

Standing Rules & Regulations Grand Haven Chapter CPOA



Charter 1981
Drafted: 07/24/10
Revised: 03/17/22

PREFACE

INTRODUCTION

Purpose of Rules

The purpose of these Standing Rules and Regulations is to provide guidance for governing the affairs of the Chapter, in conjunction with the National Constitution and By-Laws (C&BL). They shall not in any way conflict with the National Constitution and By-Laws.

CPOA Motto

The motto of the CPOA is: “In respect for those who have gone before us...as a guide for those who follow.”

Mission of the Grand Haven Chapter

A mission is the primary purpose of an organization. It is the reason for existence of the organization.

Our Chapter’s primary purpose is to provide the opportunities for Chief Petty Officers to advance their personal and professional abilities to meet the performance improvement needs of the Coast Guard.

The following is a list of some of our chapter’s many missions:

- Advance professional abilities.
- Enhance value, loyalty, and devotion to God, country, and service.
- Promote unity and morale through responsible leadership.
- Be a guide for those who follow.
- Assist members and family members 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.

Vision of the Grand Haven Chapter

A vision consists of general thoughts of how the organization will meet its mission in the future. It incorporates the values of the organizations members and reflects both the climate of the organization and the environment affecting the organization. The vision describes how the organization will look and how it will function in the future.

The Grand Haven Chapter is committed to building strength and value to the Chief Petty Officer’s service to the Coast Guard, by providing opportunities for fellow Chiefs to work together and learn from each other. As role models, we’ll team up to set standards of professionalism, enthusiasm, innovation, and excellence. When called upon, our members will seek the challenges of working together as a united force that “gets the job done”. We’ll strengthen our appreciation for each other’s roles, treat each other as valued shipmates, and demonstrate our commitment to people, families, and community.

INTRODUCTION (continued)

President's Chief of the Year Award

Each year the President may award one chapter member with the Chief of the Year Award. The award shall be presented to the Chief who is most involved in all aspects of the Chapter. The Chapter member who is most involved shall have their name added to the "Chief of the Year Plaque".

2010 BMC Dave G. Karpin

2011 ETC Thomas D. Vandlen

2012 BMCS Michael S. Beatty & MSTC Tom Hemminger

2013 ETCS Gerald Verrier

2014 HCPO Robert A. Niemiec

2015 Vacant

2016 BMC Tony Fiore

2017 BMC Kyle Thomas

2018 YNCS John Beggert

2019 ENG2 Steven R. Douglas

2020 MSTC Brian P. O'Neil

2021 BMC Mark S. Lauters (01)

STANDING RULES & REGULATIONS

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HISTORY OF GRANDHAVEN CHAPTER OFFICERS

Presidents

1981 BMCS R. W. Adams
BMC Lysle P. Hansberger
1983 BMCM A.R. Benson
1995 BMC Anthony W. Fiore Jr.
1996 YNCS Michael P. Milligan
2010 BMCS Matthew D. Buckman
2010 BMC Anthony W. Fiore Jr.
2011 BMC Anthony W. Fiore Jr.
2012 BMC Anthony W. Fiore Jr.
2013 BMC Anthony W. Fiore Jr.
2014 MKCS David P. Heimbuch
2015 MKCS David P. Heimbuch
2016 BMC David G. Karpin
2017 BMC David G. Karpin
2018 BMC David G. Karpin
2019 BMC David G. Karpin
2020 BMCM Michael S. Beatty
2021 BMCM Michael S. Beatty
2022 MSTC Brian P. O'Neil (01)

Vice Presidents

1995 MKC Larry Pagel
1996 BMC Jeffery G. Miller
2010 BMC Paul G. Wallsinger
2011 BMC Paul G. Wallsinger
2011 BMCS Michael S. Beatty
2012 MKCS David P. Heimbuch
2013 MKCS David P. Heimbuch
2014 BMC Kristian Sova
2015 BMC Kristian Sova
2016 BMCM Donald J. Miterko
2017 BMCM Donald J. Miterko
2018 YNCS John Beggert
2018 BMCM Michael S. Beatty
2019 BMCM Michael S. Beatty
2020 MKC Brian C. Light
2021 MKC Brian C. Light
2022 BMC David C. Cucovatz (01)

