



## COAST GUARD SPOUSES' ASSOCIATION PETALUMA BYLAWS

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### **Article I: NAME**

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

### **Article II: Purpose**

- The purpose of this association shall be to provide a friendly atmosphere which will promote the morale and well-being of our service personnel and their families, to engage in charitable and social activities decided upon by 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, reserve, and retired Coast Guard members; widowers of Coast Guard members; Active Duty members of the Coast Guard; military spouses of other military services who live, work, or train at Training Center Petaluma, Point Reyes, or Bodega Bay are eligible to be Regular Members.
  - Only spouses of active duty personnel assigned to TRACEN Petaluma may be elected as Executive Board members.
- *Honorary Members*
  - Spouses of students attending school at TRACEN Petaluma.
  - Current Ombudsman
- *Trial Members*
  - Any spouse 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 eligible for a 60-day trial membership.
  - To be eligible for trial membership, the person must NOT have been a member of the previous membership year.
  - Members will not be listed in the member directory or receive a copy of the member directory.
- *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 time of application during any time of the year.

- New members joining after 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 LAST 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 Executive Board 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 is required to conduct business at any scheduled meeting.
- A quorum shall consist of no less than a majority of the Executive Board.
- Decisions requiring a vote must be made by a majority of members present.

#### **Article V: Executive Board**

- The elected officers, known as the Executive Board of the CGSA Petaluma, shall be President, Vice President, Secretary, and Treasurer, and option for another position as voted by the Executive Board. The number of Executive Board members in the association is limited to five (5) positions.
- They shall govern and operate the association in accordance with the bylaws.
- The term of office shall be one year.
- All officers must hold current membership in the association and at least three (3) of the Board members are to attend all scheduled meetings.

#### **Article VI: Nomination and Election of Executive Board**

- A nomination committee shall be formed in April to receive and present all nominations for officers. The committee shall create a ballot to be emailed to all members for secret voting. The committee shall tally all votes and present winning officers' names by email on 1 May.
- The newly elected Board members will assume their duties on 1 June. A meeting with the previous board will be held prior to 1 June to pass over information, records, and passwords.
- The term of each Board member shall be one year. A Board member may be eligible to serve consecutive terms in the same office as long as they are re-elected by the majority vote. They may serve no more than two successive terms.
- The Executive Officer (XO) of TRACEN Petaluma shall be informed of the newly elected Executive Board members of the CGSA Petaluma. It is also recommended that the National Council of Coast Guard Spouses' Club (NCCGSC) located in Washington, D.C., be informed of the newly elected Executive Board members of the CGSA Petaluma.

## **Article VII: Duties of the Executive Board**

- Shall encourage new memberships and collect dues. Shall keep a complete record of Regular Members and their addresses.
- Shall solicit members and/or chairpersons for all committees necessary to carry out the business of the association.
- Shall provide programs for general meetings, arrange for social activities of the association, plan activities and benefits to raise money, and plan charitable projects.
- Be responsible for posting news, events, fundraising efforts, ect., of the association on social media and other mediums to engage participation and promote the CGSA Petaluma.
- Shall be custodian of all permanent records of the association and keep said records on file for future reference.
- Shall handle all correspondence of the association and keep a file of the same.
- Shall arrange the location for a meeting place.
- Expenditures of more than \$25 shall require a majority vote of the Executive Board.
- Expenses incurred in the course of the routine operation of the association, or its activities, may be reimbursed by the authorization of the Executive Board.

### **PRESIDENT'S DUTIES:**

- Shall be the Point of Contact between CGSA Petaluma and the Community/ Command at TRACEN Petaluma.
- Shall put to vote all questions discussed, and shall decide on question 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 keep record of all meetings, agendas, and past permanent records.

### **VICE PRESIDENT'S DUTIES:**

- Shall assist the President with the duties of that office and keep a current calendar of social 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 in office.
- Shall oversee the Standing Committees.
- Shall submit all command requests for CGSA Petaluma.
- Shall create agendas for all monthly meetings and send a copy to Secretary for distribution to all members.

### **SECRETARY'S DUTIES:**

- Shall keep the minutes of all meetings and shall present the minutes at all meetings.
- Shall be able to produce a copy of the bylaws at all meetings.
- Shall monitor CGSA Petaluma email and send information from the Executive Board to members via email.
- Shall email general meeting agendas to all members prior to monthly meetings.

- Shall maintain membership records.
- Shall create membership directory.

**TREASURER’S DUTIES:**

- 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 President shall be authorized to sign check on the association bank account. The Treasurer and President shall hold an ATM card on the association bank account.
- Shall collect all dues.
- Shall collect all monies from TRACEN’s Treasures.
- Shall make a current and accurate financial report at each regularly scheduled meeting.
- Accounts shall be balanced monthly and shall be audited by a qualified individual, not a member, at the end of the association year or before turning over the account to the Treasurer’s successor.
- 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 \$25,000.00.

**Article VIII: Standing and Special Committees and Their Duties**

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

**STANDING COMMITTEES:**

- **Welcoming Subcommittee** – this committee 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. The committee shall welcome spouses aboard and extend an invitation (verbal or written) to attend the next association meeting. The chairperson shall greet and introduce new members and prospective members at meetings, and host membership open house/ meetings for prospective members. The committee shall handover a list of names and addresses of those contacted and responses received to the Executive Board for record keeping. Any outgoing correspondence shall be submitted to the President for approval prior to its mailing.

**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 approval of the Executive Board and present committee status at regular association meetings.

#### **Article IX: TRACEN's Treasures**

- Shall operate at the Chapel Annex located at 320 Pennsylvania Ave. or any location deemed appropriate by TRACEN command.
- Shall be operated by appointed Manager under the direct authority of the Executive Board.
- All items are to be donated on a volunteer basis from members of the community and sold to any persons with base access regardless of rank or military status.
- All monies collected from sales shall be turned over to the Treasurer to be deposited into the association's bank account.
- Building shall house CGSA Petaluma's Kid's Closet. All children clothing and essentials identified by the Manager are to be free to any and all persons. Kid's Closet is not restricted by income, rank, or military status.
- Building shall house association's office and event supplies to be used by the association with approval from the President. Supplies must be signed out and returned if unused.

#### **Article X: Parliamentary Authority**

- The association shall adhere to the policies and practices set forth in the current addition of Roberts Rules of Order Newly revised.

#### **Article XI: 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 review and approval.
- A copy must be provided to TRACEN Command for the purpose of updating the USCG.mil website.

#### **Article XII: Dissolution**

- Upon dissolution of the association, after all debts have been paid, the month 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 association and distribution of remaining money (if any).
- Taxpayer ID number and IRS tax exemption letter need to be sent closing those accounts.