

# Cape May Chief Petty Officers ASSN.

A New Jersey Nonprofit Corporation

## **Preamble**

Ever mindful of:

- the traditions, duties and purpose of the United States Coast Guard,
- our duty to uphold and defend the Constitution of the United States of America,
- our responsibility to assist and save distressed seamen and others,
- our responsibility in the enforcement of the laws of our Country, and

Believing that through this Corporation, the Chief Petty Officers of Cape May Coast Guard may:

- best advance their professional abilities,
- enhance their value, loyalty and devotion to God, Country and service in which they serve,
- promote its unity and morale, domestically and militarily, through responsible leadership,
- in respect for those who have gone before us, and as a guide for those who follow.

# Purpose

The Cape May Chief Petty Officers Assn. is unique among service organizations in that it is created by the Chiefs, of the Chiefs, and for the Chiefs of the United States Coast Guard. Being a nonprofit corporation will better serve, and further our goals.

Ever mindful of:

- the traditions, duties and purpose of the United States Coast Guard,
- our duty to uphold and defend the constitution of the United States of America,
- our responsibility to assist and save distressed seamen and others,
- our responsibility in the enforcement of the laws of our Country, Homeland Security, and

In believing that through association and mutual acquaintance, the Chief Petty Officers of the United States Coast Guard may:

- best advance their professional abilities,
- enhance their value, loyalty and devotion to God, Country and service in which they serve,
- promote its unity and morale, domestically and militarily, through responsible leadership,
- assist members and dependents in urgent need of assistance,
- assist in recruiting for the Coast Guard,
- support the aims and goals of the CPO Academy,
- assemble for social amenities,
- become involved in community affairs,
- promote social programs for those in need,
- keep informed of Coast Guard matters.

# Cape May Chief Petty Officers ASSN.

A New Jersey Nonprofit Corporation.

Friday, April 04, 2008

## Constitution and By-Laws

### SECTION I

#### *Parliamentary Authority*

1. Governed by these Constitution and By-Laws, “New Jersey Nonprofit Corporation Act.”, and Roberts Rules of Order.
2. The President’s Call to general membership meeting shall designate the revision to be used.
3. The President shall appoint a Parliamentarian.

### SECTION II

#### *Governing Body*

##### **1. Board of Directors.**

- a. The Board of Directors and the 3 elected Officer, shall be the governing body of the Corp. and vested with the management of the affairs of the Corp. between general membership meetings
- b. Subject to direction from the membership, the Board of Directors shall have full power and authority over the affairs of the Corp. between general meetings as defined or restricted by these By-Laws, “New Jersey Nonprofit Corporation Act”. Such powers shall include but not be limited to:
  - (1) Management of the annual budget and any amendments thereto.
  - (2) Reprogramming of the annual budget between accounts as may be necessary.
  - (3) Disciplinary and other actions not requiring approval by the general membership.

## SECTION III

### *Officers*

1. The Officers shall consist of the President, Vice-President, Secretary, Treasurer and Immediate Past President, for a term of not more than one years, and only two consecutive.
2. To be eligible for election to Office a candidate must currently be an active or retired E-7, E-8 or E-9, and be a member in good standing, of Cape May Chief Petty officer Corporation.

#### **3. Duties of the President.**

Shall preside at all general membership meetings of the Corp. He/She shall put to a vote all motions regularly moved, seconded and discussed. The President shall make no motion nor vote on any motion unless the voting is tied, in which case he shall cast the deciding vote. The President shall represent the Corp. in all relations and shall have the authority to designate any Officers or members to represent him at public ceremonies and meetings. He/She shall call for and audit of the books at lease once a year or upon the Treasurer's relief.

- a. He/She shall appoint chairman for all committees.
- b. The President shall appoint a parliamentarian and a master-at-arms.
- c. He/She shall seek the advice of the Chairman of the Corp. committees who are designated to the Board of Directors.
- d. He/She shall call a meeting once a month for the general membership (normally the 3<sup>rd</sup> Wednesday) or, if in his/her judgment it is vital, he/she may call an emergency meeting.

#### **4. Duties of the Vice-President**

In the absence of the President, shall perform the duties of that office. In the event of a vacancy of the President, the Vice-President shall complete the un-expired term.