Secretary

1995 BMC Steve Huffstutler
1996 ETC Gregory S. Thaut
2010 MSTC Thomas J. Hemminger
2012 ETCS Kevin T. Eldridge
2012 ETC Thomas D. Vandlen
2013 BMC Kristian T. Sova
2014 BMCS Gregory J. Stepien
2015 BMCS Gregory J. Stepien
2016 BMCS Gregory J. Stepien
2017 BMCS Gregory J. Stepien
2018 BMCS Gregory J. Stepien
2019 BMCS Gregory J. Stepien
2020 MSTC Brian P. O'Neil
2021 MSTC Brian P. O'Neil
2022 ETC David L. Peterson (01)

Treasurer

1995 ETC Gregory S. Thaut
1996 ETC Gregory S. Thaut
2010 ETC Thomas D. Vandlen
2011 ETC Thomas D. Vandlen
2012 ETC Thomas D. Vandlen
2013 ETC Thomas D. Vandlen
2014 CWO2 Thomas D. Vandlen
2015 BMCS Gregory J. Stepien
2016 HSC Allan R. Girvin
2017 HSC Allan R. Girvin
2018 HCPO Robert A. Niemiec
2019 HCPO Robert A. Niemiec
2020 ENG2 Stephen R. Douglas
2021 ENG2 Stephen R. Douglas
2021 HSC Allan R. Girvin (01)
2022 HSC Allan R. Girvin (01)

Chapter Calendar of Events

January

Membership Meeting
Swear In Chapter Officers
Start By-Laws Review
Award “Chief of the Year”
Draft CY Committee Assignments (01)

February

Membership Meeting
Submit Annual Gross Receipts
Report to national or File State Form
990-N (e file)

March

Membership Meeting
Approve By-Laws
Solicit National By-Laws Changes

April

Membership Meeting
Submit National By-Laws Changes
Solicit QMCS Tom Rau Scholarship Essay
Adopt a Highway Trash Pickup

May

Membership Meeting
Apply for 25 year Service Pins
CG41448 Annual Field Day

June

Membership Meeting
Score QMCS Tom Rau Scholarship Essays
(Invite Winner to Attend Award Ceremony)
Board of Directors Meeting

July

Membership Meeting
Submit Outstanding Chapter of the Year Package
Adopt a Highway Trash Pickup
Escanaba Park Annual Field Day
CG Festival – Tent Fundraiser
CG Festival Retirees Dinner
(Award QMCS Tom Rau Scholarship)
Escanaba Park Memorial Setup
Chapter & Visiting Chiefs Cookout

August

Membership Meeting
Nominations open for Chapter Officers
National Convention
Chapter Inventory
Coast Guard Day

September

Membership Meeting
Chiefs Golf Outing Fundraiser
Flag Football Tournament
Adopt a Highway Trash Pickup
Start Budget Process

October

Membership Meeting
Nominations Close
Submit Budget

November

Membership Meeting
Email Ballots Prior to 1st Friday
Submit Election Results Prior to
Membership Meeting
Thanksgiving Operation Turkey Time
Vote on Submitted Budget

December

Membership Meeting
USMC Toys for Tots Pickup
Establish Audit Committee,
Audit Financial Records Prior to
the January Membership Meeting
Board Of Directors Meeting

STANDING RULE 1

CHAPTER MEMBERSHIP

Types of Memberships

Membership in the chapter shall follow the guidelines set forth in the National Constitution and By-Laws. There are three types of membership (1) regular, (2) associate, and (3) honorary.

