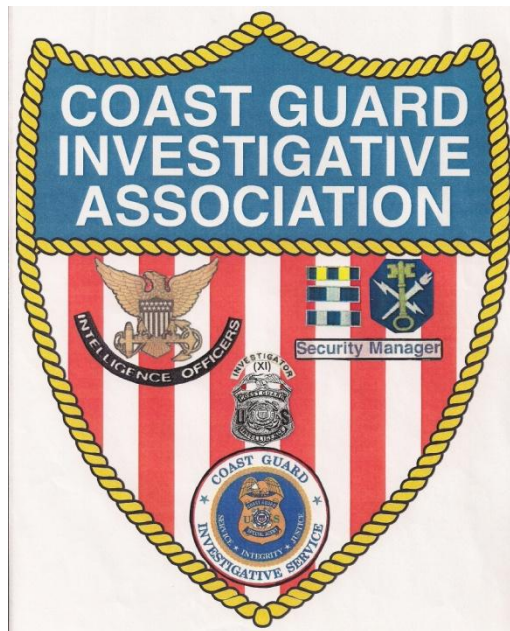


COAST GUARD INVESTIGATIVE ASSOCIATION



Organization Manual

18 September 2013

ORGANIZATION MANUAL

CHANGES AND AMENDMENTS

[illegible]

ORGANIZATION MANUAL

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE #</u>
<u>I Purpose</u>	<u>4</u>
<u>II Governing Body</u>	<u>5</u>
<u>III Organization</u>	<u>8</u>
<u>IV Election Procedures</u>	<u>12</u>
<u>V Membership</u>	<u>14</u>
<u>VI Meetings</u>	<u>16</u>
<u>VII Awards</u>	<u>21</u>
<u>VIII Emblems</u>	<u>22</u>
<u>IX Forms</u>	<u>26</u>
<u>X Amendments and Revisions</u>	<u>27</u>
<u>XI Rituals</u>	<u>28</u>
<u>XII CGIA Website</u>	<u>39</u>
<u>XIII Dissolution of Association</u>	<u>40</u>
<u>Enclosures</u>	<u>41</u>

SECTION I PURPOSE

1. The purpose of this manual is to provide the operating guidelines for the Coast Guard Investigative Association. Throughout this manual the term “Association” will be used when referring to the Coast Guard Investigative Association.
2. The name of the organization shall be “Coast Guard Investigative Association”
3. Vision Statement
 - a. To exemplify the ethic’s of Law Enforcement for the present, past and future members of the U. S. Coast Guard Investigative Branch of the United States Coast Guard through education, friendship, morality and brotherly love.
4. Mission
 - a. The Coast Guard Investigative Association is a unique fraternal, social association in that it was created by current and former Investigators, Special Agents, Intelligence Officers, XI’s and Security Managers of the United States Coast Guard. (CH-1)
5. Purpose:
 - a. To uphold the traditions, duties and purpose of the United States Coast Guard.
 - b. To uphold and defend the constitution of the United States of America.
 - c. The members of the Coast Guard Investigative Association promote high ethical and moral standards within the field of Investigative and Law Enforcement Professionals (both in and out of the U.S. Coast Guard).
 - d. Preserve the history, memories, and friendships from serving in the U.S. Coast Guard and to maintain our esprit de corps, dedication and patriotism, and to continue our devotion to God and our Country.
6. Incorporation

The Association is currently incorporated under the laws of the State of Nevada. A local Registered Agent will be appointed by the Association to hold a copy of all documents in case the State of Nevada wishes to subpoena same. The Secretary of the Association is responsible for filing all required annual reports to the State of Nevada. (CH-2)

SECTION II GOVERNING BODY

Executive Board

The Executive Board shall be the governing body of the Association vested with the management of the affairs of the Association and shall consist of the Executive Officers, Immediate Past President and the Trustees (five Regional Directors). The term of office for the Executive Board members shall not exceed two years for the Executive Officers and four years for the Trustees or until a successor is identified. The Executive Board shall have the power to transact general business of the association, and shall arrange and control its affairs. The Executive Board shall incur no indebtedness in excess of its existing funds. (CH-5)

The Executive Board is authorized to make periodic monetary donations of available funds from the treasury to any suitable purpose approved by the Executive Board in the amount deemed feasible by its fiscal operating condition.