- a. He/She shall assist the President in the execution of the duties of that office and shall perform all duties delegated him/her by the President.
- b. He/She will assist all committee chairperson in their duties, and is a member of all committees.
- c. He/She will chair all Board of Directors Meetings

#### **5. Duties of the Secretary**

Shall be the assistant to the President and the board of Directors in carrying out administrative duties of their office. He/She shall maintain a file of all correspondence with this chapter whenever any changes occur. He/She shall maintain the minutes of all meetings, general

membership, BOD, and a file on the Constitution, and By-Laws. He/She shall maintain the original and any amendments of regulations that have been adopted.

a. Shall perform all duties assigned by the President

#### **6. Duties of the Treasurer**

Shall be the finance, disbursing and purchasing Officer of the Corp. He/She shall receive and account for all the money paid to the Corp. and deposit it in the account. He/She shall disburse all monies as voted on by the membership or the BOD. Shall perform all duties assigned by the President.

a. He/She will keep the financial books, records and accounts of receipt and disbursements, so as to disclose the condition at any time.

b. He/She will set aside funds as line items as directed by the BOD, General Membership, or the following committees; Fundraising, Long Range Planning, Kids Party or special Corp. functions. He/She will take into account upcoming Corp. events and set aside adequate funds to cover the event.

c. There SHALL BE TWO SIGNATURES FOR EACH CHECK. The Officers of the Corp. shall be the only people authorized to sign checks.

d. He/She will be available to attend committee meetings at the request of the Committee Chairman.

e. He/She will have the checks ready for Education Committee for the June Membership meeting.

#### **7. Duties of the Immediate Past President**

a. A voting Member of the BOD, assist the President, and as directed by the President.

#### **Registered office, and registered agent.**

a. Every corporation organized under this title and every foreign corporation authorized to conduct activities in this State shall continuously maintain a registered office in this State, and a registered agent having an address identical with the registered office.

b. The registered office may be, but need not be, the same as a place where the corporation which it serves conducts activities.

c. The registered agent may be a natural person of the age of 18 years or more, or a domestic corporate entity or a foreign corporate entity authorized to conduct activities or transact business in this State, whether or not the agent corporation is organized for purposes for which a corporation may be organized under this title.

d. The designation of a resident office in this State and of a resident agent in charge thereof by any corporation as in force on the effective date of this act, shall be deemed to be the registered office or registered agent, respectively, with like effect as if made hereunder until changed pursuant to this act.

#### **Function of registered agent, and office service of process notice or demand.**

a. Every registered agent shall be an agent of the corporation, which has appointed the agent, upon whom process against the corporation may be served and who shall deliver to the

corporation all process, notices, or demands received by the agent as agent for the corporation.

b. Whenever any law of this State requires or permits any notice or demand to be given or made upon a domestic corporation or a foreign corporation authorized to conduct activities in this State, its officers or trustees, the notice or demand may be sent by mail or otherwise, as the law may require, to the registered office of the corporation in this State, and the notice given or demand made shall be sufficient notice or demand.

c. The provisions of this section shall not exclude any other method provided by law for service of process upon a corporation, domestic or foreign, or for service of a notice or demand upon the corporation, its officers or trustees.

d. Whenever the law of this State requires that any certificate, report or statement made, published, filed or recorded by any corporation, domestic or foreign, state the residence address of any incorporator, trustee or officer, there must be furnished in the document the residence address of that person or other address, other than a postal designation, where the person regularly receives mail and which is not the address of the corporation.

## **SECTION IV**

### *Elections*

#### **1. Procedures for Elective Offices**

1. During the October general membership meeting a nominating and ballot committee will be formed. This committee will coordinate acceptance of candidates, receive, count and prepare a report of the results. Nominations will be accepted until the close of the November general membership meeting.
2. Nominations may be made by any member of the Corp., but are subject to acceptance by the nominee.
3. A nominee may decline.

#### **A. Elections.**

1. All officers (except the Board of Directors) shall be elected by secret ballot in January of each calendar year.
2. Ballots will be mailed as an enclosure to the December Newsletter (Every effort will be made to ensure all Corp. members receive a ballot in some form).
3. All due paying are entitled to vote at the general member meeting, and to vote on the four officers.