Regular Membership

All persons who have successfully held the rank of Chief Petty Officer in the United States Coast Guard. (Eligibility is effective the date of advancement or frocking.)

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.

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 as President, Vice President, **Secretary or Treasurer**, (01) vote, or pay membership dues. Honorary USCG Chief Designation shall be submitted IAW Master Chief Petty Officer of The Coast Guard Standing Order Three.

STANDING RULE 2

CHAPTER OFFICERS

Number of Officers

The chapter shall have four (4) elected officers consisting of a President, Vice-President, Secretary and Treasurer. The office of Secretary and Treasurer may be combined.

One Office

Chapter officers may only hold one (1) office at any given time with the exception of the Secretary and Treasurer, which may be combined.

Officer Prerequisite

All nominations for President, Vice President, Secretary, and Treasurer shall be a **Regular Member (01)** of the chapter, in good standing. All nominees must be members of the Grand Haven CPOA (if at large member, must switch).

Terms of Office

Chapter officers shall take office within 45 days of election and serve for a period of two (2) years. The Chapter may elect a member with at least one year remaining in Grand Haven CPOA area (active duty/reserve).

Office Vacancies

If (01) the Office of President should become vacant, the Vice President shall fill that office for the remainder of the unexpired term. Vacancies that occur among the other elected officials shall be filled by members in good standing and appointed by the President.

Nomination Time Period

Nomination for chapter office for the upcoming calendar year (commencing 01 January) shall be opened at the regular membership meeting in August and shall remain open until the close of the regular membership meeting in October. If the above mentioned meetings are not held as scheduled for cause, then the opening and closing dates shall be set by the President, with the approval of the Board of Directors. To account for the receipt of all ballots, the announcement date must not extend beyond the 30th of September.

Continued on next page

CHAPTER OFFICERS (continued)

Nomination & Ballot Committee

A special committee consisting of not less than two (2) members in good standing shall be appointed by the outgoing President. Members of this committee may not be competing for any elective office of the chapter, nor shall they be currently serving as an elected officer of the chapter. The chairperson on this committee shall ensure that all nominees are aware that their name is on the ballot, and they are regular members in good standing.

Nomination

Nominations/requests for nomination shall be made to the Nomination and Ballot Committee. Persons nominated can decline nomination by notifying the President prior to the mailing of the ballots. The Nomination Ballot Committee will accept mailed or e-mailed nominations.

Ballots

The chapter officers will be elected by secret ballot. The ballots will be prepared by the Nomination and Ballots Committee. A minimum of two nominees are recommended for each elected office with provisions for a “write in.” This ballot shall be e-mailed to each member no later than the first Friday in November with stipulation that it be returned no later than the first of December or it would be declared null and void. These dates can be changed by the President with approval of the Board of Directors but may not exceed the 1st of December. A plurality vote shall elect. The ballots will be sealed and retained by the President until 1 January and then destroyed.

Inexcusably Absent

Any elected officer who is inexcusably absent for three (3) Chapter meetings shall be removed from office and replaced. Inexcusably absences are defined by the board members.

Duties of Officers

The duties of the chapter officers are contained in the following sections.

Section	Committee	See Page
2-A	President	10 (01)
2-B	Vice President	11 (01)
2-C	Secretary	12 (01)
2-D	Treasurer	13 (01)

SECTION 2-A

CHAPTER PRESIDENT

Chief Executive

The President shall be the Chief Executive Officer of the chapter. Under the President's direction, the provisions of the National Constitution & By-Laws and chapter Rules and Regulations shall be observed.

Preside at Meetings

The President shall preside at all meetings of the chapter; if the President is not present no votes can be accepted. The President shall put to vote all motions but shall make no motions. The President shall not vote on any motion, but he may cast the deciding vote to break a tie.

Represent the Chapter

The President shall represent the chapter in its relations with other organizations. The President may designate any member to represent the office at public ceremonies and meetings.

Member of Committees

The President shall be an ex-officio member of all chapter committees except the Nominating/Ballot committee.

