



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

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28/CMC
26 SEP 2011

USNA INSTRUCTION 1710.19

From: Superintendent, United States Naval Academy

Subj: ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION

Encl: (1) Annapolis Area First Class Petty Officer Association Constitution
(2) Annapolis Area First Class Petty Officer Association By-Laws

1. Purpose. To promulgate policies establishing the organization, duties, and responsibilities of the Annapolis Area First Class Petty Officer Association (FCPOA). The FCPOA is designed to broaden the professional development of all First Class Petty Officers and their equivalents; provide an outlet for Association Members to become active in their local communities through volunteer work and community events; foster improved morale and esprit de corps; and put forth a positive image of the United States Military and the Association Members.

2. Action. Membership in this association shall be on a voluntary basis and limited to the following: active duty members, associate members, and honorary members.

a. Officers. The FCPOA Board of Governors shall be comprised of the following elected officials: President, Vice-President, Secretary, Treasurer, Master-At-Arms (MAA), and Training Petty Officer.

b. Election and Terms of Office. A President, Vice-President, Secretary, Treasurer, and MAA will be elected by a majority of the members present at the October general membership meeting and will be held for a term of 12 months to allow maximum participation of all members.

c. Parliamentary Procedures. Meetings will be conducted in accordance with parliamentary procedures as established by Robert's Rule of Order. To ensure the proper conduct of meetings, the President shall ensure the book Robert's Rule of Order is on hand.

d. Changes and Amendments. Recommended changes or amendments to the Constitution and By-Laws shall be originated at the member level, in writing, for presentation to the general assembly by the member. The proposed change or amendment will be discussed by the Board of Governors and then presented to the general membership at the next association meeting along with their findings and/or recommendations. The proposed change or amendment will then be voted upon at this meeting. A two-thirds majority vote of the membership, in good standing, present at this meeting is required for adoption of the recommended change or amendment. Changes, when adopted, will be numbered as standing rules until such time as the Constitution and By-Laws are revised.

3. Dissolution. Any motion to disestablish the FCPOA must be approved by a two-thirds majority vote of the members, in good standing, at the association meeting at which the motion is proposed. Upon dissolution of this association for any reason, the treasury will be pro-rated and distributed among the active membership in good standing.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
All Non Mids (electronically)

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**ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION
CONSTITUTION**

Article I – Name

This association shall be known as the Annapolis Area First Class Petty Officer Association (FCPOA).

Article II – Purpose

This association is established for the purpose of:

Bringing the First Class Petty Officers (FCPO) of the Annapolis Area together professionally and socially on a regular basis.

Originating and organizing any functions which, whether separately or collectively, concerns transfers, retirement, or social activities within the association.

Creating a composite representation of all command departments in the association by popular elections of the officers of the association.

Enhancing the command leadership program by affording all FCPOA members the opportunity to informally receive information from invited guests, discuss mutual problems, and exchange ideas.

Enhancing the quality of life throughout the Annapolis community by raising funds for charitable organizations (i.e. Hospital Corps Birthday, annual Navy Birthday celebration), or other purposes agreed upon by the members.

Enhancing the knowledge and careers of junior sailors via education and career oriented training.

Article III – Membership

Membership in this association shall be on a voluntary basis and limited to the following:

Active Duty Member: All permanent and frocked FCPOs who desire to maintain membership in this organization on a voluntary basis.

Associate Member: Any/all E-6 Navy personnel who have transferred to the fleet reserve with 20 or more years of service but less than 30 years total active service and fleet reserve combined; medically retired Navy personnel; Naval reserve personnel with less than 30 years combined active and inactive duty provided they have been duly frocked as a FCPO, or FCPO administratively attached to Annapolis Area/ Naval District Washington (NDW) East for at least 6 months Temporary Duty (TEM DU).

Honorary Member: All E-6 Navy personnel who have retired after 30 or more years of service who have accumulated a total of 30 or more years of active duty or fleet reserve time combined; who have a total of 30 years of active duty and inactive duty combined, provided they have been duly frocked as a FCPO or FCPO administratively attached to Annapolis Area/ NDW East for less than 6 months TEM DU.

Any individual recommended by a member of the association and approved by a majority of the members present at one general membership meeting.

Membership in this association shall be terminated when:

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An active duty member, as defined in Article III, departs this command or transfers to the fleet reserve from active membership in this association, unless the member chooses to continue paying dues as stated in Article III of the By-Laws.

Article IV – Officers

The FCPO Association shall be comprised of the following elected officials.

A President, Vice-President, Secretary, Treasurer, Master-At-Arms and Training Petty Officer who shall be known as the Board of Governors.

Article V – Election and Terms of Office

A President, Vice-President, Secretary, Treasurer and Master-At-Arms will be elected by a majority of the members present at the October general membership meeting and will be held for a term of 12 months to allow maximum participation of all members.