##### **(1) Proxy voting.**

a. Every member entitled to vote at a meeting of members or to express consent without a meeting may authorize another person or persons to act for the member by proxy. Every proxy shall be executed in writing, by the member or the member's agent, except that a proxy may be given by a member or the agent by telegram or cable or its equivalent. A proxy shall not be valid for more than 11 months unless a longer time is expressly provided therein, but in no event shall a proxy be valid after 3 years from the

date of execution. Unless it is coupled with an interest, a proxy shall be revocable at will. A proxy shall not be revoked by the death or incapacity of the member but the proxy shall continue in force until revoked by the personal representative or guardian of the member. The presence at any meeting of any member who has given a proxy shall not revoke the proxy unless the member shall file written notice of revocation with the secretary of the meeting prior to the voting of the proxy.

b. A person named in a proxy as the attorney or agent of a member may, if the proxy so provides, substitute another person to act in that person's place, including any other person named as an attorney or agent in the same proxy. The substitution shall not be effective until an instrument effecting it is filed with the secretary of the corporation.

## **B. Tenure.**

1. Terms of office shall be for one year beginning after installation, which shall be held in the first part of February.

## **C. Succession.**

1. An officer of the chapter may be reelected to a second term of office, total tenure not to exceed two consecutive years in the same office.

## **D. Vacancies.**

1. The President shall fill, by appointment any vacancy among the Officers of the Corp. for the remainder of the un-expired term of office, subject to a majority approval of the Board of Directors.
2. If the office of President should become vacant, the Vice-President will automatically assume the duties of the President for the remainder of the term. Upon assuming office, the new President will appoint the senior member of the Board of Directors as acting Vice-President for the remainder of the term. Such member shall also retain his duties as a member of the Board of Directors.

## **E. Meetings.**

1. General meeting will be on the third Wednesday of each month, at Chief Club at 1500hrs.
2. The BOD meeting will be on the second Wednesday of each month, at Chief Club at 1500hrs.

# **SECTION V**

## *Committees*

### **Section 1. Working Committees,**

#### **A. Formation.**

1. The formation and subsequent termination of working committees shall reflect the needs of the corp. Shall be solicited and appointed from the membership of the Corp. by the President.

## **B. Appointments.**

1. Committees shall be solicited and appointed from the membership of the chapter by the President.

## **Section 2. Standing Committees**

### **A. Composition**

1. The following committees shall be termed “ Standing Committees”, the chairperson to be appointed by the President. Additional members of the committees will be selected by the chairperson of that committee as needed, and approved by the BOD.

(1) The BOD is the Chairperson of each Committee, and is the only one who can vote on the DOD. The BOD shall meet the second Wednesday the month, or when called to a special meeting by the President. The Chairperson can call his/hers Committee, at any time he/she feels it is needed. He/She call insure all records, and logs are kept, and open for audit at any time. The Chairperson shall inform the President of any changes of members, and or procedures of the working of the Committees, standing or working.

(2) The Secretary shall take the minutes at all BOD meetings, and maintain a file of them, and only pass them on to the Officers, and the Committee Chairpersons, after completing minutes.

### **B. Standing Committees.**

1. Ways and Means (Will have a Chairperson and a Co-Chairperson) (c.) **Main Committee**  
Long Range Planning (h.) Sub Committee  
Activities (f.) Sub Committee  
Silver lifetime (j.) Sub Committee  
Fundraising (c.(5)) Sub Committee
2. Public Affairs. (b.) **Main Committee**  
Membership (d.) Sub Committee  
Sick and Distressed. (a.) Sub Committee
3. Community Involvement. (g.) **Main Committee**
4. CCTI/CGEA Liaison. **Main Committee**

Ad-Hoc Committees appointed once a year.

Scholarship. (i.)

Election Committee. (Section IV.)

### **C. Committee Responsibilities.**

1. Duties of each committee are described as follows:

**a. Sick and Distressed:** The objective of the Sick and Distressed committee of the CPO is;

1. To be aware of any active duty or retired member (and/or their dependents) of this Corp., who are recovering from hospitalization or a significant illness, have had a personal tragedy or loss in their immediate family.

2. Upon notification of such a situation, the association will make a one-time expenditure of up to \$50.00 for a get-well gift (card, flowers, fruit basket, etc) and a one-time expenditure of up to \$100.00 for a death or personal tragedy. A \$75.00 check will be presented to the family of a newborn for the purchase of a car seat or as the family sees fit if they already have one.