Keep Vice Informed

The President shall seek counsel of the Vice President; keep that office informed on all matters pertaining to the conduct and administration of the chapter.

Appoint Parliamentarian

The Immediate Past President shall be the chapter parliamentarian. However, the President, in the absence of the Immediate Past President, may appoint a Parliamentarian whose duties shall be to assist in the conduct of meetings requiring parliamentary guidance.

Appoint Committee Chairpersons

The President shall appoint chapter standing committee chairpersons from the membership unless the chairperson is specifically appointed by the standing rules.

SECTION 2-B

CHAPTER VICE PRESIDENT

Acts as President

The Vice President, in the absence of the President, shall perform the duties of the office of the President and in the event of a vacancy shall complete the unexpired term (unless a new president is elected, then the Vice President will resume office and remaining duration).

Remain Informed

The Vice President shall remain informed of all duties of the President and of all chapter business.

Committee Chairperson

The Vice President shall be an ex-officio chairperson for all chapter committees except the Nominating/Ballot committee.

National C&BL

The Vice President shall solicit resolutions to the National C&BL one hundred and twenty days (120) prior to the National Convention and prepare them for submission.

SECTION 2-C

CHAPTER SECRETARY

Admin Duties

The Secretary shall be an assistant to the President and BOD in carrying out the administrative duties of the chapter.

Meeting Minutes

The Secretary shall keep the minutes of the BOD and chapter meetings. The minutes shall be drafted and emailed to the President no later than 14 days from the general membership meeting is held. This is to disseminate the minutes and business of the chapter to all Chapter members. The meeting minutes shall be posted to the Chapter website.

Historian

The Secretary shall perform the duties of historian and record and file for safekeeping all official acts, papers, books, magazines, pamphlets, documents, memorabilia, etc. of historical value to preserve for posterity. ~~If needed, the Secretary may designate another member of the Chapter to serve as Historian during their term in office.~~(01)

List of Members and Phone Numbers

The Secretary shall maintain the latest printout from national of chapter members. A Chapter email list shall be maintained that contains the names & email addresses of all Chapter members in good standing, this list shall be used for all official votes. A Chapter email list shall be maintained that contains the names & email addresses of all Chapter members and Lake Michigan Sector East Chiefs Mess members for informational purposes. A chapter phone directory will be maintained with both home and work phone numbers of member's wishing to provide their numbers for chapter use.

SECTION 2-D

CHAPTER TREASURER

Chief Finance Officer

The Treasurer shall be the Chief Finance Officer of the chapter and shall supervise and verify all financial transactions of the chapter.

Account

The Treasurer shall account for all monies received and disbursed by the chapter.

Chairperson

The Treasurer shall be the chairperson for the Finance, Budget, and Investments Committee.

Financial Record

The Treasurer shall provide guidance to all committee chairpersons on how to prepare and submit a written report on any monies that each committee handles. A copy of the records will be given to the Treasurer at each BOD meeting.

Property Officer

The Treasurer shall maintain a listing of all chapter property. An annual inventory shall be conducted in August. This inventory will help keep the chapter aware of what they have, where it is located, and its condition. **The President may designate a member in good standing to fill this position and assist the Treasurer. (01)**

The Treasurer shall provide "Health and Welfare" service on behalf of the chapter. (I.e., cards, flowers not to exceed \$150.00)

STANDING RULE 3

BOARD OF DIRECTORS

Purpose

The Board of Directors will be the governing council of the chapter.

Members

There shall be a minimum of Six (6) members of the Board of Directors which will consist of:

Two (2) chapter officers

Immediate Past President (when possible)

Chief of The Mess (SLM East)

In addition, all standing committee chairpersons shall be members of the Board of Directors.

Authority

The Board of Directors shall have the authority to act in all matters concerning the governing of the chapter. Motions passed by the BOD must be presented to the general membership for final approval, except for an emergency session as approved by the President or Vice President. In the absence of a rule, they shall use their good judgment in the best interest of the chapter.