Executive Officers

The Executive Officers shall consist of the President, Vice President, Secretary and Treasurer to serve for a term of not more than 2 years. The offices of Secretary and Treasurer may be combined during any two-year tenure of the Executive Board. Only regular members with paid-up dues are entitled to hold office or vote.

If the office of President should become vacant at any time during the elected tenure of office, the Vice President will assume the office of President. Any vacancies occurring among the other members of the Executive Board shall be filled by appointment of the Executive Board.

1. Duties of the President

- a. Shall exercise supervision over all affairs of the association.
- b. Shall call all meetings of the Executive Board.
- c. Shall be presiding officer at all regular or special meetings and Annual Conferences.
- d. Shall appoint a Chairman for all committees.
- e. Shall have authority to authorize emergency expenditures up to \$1,000. The Executive Board must approve all sums over \$1,000. Approval shall be obtained by the most expeditious means, and confirmed in writing.
- f. May appoint a Chaplain to conduct services in a non-denominational manner.
- g. May appoint a Historian.
- h. Shall be the ex-officio member of all National Committees, except the Nominating/Ballot Committee.
- i. Shall require that an annual audit be made of the association's fiscal accounts and records.

2. Duties of the Vice President

- a. Shall, in the absence of the President, act in his/her capacity.
- b. Shall carry out such duties as may be assigned by the President and have authority to sign official correspondence by direction of the President.

3. Duties of the Secretary

- a. Shall maintain a current roster of members and issue membership cards.
- b. Shall be responsible for publication of the Association's newsletter and other information as appropriate.
- c. Shall be responsible for communication with members and chapters with respect to general information and materials for inclusion in the newsletter.
- d. Shall conduct the administrative functions of the association as directed by the Executive Board and keep records of all such matters and relating correspondence.
- e. Shall be responsible for filing the necessary corporation reports with the State of Nevada.
- f. Shall perform other duties as may be assigned by the President.

4. Duties of the Treasurer

- a. Shall maintain the fiscal records of the association, collect dues, handle banking and investment transactions, and make financial reports as required.
- b. Shall publish the financial condition of the association to the full membership.
- c. Shall perform other duties as assigned by the President.

Trustees of the Association

The Trustees of the Association shall be comprised of the five Regional Directors: Northeast, Central, Southeast, Northwest and Southwest. For each of the five regions, a Regional Director shall be elected by the members of the region. Trustees will serve for a period of four years or until a successor is identified. This election will take place on a rolling basis at the Annual Conference each year. This will ensure that there are enough members from the Hosting Region to select and elect a new Regional Director. The Hosting Regional Director will be elected at this time after the results of the Association Officers election are announced. (CH-5)

1. Duties of the Trustees

- a. Shall assist the Executive Officers in the general affairs of the association.
- b. Shall serve as a voting member of the Executive Board.
- c. Establish communications with their assigned Chapters, and ensure the names of the Chapter Officers and contact information are current.

- d. Facilitate communications between the Executive Board and other Chapters.
- e. Encourage the Chapter to have an active Membership Chair.
- f. Perform such other duties as may be assigned by the President.

The Regions shall encompass the following states: **SEE ENCLOSURE (7)** (CH-5)

NORTHEAST REGION: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia and West Virginia

CENTRAL REGION: Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas and Wisconsin

SOUTHEAST REGION: Florida, Georgia, North Carolina, Puerto Rico and South Carolina

NORTHWEST REGION: Alaska, Colorado, Idaho, Montana, Oregon, Utah, Washington and Wyoming

SOUTHWEST REGION: Arizona, California, Guam, Hawaii, Nevada and New Mexico

Immediate Past President

Immediate Past President is a distinguished and honored position. He shall serve as the Chairman of the Membership and Election Search Committees and shall remain at the call of the current President and Executive Board.

SECTION III ORGANIZATION

Chapters / Branches

Upon application to the Association President and subject to the approval of the Executive Board, the formation of affiliated chapters of the association may be authorized.