**b. Public Affairs:** Primary responsibility is to take pictures at all CPOA events including charity events, softball games, holiday events, and some impromptu photos. This committee will insure that all individuals who successfully complete the chief's initiation receive a photo of the event and when possible, take pictures of CPO events. All pictures taken are likely for publications in the media that promote a positive image of the CPO Corp..

**c. Ways & Means:** The objectives of the Ways & Means committee of the Cape May Chapter of the CPOA are as follows:

- (1) Consist of a Chairman and Cochairman at all times.
- (2) Ensure all fundraisers are ethical and well planned to make them successful (All fundraising activities will be conducted in accordance with New Jersey Nonprofit Corporation Act).
- (3) Turn in reports with all proceeds to the Treasurer in a timely manner (Within one week of completion of the fundraiser).
- (4) At the end of the year, Ways & Means Committee must call a special meeting to set-up the next years budget, for new line items. The result of that meeting will be debated at the following general meeting to be approved and passed. It is important that the Treasurer is present to give the BOD his/her impute.
- (5) W&M Committee will establish an audit subcommittee, to accomplish auditing as required by laws, IRS, State, and By-Laws, of record & accounts.

**Recurring Fundraisers:**

- (1) Boot Camp Coins
- (2) Bingo
- (3) Raffle
- (4) CCTI Coins

**d. Membership:** The objectives of the Membership Committee of the Cape May Corp. of the CPO are as follows:

a. Regular Membership – All persons who have successfully held the rank of Chief Petty Officer in the United States Coast Guard. This class of membership is eligible to vote, and hold any elective office. (Eligibility is effective the date of advancement.)

b. Associate Membership – All persons who have successfully held the rank of E-7 in any of the other United States Armed Forces. Associate members shall not hold any elective office. This class of membership is eligible to vote.

c. Honorary Membership - Persons who are otherwise not eligible for membership, who have rendered distinguished service to the Association may be awarded an honorary membership. Honorary members shall not be eligible to hold office, vote, or pay membership dues.

(1) Hail- Send incoming CPOS our Corp. welcome letter with a copy of our latest newsletter. This committee may provide incoming CPOS any assistance needed or requested that the member's regular CG sponsor may not provide.

(2) Farewell – Provide for plaque or letter as appropriate.

(3) Voting list. 15A: 5-8; (NJ Nonprofit Corp. Act.)

a. The officer or agent having charge of the membership record books for a corporation shall make and certify a complete list of the members entitled to vote at a members meeting or any adjournment thereof. A list required by this subsection may consist of cards arranged alphabetically. The list shall:

(1) Be arranged alphabetically within each class, series, or group of members maintained by the corporation for convenience of reference, with the address of each member;

(2) Be produced at the time and place of the meeting;

(3) Be subject to the inspection of any members during the whole time of the meeting; and

(4) Be prima facie evidence as to who are the members entitled to examine the list or to vote at any meeting.

b. If the requirements of this section have not been complied with, the meeting shall, On the demand of any member in person or by proxy, be adjourned until the requirements are complied with. Failure to comply with the requirements of this section shall not affect the validity of any action taken at the meeting prior to the making of any such demand.

Committee will schedule annual Hail & Farewell Luncheons or Dinners as deemed appropriate for presentation of plaques/letters and recognition of newly arrived CPOS. Hail will be for all incoming CPO Cape May members only. Letters of Appreciation will be issued to those CPO members who are not Cape May Corp. members.

**f. Activities:** The Activities Committee shall organize activities and functions to benefit the CPOS and/or all hands. The intent is not to interfere with the functions sponsored by TRACEN

Special Services or other organizations on the Training Center, but to supplement. These activities include, but are not limited to:

- (1) Annual CPO Corp. Installation Dinner/Dance in January (**In conjunction with the Membership Committee**).
- (2) Annual CPO Outing
- (3) Annual CPO Softball Tournament
- (4) Annual Fallen Comrades Golf Tournament
- (5) Annual Chiefs' kids Christmas Party W/ CPOAA

**g. Community Involvement:** This committee will act as a liaison for volunteer work projects between the local community and the chapter. This committee will:

- (1) Find worthwhile projects that the chapter can participate in lending a hand to the community in which they work and live,
- (3) Insure the projects that the Corp's. volunteers for are non-profit in nature,
- (4) Insure the work produced by the Corp's. volunteers does not result in a financial reward for any one individual.
- (5) And insure the work projects are not affiliated with any political organization.