Meetings

The Board of Directors shall meet semi-annually or when the President calls a special meeting of the Board for the purpose of discussing upcoming business which will affect the chapter.

Inexcusably Absent

Any member of the Board of Directors who is inexcusably absent for three (3) board meetings shall be removed from the Board and replaced. Inexcusable absences are defined by the board members or chapter officers and based upon incident/situation.

STANDING RULE 4

STANDING COMMITTEES

Chairperson Appointment

The President shall appoint committee chairpersons from the membership. The President, Vice President, Secretary, or Treasurer shall not be a committee chairperson, unless the chairperson is appointed by the standing rules. The President may appoint additional committees, as the need arises, for the President's term of office.

Chairperson Duties

Each committee chairperson of his/her representative shall attend all Board of Directors meetings and make written monthly activity reports for their committee. Each committee chairperson that handles monies shall maintain financial records as directed by the Treasurer.

Chapter Committees

The chapter shall consist of the following Standing Committees.

Section	Committee	See Page
4-A	Community Service	16
4-B	Membership	17
4-C	Finance, Budget, and Investments	18
4-D	Publication & Public Relations	19
4-E	Standing Rules and Regulations	20
4-F	Fundraising	21
4-G	Activities	22

SECTION 4-A

COMMUNITY SERVICE COMMITTEE

Chairperson

The Standing Committee chairperson will be responsible for appointing members to fill the Subcommittee positions, whose assigned tasks will accomplish its overall individual objectives.

~~Chair: BMC Tony Fiore (Ret) (01)~~

Members

The Standing Committee will consist of at least 4 ~~members (01)~~.

- ~~1. HCPO Niemiec (Burger Nights) (01)~~
- ~~2. BMC Pryer Jr. (Adopt a Highway) (01)~~
- ~~3. (01)~~
- ~~4. (01)~~

Financial Record

The chairperson is responsible for maintaining financial records and for turning in receipts for all expenditures to the Treasurer.

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Objectives

The primary objectives of this Standing Committee will be to:

- Identify community service needs and bring to the attention of the BOD
- Coordinate deceased Chief services
- Coordinate Escanaba Park caretaker duties
- Coordinate CG41448 caretaker duties
- Coordinate Quarterly Adopt a Highway duties
- Coordinate Grand Haven American Legion Burger Nights
- Coordinate Toys for Tots pickup
- Coordinate selected annual events (when necessary)
- When necessary, make appropriate changes to further the aims and goals of the Grand Haven Chapter, in accordance with the Chapters Standing Rules and regulations.

SECTION 4-B

MEMBERSHIP COMMITTEE

Chairperson

The Standing Committee chairperson will be responsible for appointing members to fill the Subcommittee positions, whose assigned tasks will accomplish its overall individual objectives.

~~Chair: MSTC Brian O'Neil (01)~~

Members (01)

~~The Standing Committee will consist of at least 2 volunteers. (01)~~

~~1. (01)~~

~~2. (01)~~

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Chapter Awards

Persons who have rendered distinguished service to the Chapter may by two thirds vote of the BOD members present, and approved by the general membership, be given a Chapter award as recognition. The Chapter Officers will determine what suitable recognition is.

The following 7 parameters must be met and approved by the BOD and membership to receive a Chapter award:

- (1) The member in good standing with the CPOA.
- (2) The member held elective office (national or chapter).
- (3) The member served on any committees.
- (4) The member served with distinction relative to elective or assigned committee's duties.
- (5) The person is currently a member of the Grand Haven Chapter.
- (6) The member has participated in other activities that are appropriate with the aims and objectives of the CPOA.
- (7) The person has been a member of the Grand Haven Chapter for at least one year.