1. The Executive Board shall approve requests for new chapters.
2. Chapters shall be named as membership designates.
 - a. All name change requests shall be by letter addressed to the President for approval.
3. Any group desiring to form a chapter may petition the Executive Board, via the Association President, stating their aims and purposes for the chapter.
 - a. The petition shall be addressed to the Association President and must be signed by no less than 10 regular members of our Association.
 - b. Personnel may become members by including their dues with a membership application attached to the petition.
 - c. The chapter mailing address, a roster of Pro-tem officers and a list of eligible members should also be attached to the petition.
 - d. The loyalty and support of the chapter members must remain with the parent association. Any dues or assessments required by affiliated chapters shall be in addition to those of the parent association.
 - e. A majority vote shall constitute a decision.
4. Following approval of the petition, the Association President shall issue a charter. The Association President or his representative shall deliver the Charter and be the Instituting Officer at an appropriate ceremony.
5. A new chapter should be instituted within ninety (90) days following the date of approval of their charter.
6. President, Vice-President, Secretary, and Treasurer are the elected officers required for a Chapter. The offices of Secretary and Treasurer may be combined.
7. Only regular members of the Association who are in good standing may be nominated and hold the office of President, Vice-President, Secretary and Treasurer if so elected or appointed.
8. The Chapter shall promptly notify the Association Office of the names, addresses, telephone numbers and e-mail addresses (if available) of the officers installed and all changes of Chapter Officers.
9. It is recommended Chapters provide insurance/fidelity bonds for any officer having custody of chapter funds. The Chapter shall pay the bond/insurance premium.

10. A Chapter wishing to voluntarily surrender its charter should make an earnest attempt to give notice to all chapter members. Upon receipt of the chapter charter, the Association Office shall thoroughly research the circumstances surrounding the surrender. The Association President shall inform the Executive Board of the final action.
11. Suspensions and Revocations of Chapter Charters. The Executive Board shall suspend/revoke the charter of any chapter of the Association for any of the following reasons:
 - a. When the membership of a chapter decreases to less than 10 members.
 - b. When a chapter willfully violates or refuses to comply with the By Laws, or the legal directives of the Association President or the Executive Board.
 - c. If a chapter engages in an unlawful act or practice, which brings discredit to the good name of the Association.
 - d. When a chapter has been inactive (no communications with the Association Office) for a period of one year.
 - e. When a charter has been suspended or revoked, the chapter may appeal the decision to the Executive Board. The appeal shall be in writing and submitted via the Association President.
 - f. When a chapter is under suspension, no meeting shall be held in the name of the Chapter of the Association except for the sole purpose of discussion of the cause, effect, or removal of the penalty. Except for existing legal obligations, no funds of the Chapter shall be expended and no additional obligations shall be made while the suspension is in force.
 - g. If a chapter is declared defunct, its charter revoked or voluntarily surrendered, the Executive Board shall take control of all books, records, properties and funds, keeping them in trust until the members of the chapter at the time the charter was relinquished, decide disposition. All historical documentation (photos, plaques, trophies, etc.) shall revert to the Association. Other property and funds of the chapter shall be donated to the Coast Guard Mutual Assistance Fund, or to other worthy non-profit organizations.

Committees

Membership Committee – The duty of this Committee is to devise ways and means of increasing membership and to promote the purpose and goals of the Association.

Procedural Guidelines:

1. **President** – send letter to candidate indicating their acceptance or denial for membership.
(See **Enclosure 1** at the back of the Organization Manual)
2. **Vice President** –
 - a. Work with Membership Committee Chair and provide support and guidelines as needed.
 - b. Receive recommendations from Chair on new Membership Applications.
 - c. Provide CGIA Executive Board with copy of Membership Application for review/comments
 - d. Forward Membership Application to CGIS for review of Headquarters files and comments. (See NOTE)
 - e. Make final recommendations to President.
2. **Chair** (Immediate Past President)
 - a. Coordinate business functions of CGIA Membership Committee
 - b. Receive Membership Applications (See **Enclosure 2** at the back of the Organization Manual) with check
 - c. Send check to Treasurer
 - d. Distribute copies of Membership Applications to Committee Members
 - e. Provide Vice President with Committee Recommendations
3. **Secretary**
 - a. Issue Membership Card to new member
 - b. Maintain Roster of all current members including name, address, phone number and email address.
4. **Treasurer**
 - a. Maintain and update list of dues paid membership with dues due date indicated
 - b. Notify members of dues dates
 - c. Notify members that are late in paying dues
 - d. Receive and deposit dues from members into CGIA account
 - e. Notify Secretary of new membership cards to issue

(NOTE: In the beginning years we passed the application information through Marty at CGIS Headquarters and he had a local office check to see if they had any records and, if so, if the individual did serve as indicated on his application and served honorably. Usually CGIS comes back with a statement that they verify the applicant's service as indicated on the application; or no records at headquarters can be located to verify service as indicated on the application. This does not mean the applicant did not serve as indicated but that no records can be verified at Headquarters.)