**h. Long Range Planning Committee:**

This committee will establish procedures to establish procedures to enhance the chapter's ability of meeting the goals of the Chief Petty Officers Corporation. Activities and community involvement events should be well planned in advance with the appropriate committee chairpersons ensuring positive results.

**i. Scholarship Committee:**

This committee will form in December of each year to set up the rules for the scholarship packages. The Chairman of this committee is NOT a voting member and the committee and the committee shall consist of at least three voting members. The chairman shall.

- (1) Make the arrangements with the Secretary to send out the scholarship information in the February Newsletter.
- (6) Upon receipt of each scholarship package, the Chairman shall determine if the applicant meets the criteria as set by the committee.
- (7) Ensure the names of the individuals are completely backed out in the copies of the packages used by the voting members to determine the winners. The originals will be kept by the chairman in a safe place in case other copies are needed.

- (8) Schedule and run all meetings with the voting members of the committee. Winners should be determined early enough to notify the Membership, the Treasurer, and the winners so they are present at the June Membership Meeting.
- (9) Eligibility for the CPOA Cape May Scholarship Award criteria shall define an active member the same as in Standing Rule #3. If a member is no longer in the area, but has kept membership at Cape May active without breaks in membership since departing and met the criteria set in Standing Rule #3 while in the Cape May area shall remain eligible. A request for documentation of committee projects may be requested from the member.

**j. Silver Lifetime Committee:** The Silver Lifetime committee will consist of a Chairman and at least three members desiring to participate on this committee. The Chairman is responsible for:

- (1) The Chairman shall meet quarterly with at least three members and present to the committee any nominations of a member(s) that meet the criteria set in Standing Rule #3.

The Eligibility the Silver Lifetime committee shall look for will be: “ Member in good standing with the Corp, Past or Present BOD member or Corp. Officer, or has been an active participant in community events.

## **SECTION VI**

### ***STANDING RULES***

#### **Section 1. Standing Rules**

Rules of the Cape May CPO apply to the Cape May Org. in addition to the below rules.

##### **A. Standing Rule 1.**

Up to \$250.00 may be authorized to expended by the Corp’s. officers and up to \$1,000 may be authorized to be expended by a majority vote of the Board of Directors, without the prior approval of the general membership, if in their judgment, it is necessary and no general meeting is scheduled.

##### **B. Standing Rule 2.**

A moment if silence will be observed at the end of each general membership meeting for our comrades who have gone before us.

##### **C. Standing Rule 3.**

Coins of appreciation will be given to departing Cape May Corp. members who were active in the Corp’s activities. Additional certificates, the Board of Directors will vote on plaques for individuals demonstrating superior activity in the Corp. The awarding of a Plaque of Appreciation would include, but not limited to:

1. Membership dues are paid on time of \$20 yearly, and
2. Member has attended at least 6 Corp, General, BOD, or special meetings within the past year, and
3. Have participated in at least one committee project in the past 12 months, or,
4. If a Corp. member for less than one year has attended at least half of the General, BOD, or special meetings while a Corp. member.

Letters of Appreciation will be given, to those departing CPOS who have participated in at least 6 special protect 12 month, prior to there departure date.

#### **D. Standing Rule 4.**

(1) A quorum for any meeting of the Cape May CPO Corp., are a simple majority of the membership present at the meeting. If 2/3 is required by Roberts Rules of Order, or “New Jersey nonprofit Corp. act”. it is 2/3 of the membership present at that meeting.

#### **E. Changes to Constitution & By-Laws.**

1. Changes will be made to these Constitution & By-Laws when presented at a general membership and voted-in by the general membership.
2. Changes must conform with “New Jersey Nonprofit Corporation Act”, and be published to the Corp. membership in a timely fashion, so members have time to study it, and come to the meeting scheduled for the voting.