Objectives

The primary objectives of the Standing Committee will be to:

- Assist each of the Sub Committees with direction.
- Assist in the direction of increasing membership in the CPOA, and the Grand Haven Chapter
- When necessary, make appropriate changes to further the aims and goals of the Grand Haven Chapter, in accordance with Chapter's Standing Rules & Regulations

SECTION 4-C

FINANCE, BUDGET, AND INVESTMENTS COMMITTEE

Chairperson

The Chapter's Treasurer will be the standing committee chairperson.

~~Chair: ENG2 Steven R. Douglas (01)~~

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Objectives

- Consider any solicitation for funding
- Prepare a budget.
- Determine expenses
- Review all motions for the shifting of funds
- When necessary, make appropriate changes to further the aim and goals of the Grand Haven Chapter, in accordance with the Chapter's Standing Rules and Regulations

SECTION 4-D

PUBLICATION & PUBLIC RELATIONS COMMITTEE

Chairperson

The committee chairperson shall be responsible for selecting members and assigning various tasks to accomplish their objectives.

~~Chair: Vacant (01)~~

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Objectives

The primary objectives of this Standing Committee will be to:

- Assist each of the Sub Committees with direction
- Serve as a liaison with the Community Service Committee
- Publish and distribute the chapter newsletter
- Submit articles to the "Chief" magazine

SECTION 4-E

STANDING RULES AND REGULATIONS COMMITTEE

Chairperson

The chapter Vice President shall be the chairperson.

~~Chair: MKC Brian Light (01)~~

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Objectives

The primary objectives of this Standing Committee will be to:

- Conduct an annual review beginning in January
- Submit proposed changes to the BOD and general membership
- Ensure that there is no conflict with the National Constitution and Bylaws
- Provide copies of the current Standing Rules & Regulations to all Chapter members who request them
- When necessary, make appropriate changes to further the aims and goals of the Grand Haven Chapter in accordance with the Chapter's Standing Rules & Regulations

SECTION 4-F

FUNDRAISING

Chairperson

The committee chairperson shall be responsible for selecting members and assigning various tasks to accomplish their objectives.

~~Chair: BMC Steve Huffstutler (01)~~

Members

The Standing Committee will consist of at least 3 ~~members~~ (01).

~~1. ENG2 Steven Douglas (Water Tent Committee) (01)~~

~~2. BMCS Jason Herbert (Golf Committee) (01)~~

~~3. BMCS Greg Stepien (Scholarship Committee) (01)~~

Activity Report

The standing Committee chairperson shall make a written monthly activity report to the Chapter's President.

Financial Record

The chairperson is responsible for maintaining financial records associated with all fund raising events. He/She shall account for all receipts and expenditures and shall provide the same to the Treasurer.

Objectives

Primary responsibility is to coordinate fundraising activities ~~in order~~ (01) to maintain a substantial operating funds balance.

- Coordinate QMCS Tom Rau scholarship fundraising
- Ensure that all scheduled fundraisers are well represented by the membership
- Ensure that after all fund raisers the area is left clean
- Ensure adequate supplies for the event are made available
- Ensure all rules are enforced and our members conduct themselves in a courteous manner
- Ensure upon completion of the event a report is submitted to the Chapter Treasurer accounting for all funds expended and received

SECTION 4-G

ACTIVITIES

Chairperson

The committee chairperson shall be responsible for selecting members and assigning various tasks to accomplish their objectives.

~~Chair: NCCS Todd Barney (01)~~

Members

The Standing Committee will consist of at least 2 ~~members (01)~~.

~~1. BMCS Jason Herbert (Visiting Chiefs Cookout) (01)~~

~~2. BMCS Greg Stepien (QMCS Rau Scholarship program) (01)~~

Objectives

This committee shall organize activities and functions to benefit the CPOA and/or all hands. The intent is not to interfere with functions sponsored by Unit Morale Committees, but rather to supplement them.