By Laws Committee - The duties of this Committee is to study and review the existing By Laws and Organization Manual, and submit their findings to the Executive Board.

Budget Committee - The duties of this Committee are to review the Association Budget and consider requests for funds, after which the Budget will be recommended to the Executive Board for adoption. They shall meet when directed by the President and prepare a revised or supplementary budget for whatever length of time necessary until the ratification at the next Annual Conference.

Conference Committee – The Conference Committee will be made up of the next hosting Regional Director, the following years hosting Regional Director and the Treasurer. The leading Regional Director will keep the President and Executive Board informed of the progress and recommendations. (See Annual Conference, Section VII)

Long Range Planning Committee - The duties of this Committee are to study and recommend long range goals for the betterment of the Association. Members shall be, but are not limited to, Past Association Presidents. They will be realistic in the needs and growth of the Association, and shall set tentative dates for accomplishments of their recommended goals.

Resolution and Steering Committee – The duty of this Committee shall be to receive and review all resolutions. Resolutions shall be submitted 120 days prior to the convening of the Annual Conference. The Committee shall ensure the resolution is in order in accordance with the By Laws. Those resolutions not in order shall be returned to the originator with an explanation. Resolutions that are in order shall be sent to the Association to be published in the issue of Association Newsletter immediately prior to the Annual Conference for review by the membership.

The Chairman of each Standing Committee shall submit a written report of their activities, with appropriate recommendations to the Executive Board at the Annual Conference. Any Committee report requesting funding shall forward a copy to the Budget Committee with a cost estimate. Each Chairman shall submit a written report to the Association President at least 90 days prior to the Annual Conference.

SECTION IV ELECTION PROCEDURES

PROCEDURES FOR ELECTION OF OFFICERS OF CGIA

Article VII of the Association By-Laws states “The Executive Board shall propose a slate of nominees for office prior to the annual conference on even-numbered years and a new Executive Board will be elected at that conference. Absentee ballots are acceptable at the conferences. (See **Enclosure 3** at the back of the Organization Manual)

This is to outline the election procedures to allow for a smooth process of election of a new Executive Board. This process is meant to allow each member in good standing to have the opportunity to select the leadership for the Association.

Typically the Association annual meeting is held in October. At the regularly scheduled meeting for Association in the odd calendar year the President shall appoint a Search Committee to solicit candidates for office of Association’s Executive Board. The Committee shall consist of a Chairperson (**Immediate Past President**) and at least one person from each of the four regions. **No person on the Search Committee should be a candidate for one of the offices open for election.** Immediately after the Search Committee has been appointed they will commence their search of candidates for office.

The duties of the Search Committee are:

1. To solicit nominees for President, Vice-President, Treasurer and Executive Secretary positions for the Association Executive Board.
2. Collect a picture and a biography from each candidate.
3. The Chairperson shall provide the Executive Secretary with the picture and biography of each candidate immediately after the closing date of March 31st of the election year.
4. Receive Election Ballots from Association members. The Election Material must be returned to the Search Committee by September 30th so the ballots can be taken to the annual conference for counting. Any member present at the annual conference that has not submitted his or her ballot can do so at the meeting.
5. The Search Committee will count the votes at the meeting held on the even numbered year and provide the results of the election to the incumbent President.

The Secretary Shall:

1. Collect the candidate information from the Chairperson of the Search Committee.
2. Prepare and Distribute Election Ballots to Association members by April 15th of the election year.

The Vice-President shall:

1. At the annual conference meet with the Search Committee in seclusion and oversee the counting of the ballots.
2. The Vice-President and Chairperson will then notify the President of the results of the election and certify that the count is official.

The President will make the official announcement of the election results at the annual Association dinner. The newly elected officers will then be sworn in at the dinner, or closing event of the annual meeting.

Any transfer of records for Association will be facilitated as soon as possible after the swearing in of the new officers, i.e. Secretary's Official Association Records and Treasurer's banking records.

The Ballots for Officers of the Association shall contain the Nominees for the Offices as recommended by the Search Committee. Association By-Laws allow each member the option of "Writing In" a name of a person for each office being voted on. The individual nominating the "write in" candidate must verify, in writing, the candidate's willingness to serve and notify the Search Committee Chairman."