## **SECTION VII**

### ***Rituals***

**NOTE:** *The following ceremonies are guidelines only and should be modified as necessary to suit the circumstances.*

**PROPS:**

- Table or altar
- Bible
- US Flag and other appropriate flags

## **INVOCATION**

**Chaplain:**

“Dear Father in Heaven, may thy name ever be hallowed by the people of America, whom you have blessed beyond all other people. May America ever adore you and thank thee for those

blessings guaranteed to us in establishing law. We take much of your blessings for granted, and we beseech your understanding as we gather together in devout and patriotic assembly. Bless our Nation that she may ever be strong and generous, right and victorious, among the family of Nations on this earth. Bless our elected leaders, that they may serve America in wisdom and peace, and bless us, banded here together for good in this organization, that we may serve our fellow man well in peace, as in war. Bless, we beseech Thee, those who went before us and those whose price of patriotism causes them to suffer today from mental and physical disability, in Thy Holy Name, we most humbly pray....Amen.”

## CPO MEMORIAL SERVICE

“A Chief Petty Officer of the United States Coast Guard has embarked on his/her last voyage, the tides of life have ebbed for this fellow Chief, and we his/her shipmates and family and friends, gather here to honor his/her memory. (\_\_Name\_\_) was a valued member of the Cape May Coast Guard Chief Petty Officer’s Corporation.” *(NOTE: You may use Duty Station, if known and if appropriate.)*

“Now the Supreme Admiral of the Universe has called our shipmate to sail with Him in eternally calm seas, forever free from the storms of mortal life. We honor and cherish the memory of our shipmate, but we do not mourn for him/her. For he/she has found safe anchorage in the great harbor of eternal peace. Rather, it is for ourselves that we mourn, because a good friend has slipped his/her moorings, and is no longer with us. We mourn our loss, but we are consoled by the abiding faith that when the final watch changes for us, and we too cross the bar, our shipmate will be waiting to pilot us to safe anchorage.”

“When our sailing nears its ending.....when our course is all but run,  
When the scenes of past endeavor.....crown upon us one by one,  
When we see in true perspective.....knowing wrong and knowing right,  
May we say like all good sailors.....I have fought a noble fight,  
May we find our lifelong courses.....have not been steered in vain,  
Lest the bearings we have plotted.....must be reckoned out again,  
When we leave our earthly bodies.....buried deep in sea or sod,  
May our endeavors be our glory.....when we go to meet our God.”

“Now we bid you hail and farewell, Shipmate, until we drop anchor at the last great eternal port.”  
“Now we give our formal salute to our departing Shipmate.” *(Place white flower on casket, step back,....and salute).*

**TAPS:** *(Call "attention" and" hand salute" during taps).*

*(Fold flag and hand folded flag to CPO President. CPO President faces next of kin and states, as he hands the flag to the next of kin)*

“I present this flag on behalf of the United States Government for services performed in the United States Coast Guard.”

“This concludes our memorial service.”

*(CPO President, pallbearers, and others, follow Chaplain to greet next of kin and express condolences.)*

# INSTALLATION OF OFFICERS

## **Installing Officer:** (to *Incumbent President*)

“Mr./Madam President, the term for which you and your subordinate officers were elected to has now expired. I am present to install your newly elected officers. Have the officers for the ensuing years been duly elected.” (ANSWER: “They have”)

“Have the records and accounts of the Corporation been examined and approved by the Audit Committee?” (ANSWER: “They have”)

“Do you have in our possession the the gavel of your office?” (ANSWER: “I have”)

“You will surrender it to me.”

“Mr./Madam President, will you call the roll of officers-elect and as the names are called, will the officers-elect stand.”

“It now becomes my duty and honor to install the newly elected officers. Will the officers-elect please come forward. I have the honor of installing you to the positions you were elected to. I congratulate you.”

“Mr./Madam President elect, please place your left hand on the Bible before you. Officers-elect, to the rear, and place your left hand on the shoulder of the person before you. Now, all raise your right hand and answer the following question in the affirmative.”

“Will you conscientiously perform the duties of your office?” (ANSWER: “I will”)

“Will you, at all times, protect the interests of the Cape May Chief Petty Officer’s Corporation, Auxiliary Units and its members?” (ANSWER: “I will”)

“Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Corporation and to submit accounting records, when required or requested, for a financial audit.” (ANSWER: “I will”)

“Please say after me, using your name as I do mine. I (  Name  ) solemnly promise I will faithfully discharge the duties of the office to which I have been elected and to govern to the best of my ability. This I freely pledge as a citizen of our United States of America and on my honor as a Chief Petty Officer in the United States Coast Guard.”

“You may lower your hands.”