Eligibility. Nominees must be a regular member having a minimum of nine months remaining on board. Any Naval personnel having less than 12 months remaining onboard shall inform the FCPOA of this fact to avoid re-nomination and to provide for a timely relief via election.

Nominations. Nominations for all elected officers will be taken prior to the meeting scheduled for the elections. Nominations will be accepted, in writing or email, via the Secretary, up to two weeks prior to the meeting or verbally at the election meeting. Each nomination must be so moved and seconded. A member may be nominated without their consent and, therefore, may decline nomination. Members that are nominated for election must be present at said election meeting or provide advance notice of their absence.

Early Termination of Office. In the event of the early termination of President, the Vice-President will automatically assume these duties. Should the Vice-President's position become vacant, the Association shall elect a new Vice-President. In the event of early termination of any other elected officer, the President shall appoint an interim replacement, subject to the Associations general approval. In the event of early termination of both the President and Vice-President, the Secretary shall assume the duties and call for a general election.

Manner of Elections. The election of the Board of Governors will be conducted during the October Association meeting of every year.

Any elected officer not present at three consecutive meetings or 50% of meetings over a three month period will be replaced by a FCPOA member selected by the President.

Article VI – Standing Committees

There shall be two standing committees as follows:

Transfer/Retirement
Social

These committees shall be formed and a Chairperson shall monitor all actions and present committee actions to the general membership monthly.

A designated member of the committee will keep minutes of each meeting with copies being provided to the President and Secretary within five working days after each meeting.

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The President shall have the authority to establish any additional committees for any period of time, as he/she deems appropriate.

Article VII – Meeting and Voting

General membership meetings shall be held monthly, at a date, time, and place set by the Board of Governors; held at such times as deemed necessary by the President. Voting shall be limited to all active duty members, in good standing (one vote per member), present at any meeting requiring a vote unless stated otherwise in the Constitution and By-Laws. Associate and Honorary members may not vote, but may express an opinion during any discussion pertaining to the issue at hand prior to a vote.

Article VIII – Guests and Other Non-Members at Association Functions

Official Guests. Those individuals invited by the elected officials of the association to any function. Official guests are not assessed an attendance fee.

Un-Official Guests. Those individuals who are not entitled to membership, but have declined to join the association. These individuals may attend any association function by paying the fee charged by the business organization, plus a surcharge not to exceed 25 percent. This surcharge will not apply to functions, which are solely sponsored by this association.

Article IX – Parliamentary Procedures

Meetings will be conducted in accordance with Parliamentary procedures as established by Robert's Rule of Order.

To ensure the proper conduct of meetings the President shall ensure the MAA has a book on Robert's Rule of Order.

Article X – Changes and Amendments

Recommended changes or amendments to the Constitution and By-Laws shall be originated at the member level, in writing, for presentation to the general assembly by the member. The proposed change or amendment will be discussed by the Board of Governors and then presented to the general membership at the next association meeting along with their findings and/or recommendations. The proposed change or amendment will then be voted upon at this meeting. A two-thirds majority vote of the membership, in good standing, present at this meeting, is required for adoption of the recommended change or amendment.

Changes, when adopted, will be numbered as standing rules until such time as the Constitution and By-Laws are revised.

Article XI – Dissolution

Any motion to disestablish the FCPOA must be approved by a two-thirds majority vote of the members, in good standing, at the association meeting at which the motion is proposed.

Any vote to disestablish the FCPOA will be by written ballot and must be approved by a two-thirds majority of the full membership present in good standing.

PRESIDENT _____
Printed Name

Sign/Date

VICE PRESIDENT _____
Printed Name

Sign/Date

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**ANNAPOLIS AREA FIRST CLASS PETTY OFFICER ASSOCIATION
BY-LAWS**

Article I – Organizations, Duties and Responsibilities**The President**

The President is charged with the responsibilities of conducting orderly meetings of the association and the Board of Governors. He/She will serve as the Master of Ceremonies at the association functions, or will designate a member to act in that capacity.

The President shall vote only to break a voting deadlock caused by a tie vote at any Board, Board of Governors, or general membership meeting.

The President is empowered to act in the best interest of the association in all matters where time, or the emergency nature of the situation, will not permit calling a general membership or Board of Governors meeting. This authority includes, with the concurrence of at least one member of the Board of Governors, the reasonable expenditure of funds, not to exceed \$100 per incident.

The President shall ensure that audits are conducted as required by the Manual of Messes Ashore.

The President shall ensure that the proper functioning of all committees and the compliance of the membership with the provision of the constitution and By-Laws. He/She shall further establish special committees as necessary.

The Vice President

The Vice-President shall assist the President in the performance of all administrative duties concerned with the association. During the absence of the President, the Vice-President shall act in his/her stead.

The Vice-President shall assume the duties of the Secretary in his/her absence.

The Secretary

The Secretary shall keep a formal record of the minutes of all meetings, handle all the FCPOA correspondence, notify the membership of any special meetings and read the minutes of the previous meeting.