SECTION V MEMBERSHIP

Article III of the Association By-Laws uses the following definitions for the various layers of membership in the Coast Guard Investigative Association.

Regular Membership – Dues paying members, who are up-to-date with their annual dues, can hold an office within the Association and can vote on issues brought up before the membership for consideration. They may also make recommendations for amendments to the Association By-Laws and Organization Manual.

Honorary Membership – Any regular member who, by approval of the Executive Board, has been recognized for their contributions to the U.S. Coast Guard Intelligence and Law Enforcement field or, as presently known, the U.S. Coast Guard Investigative Service. These individuals shall have all rights vested in Regular Membership, including having the right to vote on issues involving the Association and hold office with the Association and recommend changes to By-Laws. Honorary members are exempt from paying annual or lifetime dues.

Associate Membership – Any member who does not meet the criteria defined as Regular Membership. Member must have shown to the Executive Board he or she has contributed to the success of CGIS through his or her work within the U.S. Coast Guard. Approval shall be by vote of the Executive Board. Associate members do not pay dues, have no voting privileges and cannot hold an elected office within the Association. Associate members may attend the annual meeting held in October of each year.

Lifetime Membership – The category of Lifetime Membership is to be discontinued effective 1 January 2014 and no new lifetime memberships will be authorized after that date. All current lifetime memberships remain valid. (CH-6)

Dues – The Executive Board will determine the annual dues amount to be assessed to each member. Changes to dues amount will be approved at the annual meeting, based on recommendation of the Executive Board.

Currently the Membership Application Fee is \$50.00. This covers two years of dues once the application is accepted and approved. Subsequent dues will be billed on an annual basis of \$25.00 unless changed by the Executive Board. (CH-6)

If the membership applicant is not approved or they are placed in Associate status, the \$50.00 application fee will be returned to the individual with the notification letter from the President indicating the status of their application. (CH-6)

Discontinuance of Membership – Any member may discontinue membership in the organization voluntarily, or membership may be discontinued by the Association under any of the following conditions: (CH-6)

- a. Membership shall be terminated immediately for members who are no longer deemed eligible by the executive committee, for causes which discredit the association.
- b. Members who are behind in two (2) years dues will be dropped automatically from the rolls effective the first day of the 3rd year (1 July), that the member is in arrears. The delinquent member shall be notified by letter at least two (2) months prior to the date he/she is to be dropped. To rejoin, the former member may re-apply via the standing application process.

SECTION VI MEETINGS

The Association shall hold an annual conference, which may be in the form of a regular or special meeting. The time and place of the conference shall be prescribed by the Executive Board in accordance with the requirements in the ensuing sections of this Article.

- c. Roberts Rules of Order shall be the Parliamentary Authority
- d. The President shall appoint a Parliamentarian.

The selection of conference site(s) will, as far as practical, be rotated annually to different continental geographical locations so as to provide maximum opportunity for members in all localities to attend. This rotation is desired in, but is not bound to, the following geographical order: Southeast, Southwest, Midwest, Northeast, Central and Northwest. Locations outside of the continental United States in corresponding geographical areas may also be considered. (CH-5)

Members at specific sites in pending geographical areas of selection who wish to host the conference shall normally present a proposal at the business meeting of the prior conference for approval at that time. This proposal may be presented by a member of the requesting host Region or may be submitted in writing to the Executive Board for presentation at the conference.

Proposals for hosting future conferences at specific sites are not limited to the ensuing conference, but may be made for subsequent future conferences in the appropriate areas of rotation.

Selection of future conference locations will be made by majority approval of the attendees at the annual conference. In the event that no majority approval can be reached at that meeting, the Executive Board will select the Region of the conference for the subsequent year only. Proposals beyond the subsequent conference will be considered at the next annual business meeting.

Conference Committee

1. The Conference Committee shall advise the Executive Board during each Annual Conference of the following years' Conference time and place of assembly. The Conference shall be incorporated and insured in accordance with local laws.
2. The Conference Committee will need to determine the number of members who will attend.
3. The Conference Committee will contact hotels in the town selected and obtain proposed contracts from each.
4. The Conference Committee will review all proposed contracts comparing Hotel room costs, and services provided. After discussion and recommendations provide counter proposals to hotels.
5. Also, obtain copies of their menus to determine what we want for dinner and use that information to decide on the "Registration Fee" for members when they sign up to attend.

