

# BYLAWS

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## **Article I: NAME**

- The name of this association shall be Coast Guard Spouses' Association Petaluma.
- The association year shall be 1 June – 31 May.

## **Article II: PURPOSE**

- The purpose of this association club shall be provide a friendly atmosphere which will promote the morale and well-being of our service personnel and their families, to engage in any charitable and social activities decided upon by the members, and to provide educational information in areas of concern to Coast Guard families.

## **Article III: MEMBERSHIP and DUES**

The membership shall consist of:

- *Regular Members*
  - All spouses of active duty, retired and reserve Coast Guard members, widows/widowers of Coast Guard members, and spouses of other military services on active duty are all eligible to be Regular Members.
  - Only spouses of active duty personnel assigned to TRACEN Petaluma may be elected to the offices of President and Vice-President.
- *Honorary Members*
  - Spouses of students attending school at Tracen Petaluma.
- *Dues:*
  - The Executive Board shall set the annual dues of all members of this association.
  - Payment of dues shall be a required condition of membership and are payable at the beginning of the association year.
  - New members joining after one (1) January of each association year shall pay one half (1/2) of the regular dues.
  - Honorary members are not required to pay dues but shall have the rights of Regular members, except the right to vote and hold office.
  - Honorary members who wish to have the right to vote and hold office may do so by paying the dues prescribed.

## **Article IV: MEETINGS and VOTING**

- Meetings of the association shall be held on the first Thursday of each month at a location designated at the previous meeting or at such times as approved by the Executive Board for the purpose of conducting business.
- The President may call special meetings of the general membership as needed or by the President at the request of the Executive Board. All members shall be notified of general meetings.
- A quorum shall consist of a majority of members present. Any motion, in order to be carried, must be approved by a majority of the eligible voter members present.
- Active members can submit vote via proxy.

## **Article V: OFFICERS**

- The elected officers, known as the Executive Board of the CGSAP, shall be President, Vice President, Secretary, Co Secretary, and Treasurer.
- They shall govern and operate the association in accordance with the bylaws.
- The term of office shall be for one year, with the exception of those appointed to fill a vacancy.
- All officers must hold current membership in the association and are to attend all scheduled meetings.

## **Article VI: NOMINATION and ELECTION OF OFFICERS**

- All officers shall be nominated from the floor and voted on at the May meeting.
- The newly elected officers will assume their duties after the installation ceremony at the June meeting.
- The term of officers shall be for one year. An officer may be eligible to serve no more than two consecutive terms in the same office.
- The Commanding Officers and the National Council will be informed of newly elected association officers.

## **Article VII: DUTIES OF THE EXECUTIVE BOARD**

### ***PRESIDENT:***

- Shall preside at all regular meetings of the association.
- Shall put to vote all questions discussed, and shall decide all questions of order. The President shall make neither motion nor vote on any questions unless the association shall be equally divided, in which case the President will cast the deciding vote.
- Shall solicit chairpersons for all committees necessary to carry out the business of the association.
- Shall be ex-officio of all committees.
- Shall keep a President's Book as a record of all meetings, agendas and business transacted.

### ***VICE PRESIDENT:***

- Shall assist the President with the duties of that office and keep a current calendar of association events.
- Shall preside in the temporary absence of the President and shall succeed to the presidency if the President is unable to complete a full term of office.

### ***SECRETARY:***

- Shall keep the minutes of all meetings and shall present the minutes at all meetings, unless dispensed with by a vote of all the members.
- Shall be the custodian of all permanent records of the association and shall keep said records on file for future reference.
- Shall be able to produce a copy of the bylaws at all meetings.
- Shall handle all correspondence of the club as requested by the President and keep a file of the same.
- Shall arrange location for meeting place.

**CO SECRETARY:**

- Shall perform all secretary duties in the absence of the Secretary.

**TREASURER:**

- Shall be responsible for all association funds and shall keep accurate records of all dues, receipts, and expenditures.
- Shall deposit all funds in the name and to the credit of the association in such depositories as may be approved by the Executive Board. The Treasurer and the President shall be authorized to sign checks on the association bank account.
- Accounts shall be balanced monthly and shall be audited by a qualified individual, not a member, at the end of the club year or before turning over the account to the Treasurer's successor.
- Shall make a current and accurate financial report at each regularly scheduled meeting.
- Shall collect dues.
- Expenses incurred in the course of the routine operation of the association, or its activities, may be reimbursed by the authorization of both the Treasurer and the President.
- Expenditures of more than \$50 shall require a majority vote of the Executive Board members.
- Shall maintain essential tax documents, including Taxpayer ID number and IRS tax exemption letter. The Treasurer shall send an e-postcard to the IRS annually stating that the association income is less than \$25,000.

**Article VIII: STANDING and SPECIAL COMMITTEES and THEIR DUTIES**

- Standing and Special Committees may be created, changed, or abolished at the discretion of the President with the approval of a majority vote of the Executive Board present.

**STANDING COMMITTEES**

- The association may have the following Standing Committees, the chair of which shall be regular members of the Executive Board, and chairperson shall present status at regular meetings:
- (a) *Hospitality Committee*
  1. Welcoming Subcommittee shall contact spouses of Coast Guard personnel assigned to TRACEN Petaluma and inform them of the Association's activities and extend friendly assistance in getting acquainted. Once on board the committee shall welcome them aboard and extend an invitation (verbal or written) to attend the next association meeting. The committee shall maintain a list of names and addresses of those contacted and responses received. Any outgoing correspondence shall be submitted to the President for approval prior to its mailing.
  2. Sunshine Subcommittee shall be responsible for preparing a volunteer roster of members willing to prepare meals for any member in need due

to, but not limited to, birth, death or illness. The committee chairperson shall send birthday cards to regular members via email and keep the Executive Board members informed of their activities.

- (b) *Membership Committee* shall encourage new membership, collect dues and turn those monies over to the Treasurer. The committee Chairperson shall keep a complete file of Regular Members and their addresses, greet and introduce new members and prospective members at meetings, and host membership open house/meeting for prospective members.
- (c) *Ways and Means Committee* shall provide programs for general meetings, shall arrange for social activities of the association, shall plan activities and benefits to raise money, and plan charitable projects. The committee chairperson shall keep the Executive Board members informed of their activities.

### **SPECIAL COMMITTEES**

- The association may have Special Committees, the chair of which shall be members of the Executive Board. The duties of these committees shall be determined and outlined by the President with the approval of the Executive Board and present committee status at regular meetings.

### **Article IX: PARLIAMENTARY AUTHORITY**

- The association shall adhere to the policies and practices set forth in the current addition of Robert's Rules of Order Newly Revised.

### **Article X: AMENDING THE BYLAWS**

- The bylaws may be amended by a majority of members attending a regularly scheduled meeting, provided the amendment has been submitted in writing at the previous meeting.
- It is recommended that these bylaws be reviewed every 2-3 years and the revision forwarded to the National Council for approval.

### **Article XI: DISSOLUTION**

- Upon dissolution of the association, after all debts have been paid, the money remaining shall be distributed to Coast Guard Mutual Assistance or appropriate charitable or nonprofit organizations, by the agreement of the majority of the members attending the last meeting.
- National Council shall be notified of dissolution of the club and distribution of remaining (if any) money.
- Taxpayer ID number and IRS tax exemption letter need to be sent closing those accounts.