Copies of these minutes shall be provided to the Command Master Chief of the represented commands, Naval Support Activity, Branch Medical Clinic, and United States Naval Academy, upon request.

The Secretary shall advise the President regarding the assignment or reassignment of members to committees as required by their location or duty assignment.

The Secretary shall assume the duties of the Treasurer in his/her absence.

Treasurer

The Treasurer shall maintain appropriate accounting records concerning receipts, dues collected, and all expenditures of the association assets. These accounting records shall be held ready to submit to an Audit Board upon request.

The Treasurer shall submit a written report of current association finances to the Board of Governors, and will report current finances at the association meetings.

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All funds of the Association shall be deposited in a qualified institution within 48 hours of receipt if the amount is over \$100. Receipt of \$100 or less need not be deposited more than once a week.

Master-at-Arms

The MAA shall be responsible for calling all meetings to order and maintaining order during the meetings and functions. Additionally, the MAA shall serve as the primary member responsible for auditing the FCPOA funds maintained by the Treasurer.

The Members

Each member is normally bound to attend the general membership meeting whenever possible.

Members are responsible for payment of their monthly, semi-annual or annual dues to the association Treasurer. Members are not required to pay dues for their first or last full month at the command.

Members should bring attention to the Board of Governors or their respective Department Representatives, their respective transfer/retirement dates, and any ideas and suggestions concerning the concept of Article II of the Association Constitution.

Members should bring attention to the Board of Governors or their respective Department Representative concerning the hospitalization or death of a member.

Any member whose conduct has been prejudicial to good order and discipline or has brought discredit to the Armed Forces of the United States will be expected to submit a resignation. Should that resignation not be tendered, the Annapolis Area FCPOA shall establish a disciplinary review board to consider the standard of the case in the presence of the member. This board shall report recommendations to elected officers for final decisions. The disciplinary board shall be composed of five members with one member being an elected member to serve as Chair. The recommended findings of the board shall be presented to the FCPOA before actions are taken.

Article II – Board Committees and Department Representatives**Board of Governors:**

The Board of Governors shall meet as necessary at the call of the President to conduct all routine association business not requiring a vote of the general membership and to perform the functions required by the Constitution and By-Laws. The Board of Governors may authorize disbursement of funds not to exceed \$50 in any one disbursement. A majority vote of the members present will decide any issues before the board.

Transfer/Retirement Committee:

The Transfer/Retirement Committee shall ensure that a suitable gift is presented in the name of the FCPOA to a member in good standing upon their transfer or retirement from this command. The Association By-Laws, Article IV, Paragraph 3 for retirement and Article IV, Paragraph 4 for transfer will guide the gifts in their cost and selection.

Social Committee:

The Social Committee shall be responsible for all arrangements, including publicity, for association social functions and general membership meetings, as approved by the Board of Governors. This standing committee may, from time to time, call upon other members to assist in acquiring a guest speaker for the monthly general membership meetings or to provide assistance for other social functions. The Social Committee is also responsible for the purchase of solace gifts.

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Department Representatives:

The Department Representative shall be the point-of-contact in which new FCPOA's assigned to their departments are invited to join the FCPOA. Department Representatives should maintain a list of all First Classes in their department, listing their transfer/retirement dates, end of active obligated service, and work and home phone numbers. This information will be given to the Treasurer quarterly so he/she can update the master membership list.

Article III – Dues

Voluntary active duty members, who want to be in good standing, shall be assessed dues, in advance, as follows:

- o \$10 per month if paid monthly.
- o \$100 per year if paid annually.
- o Newly frocked/promoted First Class Petty Officers will be granted one month free FCPOA membership from their frocking date.
- o Associate members shall be assessed \$100 per year, if paid in advance.
- o Honorary members shall not be assessed dues.
- o Costs for social functions will be pro-rated based on participation.
- o All dues will be paid to the Treasurer.

A member in good standing is a member whose dues are current. Members whose dues are three or more months in the arrears, unless justified by reason of temporary assigned duty, or the like, will have their membership terminated. Membership may be reinstated by payment of all delinquent dues.

Article IV – Authorized Expenditures and Gratuity

Dues may be utilized to provide or subsidize social functions for the membership only when, as determined by the Board of Governors, the financial status of the association can afford to do so.

Funds from the association treasury will be used to pay for departing association members in good standing and one guest at a hail and farewell function.

The association shall provide a gift, not to exceed \$75 for each member in good standing who is transferring from the command for the express purpose of transfer to the fleet reserve or retired list. Exceptional service to the association may be recognized by a suitable gift approved by the Board of Governors.

The association shall provide a gift, not to exceed \$50, to each member in good standing, departing the command on Permanent Change of Station (PCS) orders. A gift will also be provided for member in good standing who is advanced to Chief Petty Officer or to Commissioned status. To qualify for the above gifts, individuals must have been FCPOA members in good standing prior to their advancement/transfer.

PRESIDENT

Printed Name

Sign/Date

VICE PRESIDENT

Printed Name

Sign/Date

Enclosure (2)