6. Once contracts are received that you are comfortable with, send them out to the Executive Board for review and recommendation/approval. (Note: As time may be of the essence here we may have to skip this step and only advise the Executive Board what was decided. That will be the President's call at the time.)
7. Once the final decision is made the contract will need to be signed and the Conference Committee will continue dialogue with the selected hotel.
8. We need to advertise as soon as possible so the members have time to make plans, register, plane reservations, etc.
9. The Regional Director hosting the following year's conference will need to submit reunion announcements to the following publications:
 - a. CGIA Website
 - b. American Legion Magazine
The American Legion Magazine
ATTN: Reunions
P. O. Box 1055
Indianapolis, IN 46206
FAX 317-630-1280
EMAIL: reunions@legion.org
Web Site: www.legion.org/veterans/reunions
 - c. Chief Petty Officers Association (CPOA)
Editor: YNCM T. R. Sacramento
Phone: 703-941-0395, FAX: 703-941-0397
EMAIL: CGCPOA@aol.com
Web Site: www.uscgcpoa.org
 - d. Military Officers Association (MOAA)
201 N. Washington St.
Alexandria, VA 22314-2539
EMAIL: infoex@moaa.org
Web Site: www.moaa.org/networking
 - e. The Coast Guard/NOAA Retiree's Newsletter
ATTN: William L. Weakley, Editor
Coast Guard Pay and Personnel Center
444 SE Quincy St.
Topeka, KS 66683-3591

- f. CWO News (Chief Warrant and Warrant Officers Association, USCG)
200 V. Street, S. W.
Washington, DC 20024
Phone: 703-554-7753 Toll Free: 800-792-8447
FAX: 202-484-0641
EMAIL: cwoauscg@verizon.net
Web Site: www.cwoauscg.org
- g. USCG Channel
- h. Military.com Network
Web Site: <http://www.military.com/Resources/ReunionList/1,11127,COASTG-0,00.html>

Listing message should read: Coast Guard Investigative Association reunion will be held (dates) at (where): contact ____

OR

(dates) – Coast Guard Investigative Association reunion at (where), contact ____

- 10. The Conference Committee shall make a complete written financial report (expenses/receipts) to the Executive Board within 60 days after the close of the Conference.

Conference Information

- 1. The President shall issue the Call to Conference at least 90 days prior to the opening session.
 - a. All proposed resolutions, motions, amendments and awards shall be submitted to the Association at least 120 days prior to the Conference and forwarded to the Vice President for review and to ensure they are in compliance with the By-Laws. These will be forwarded to the Chapters and Executive Board 60 days prior to Conference. Resolutions of a personal nature may be made from the Conference floor.
 - (1) All resolutions of the Association Officers, Standing Committees and Chapters shall be delivered to the Association in time to be printed in the issue of “Newsletter” immediately prior to Conference.
 - (2) When a main motion is of such importance or length as to be in writing, it shall be written in the form of a resolution. That is:
 - a) Each resolution shall be restricted to one subject.
 - b) The WHEREAS(S) shall state the reasons for the proposal.
 - c) The RESOLVED shall contain the exact wording of the proposal to be adopted.

- d) Proposed resolution shall contain the following: “This is to certify that on (date), with a quorum present at a regular scheduled or special meeting this resolution was proposed, read, debated and adopted by majority (or unanimous) vote.” This certification is not required if the resolution is from an individual member.
 - (3) Failure to comply with the proper formatting shall be sufficient cause to declare a resolution “Out of Order”.
 - (4) All resolutions referred to a Committee must be reported back to the Conference with a recommendation to adopt, amend and adopt, reject or table, and state their reasons.
 - (5) Resolutions, which are in order, but require funds, must be referred to the Budget Committee before final action is taken.
 - (6) Resolutions pertaining to a change in the By-Laws must be approved by the Association membership and may be acted upon at a Conference provided that notice of such Conference has been previously given to all members. These resolutions shall require a 2/3 vote (of those voting) for approval.
- b. Conference Votes
- (1) The Executive Board shall be voting members, except the President who may cast a vote to make or break a tie.
 - (2) All Members in good standing in attendance have the right to vote.
 - (3) A quorum at an Annual Conference consists of a majority of those members in attendance.
 - (4) When the Executive Session is called during the Annual Conference, it shall include all regular members. If it is determined that the subject matter to be discussed could be detrimental to the character of a member(s), then that member(s) may be excluded. All other sessions of the Conference shall be open to all members and guests.
- c. Conference Order of Business
- (1) Order of business at the Annual Conference shall be as follows:
 - a) Parading of Colors
 - b) Opening Prayer
 - c) Pledge of Allegiance
 - d) Introduction of Association officers and guests to the assembly
 - e) Recess (as appropriate)
 - f) Roll Call of Officers and Executive Board
 - g) Annual Reports
 - h) Appointment of Conference Committees
 - i) Unfinished business
 - j) Submissions of Resolutions
 - k) New Business