“Officers, your fellow Chiefs have elected you to a position of honor, trust and responsibility. Please study the Corporation rules governing your position so you may intelligently discharge the duties you have now assumed. I congratulate you.”

“Mr./Madam President, this Corporation is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow Chiefs have honored you by electing you to the highest office of your Corporation. They have placed their trust and faith in you and you owe them a solemn obligation to perform the duties of your office as an obedient servant and not as its master.”

“I place this gavel in your hands.”

“It is the emblem of your authority. You are admonished to use it wisely and impartially. Study the rules governing your Association., your Corporation, and the rules governing parliamentary so you will be able to discharge the rules and rituals of your Corporation and to pass on rules governing debates. Your duty is to serve your fellow Chiefs. Congratulations.”

“As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all Corporation meetings. Upon completion of your term of office, you are to deliver it to your successor.” (*Hand shakes*)

“I now declare the officers of the (\_\_Name\_\_) Chapter of the Coast Guard Chief Petty Officer’s Association and are duly installed and the Chapter is in working order.”

## **MIA/POW SERVICE OF REMEMBRANCE**

### **Master of Ceremonies (MC):**

“We, the members of the Cape May Chief Petty Officers Assn have not only gathered here tonight to enjoy this Annual Grand Ball. We have also assembled here to pay tribute and to remember, those who could not be with us, those who did not return from their tour of duty on foreign soil and who are listed as either Missing In Action or as a Prisoner Of War. That deep pain lingers still as we continue our quest for an answer to our question, “WHERE ARE THEY” (PAUSE...)

“On this day, however, we know one thing, THEY ARE NOT HERE.” (PAUSE... and dim lights)  
(*Light candle on table or spotlight shining on table {optional}*)

“As you entered the banquet hall this evening, you may have noticed a table here in a place of honor. The table before you has five places, representing the Branches of our Armed Forces: the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. The MIA/POW flag is prominently displayed and overlooking the table.”

“The Military is filled with symbolism. The table is one way of symbolizing those who are not yet accounted for, and who are missing from our midst. Some call the people: MIAs or POWs. We call them Brothers and Sisters.” (PAUSE...)

“The TABLECOTH is WHITE, symbolizing the purity of their intentions to respond to their country’s call.” (PAUSE...)

“The SINGLE ROSE displayed is in a VASE, symbolizing both of their Frailty, and of their Families, Friends, and love ones, who keep the Faith, waiting for their return.” (PAUSE...)

“The RED RIBBON tied prominently on the VASE is reminiscent of the RED RIBBON worn upon the lapel and breast of thousands who this day bear witness to their unyielding determination to demand a proper accounting for our missing, and the return of all live prisoners of war’s and those left on foreign soil.” (PAUSE...)

“The SLICE of LEMON on the PLATE is to remind us of their bitter fate.” (PAUSE...)

“There is SALT on EACH PLATE, symbolic of the tears of those who wait for their return.”  
**(PAUSE...)**

“The GLASSES are INVERTED, they cannot toast with us this season.” **(PAUSE...)**

“The CHAIRS are EMPTY, They are not here.” **(PAUSE...)**

“REMEMBER, all of you who served with them and called them FRIEND and BUDDY, who depended upon their might and relied upon them. REMEMBER, for surely THEY HAVE NOT FORGOTTEN YOU.” **(PAUSE...)**

“PLEASE let us now have a moment of silence for those who cannot be with us tonight.”  
**(PAUSE...)**

*(Lights on, continue on with program)*

**LIST OF ITEMS FOR CEREMONY:**

- (1) MIA/POW Flag and Pole
- (2) Table. *\*Big enough for five places, preferably round*
- (3) Five Chairs
- (4) Vase
- (5) Rose (red or yellow). *\*Generally the color yellow signifies “waiting for return” as in the song “Tie a yellow ribbon around the old oak tree”. Yellow is recommended, however, any color may be used to symbolize “Frailty”.*
- (6) Red Ribbon
- (7) Five Plates
- (8) Five Slices of Lemon
- (9) Table Salt
- (10) Five Wine Glasses (Inverted)
- (11) Candle, with a glass container so that the flame might be protected. *\*(Optional)*
- (12) Tiled Chairs. *\*(Optional)*
- (13) Small Table on side with five caps of the five branches. *\*(Optional)* .