- Coordinate the Annual CG Festival Chapter & Visiting Chiefs Cookout
- ~~Coordinate the Monthly Chapter Social Dinner (01)~~
- Coordinate the Annual QMCS Tom Rau Memorial Scholarship Program

STANDING RULE 5

FINANCE

Register

Bank accounts, fidelity bonds, and all valuables belonging to the chapter shall be registered or listed in the name of the chapter. All business transactions, of whatever nature, shall be transacted in the name of the GRAND HAVEN CHAPTER, CHIEF PETTY OFFICER'S ASSOCIATION.

Deposits

All monies received shall be deposited in the general checking account, the administrative savings account, or into an investment account for the chapter. In the absence of the Treasurer, the President or Vice President will perform the duties.

Budget Approval

No money shall be obligated or expended until the budget is approved by the Board of Directors and the general membership.

Expenditures

Up to \$150.00 may be authorized to be expended by the Chapter Officers and up to \$1000.00 per request be authorized to be expended by a majority vote of the board of Directors, without prior notification and approval of the general membership, if in their judgement, it is necessary, and no general membership meeting is scheduled before the expenditure needs to be made.

Items Not in Budget

The Finance, Budget, and Investments Committee shall submit proposals to the general membership for items not in the budget. A submitted proposal shall be declared "passed" with at least 70% general membership approval with previous notice. Members in good standing will be required to submit their vote via email within 5 business days, if a member fails to reply at the end of the 5 business days their vote shall be cast as a Yea. There is no President's fund for the Grand Haven chapter currently.

Financial Record

All committee chairpersons handling monies shall include any financial transactions in their monthly activity report.

Annual Audit

Ledgers of all financial transactions shall be audited by a special committee prior to the installation of officers.

Chapter Budget

The chapter President shall ensure that:

- A chapter budget runs from 01 January to 31 December each year
- The approved chapter budget is strictly adhered to
- That a proposed budget is developed and submitted to the BOD and the general membership no later than 31 October annually
- The budget will then be voted upon and approved by the BOD and the general membership at the November meeting

STANDING RULE 6

MEETINGS

Parliamentary Procedure

Meetings will be conducted in accordance with “Roberts Rules”. All meeting shall be conducted according to the rules of parliamentary procedure.

BOD Meetings

The Board of Directors shall meet semi-annually. There must be a minimum of five (5) board members present to convene a meeting. The President or Vice President must be present to convene a meeting. All chapter members may attend the Board of Directors meeting. Only members of the Board of Directors shall have privilege to vote at the meeting. Member of the Board of Directors shall have privilege of the floor.

General Membership Meetings

A general membership meeting shall be held Monthly commencing in January. A quorum for general membership meetings shall be six (6) **Regular Members (01)** of the chapter which include a minimum of two chapter officers one of which must be the President or Vice President. Any chapter member in good standing shall have the privilege of the floor, pursuant to parliamentary rules of procedures. **Any Regular (01)** chapter member in good standing shall have the privilege to vote on all motions. A cancellation of the general membership meeting shall be made by the President or Vice President within three days of the stated time to include the reappointed meeting date/time/place.

Special Meetings

A special meeting of the Board of Directors or the general membership may be called at any time the President deems necessary. Notice of a special committee meeting shall be communicated no less than three days prior to the meeting.

STANDING RULE 7

Rules for Amendment of Chapter Bylaws

Standing Rule 7, “Rules for Amendment of Chapter Bylaws” Motions to amend the Chapter bylaws shall be submitted to the Chapter President in writing and acted upon within 5 business days. A two-thirds vote with previous notice shall be required; **Regular (01)** members in good standing will be required to submit their vote via email within 5 business days, if a member fails to reply at the end of the 5 business days their vote shall be cast as a Yea.

SIGNATURE PAGE

Submitted By:

_____ Date: _____

Approved by Chapter Board of Directors:

President: _____ Date: _____

Vice President: _____ Date: _____

Treasurer: _____ Date: _____

Secretary: _____ Date: _____

COTM (SLM East): _____ Date: _____

Past President: _____ Date: _____