6) Authority of the Secretary shall be requisite to the performance of their duties.
- d. *TREASURER*:
  - (1) Shall institute and maintain an accurate fiscal record of the Chapter, account for any money received from all sources and deposit them in insured banks to the credit of the Chapter.
  - (2) Make expenditures of the Chapter's funds in accordance with the Bylaws.
  - (3) Prepare all drafts and checks against the funds of the Chapter, after which have been authorized by the President.
  - (4) The Treasurer's records shall be audited by a committee appointed by the President at least once a year or when ordered by the President. A written report shall be submitted by the committee as appointed.

**ARTICLE V – Committees**

- Section 1. Program and Entertainment Committee.
- a. To arrange programs and entertainment as directed by the President.
  - b. The committee shall be not more than five and not less than three members of the local Chapter in good standing appointed by the President and dissolved at any time by the President. This committee's report shall be submitted to the Chapter for its approval at the October meeting.

Section 2. Such other committees, standing or special, shall be appointed by the President, as the President or the Executive Board shall deem necessary to carry on the work of the Chapter not to exceed the tenure of the President. The President and Secretary shall be ex officio a member of all committees except the Nominating Committee, if one is appointed.

Section 3. Duties of the executive committee: to take under advisement all duly made motions, investigate, write up a report in final form and submit to a quorum of regular Chapter members at the next regular meeting for such action as the Chapter may take.

#### **ARTICLE VI – Meetings**

Section 1. There shall be at least 10 regular meetings per year. The membership shall be provided with notice of the date, time and place of the meeting at least five days in advance.

Section 2. Special meetings can be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. The Treasurer shall report on the financial condition of the Chapter at each Regular meeting.

Section 4. Five members of the Chapter in good standing, exclusive of Club officers, present at any regular or special meeting shall constitute a quorum.

Section 5. That the normal order of business of the Chapter will be as follows:

- a. Call meeting to order – Pledge of Allegiance.
- b. Recognize Distinguished Members, past Presidents, introduction of new members and visitors.
- c. Secretary to present minutes of previous meeting, as contained in the Newsletter.
- d. Approval of minutes (are there any omissions or corrections to the minutes).
- e. Reading by the Secretary of correspondence.
- f. Treasurer's financial report.

- g. All bills to be presented for discussion and/or approval for payment.
- h. Hear reports from committees.
- i. Complete unfinished business.
- j. New Business.
- k. Good of the Order.
- l. Adjournment.

### **ARTICLE VII – Nomination and Voting**

Section 1. REGULAR MEMBERS shall be entitled to vote upon any matter properly submitted to the membership for vote.

- a. At the November meeting, a duly appointed nominating committee shall present to the membership, from the list of members in the Pacific Northwest Chapter eligible to hold office, the names of at least two members for each office. Nominations will be accepted from the floor, and proposed changes to the bylaws will be discussed at the November meeting.
- b. Chapter Officers will be elected to serve a term of one (1) calendar year, by secret ballot, for office at the regular December meeting each year.
- c. All members in good standing will be allowed one (1) vote for each office.
- d. Ballots will be prepared by the nominating committee and sent to all Chapter members eligible to vote. Ballots will be mailed with the November newsletter.

Section 2. ASSOCIATE MEMBERS shall be entitled to vote upon matters concerning the chapter properly submitted to the membership for vote, except for changes to the bylaws or election of chapter officers. However, they shall have no voice or vote in matters affecting the Association when under consideration by the local chapter. (The same limitation applies to any class of members, except REGULAR members).

### **ARTICLE VIII – Expenditures**

Section 1. Expenditures for stationary, postage or office supplies may be authorized by the Executive Board, not to exceed \$80.00 shall be maintained by the Treasurer without any prior authorization, which may be used for purchase of stamps, stationary and other supplies and services necessary to edit and mail Newsletters and monthly meeting notices, in which case such bills shall be presented and approved at a regularly held meeting. Expenditures of funds up to \$100 can be approved by the BOD. Expenditures over \$101 - \$500 requires a membership vote.

Section 2. In the case of the death of a REGULAR MEMBER, the Executive Board is authorized to expend an

amount not exceeding One Hundred dollars (\$100.00) to purchase a floral piece for the members' funeral or make a donation to a charity in memory of the member.

- Section 3. The Executive Board is authorized to expend the necessary funds for any activity approved by the Chapter membership.
- a. That there is a balance on hand exceeding \$100.00, these funds in excess may be used on occasions of functions benefiting members of the Chapter. Funds so expended shall have prior approval at a regular meeting and shall be prudently expended and within reason so as to preclude financial embarrassment of the Chapter.
  - b. At least once each fiscal year the Chapter may designate one office or member to attend a National Council meeting, all expense money necessary to such attendance to be borne by the Association.
  - c. Members will be paid for any necessary expenses connected with visits to the parent association if not paid by the association.
  - d. That all money except petty cash fund shall be deposited to the credit of the Pacific Northwest Chief Warrant and Warrant Officers Club at any bona fide bank in the Seattle area. Withdrawals may be made by the Treasurer and only for such proper uses as covered by these By-Laws.
  - e. That in the absence of the Treasurer, the President of the Chapter shall have the authority to issue checks or make withdrawals of funds for expenditures covered by the Bylaws. Appropriate arrangements to be made at the bank selected to cover such contingencies at the same time funds are deposited to the credit of the Chapter.

- Section 4. SPECIAL FUNDS - The following procedures are established for money held for Special Funds:
- a. All monies collected as Special Funds will be deposited in the regular interest bearing bank account maintained in accordance with the bylaws. The reserves for this account will not be used for any other purpose without approval of the membership at a regular meeting.
  - b. All money being held in the Special Fund Account for the Scholarship fund will be transmitted by check issued by the Treasurer once a year to the National Association of the Chief Warrant and Warrant Officers Association for deposit to the John H. Keller Memorial Scholarship Fund in the name of the Chapter. The check issued will be carried and presented by the designated Chapter delegate attending the annual meeting of the Chief Warrant and Warrant Officers Association.
  - c. Association will provide a wreath annually to the Munro memorial event, specific amount to be voted and approved for each event.
  - d. All interest received from the monies held in the Special Fund Account will be used for the

benefit of the Chapter and will not be considered monies of the Fund.

Section 5. Expenditures over \$501 requires a 50% membership vote response.

Section 6. Except as set forth in Sections 1-4 above, no Chapter funds may be spent without approval of the Chapter membership.

#### **ARTICLE IX -- Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter 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 Chapter may adopt.

#### **ARTICLE X -- Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Approved by the Chapter membership and effective on 14 November 2020

  
Larry Goade  
President