- l) Action on all Conference Committee Reports
 - m) Keynote Speaker Address
 - n) Awards
 - o) Swearing in of Newly Elected Officers
 - p) Good of the Order
 - q) Closing Prayer
 - r) Retiring the Colors
 - s) Adjournment
- (2) While it shall be in order for the Annual Conference to recess from time to time, the motion to adjourn will be considered out of order until all business has been completed.

Other Meetings

1. All meetings shall be conducted in accordance with current Parliamentary Authority. Meetings may be held in person or via electronic means. The general order of business shall be as follows:
 - a. Prayer, Anthem and Pledge of Allegiance to the Flag
 - b. Introduction of guest to the assembly
 - c. Reading of minutes or last meeting and communications
 - d. Treasurer's report
 - e. Committee reports
 - f. Unfinished and new business
 - g. Good of the Order
 - h. Retiring of Colors
 - i. Adjournment
2. Meetings of the Executive Board shall be at the call of the President and as indicated below to carry out the management of the Association. A quorum shall consist of 2/3 of the Board members, one of which shall be the President or Vice President. Meetings of the Executive Board shall be open to the general membership. The general membership shall not have voting rights nor privilege of the floor. When in Executive Session, only Executive Board members may attend except as invited to do so by the President.
 - a. A pre-Conference Executive Board meeting shall be convened if necessary not earlier than 24 hours prior to the opening of the Annual Conference.
 - b. A post-Conference Executive Board meeting may be convened if necessary normally at the site of the Annual Conference, not more than 24 hours after the adjournment of the Annual Conference.
 - c. Other meetings as necessary may be carried out via telephone conference or other electronic means.

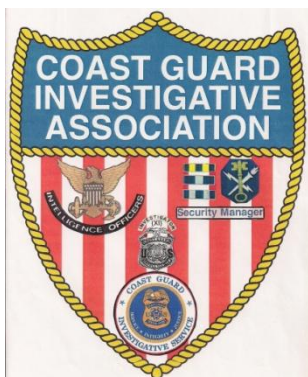
SECTION VII AWARDS

1. **Certificate of Appreciation.** A Certificate of Appreciation may be awarded for any outstanding service rendered. The certificate shall be presented during an official function or assembly, designated by the Association or Chapter President.
2. **Agent of the Year Award.** CGIS and CGIA have agreed to work together to recognize the CGIS Agent of the Year, whether they be active duty, reservist or civilian. This award, a plaque, will be presented at the CGIS annual reunion. (CH-4)

The following guidelines set forth the selection process:

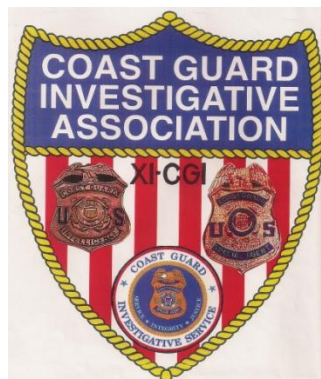
- a. On 1 July, CGIS Headquarters will seek nominations from Regional SACs to be returned not later than 31 August using the nomination form, Enclosure (5).
 - b. On 1 September, nominations will be forwarded to the CGIS Headquarters Awards Board (four members) and CGIA Awards Board (? Members) for review and votes. Enclosure (6) is a sample ballot used in this process.
 - c. On 15 September, CGIS Headquarters will announce the winner. CGIA orders the plaque.
 - d. Award will be presented to the CGIS Agent of the Year at the annual CGIA reunion. CGIA will sponsor the winner and guest to attend the presentation
3. **Membership Recruiting Award.** Recruiting Awards will be given for each of the following categories, and winners will be recognized during the opening ceremonies of the Annual Conference. Chapters must be two years old to be considered for chapter awards.
 - a. The Chapter having the greatest increase of new members for the Conference year.
 - b. The Chapter having the largest percentage increase of new members for the Conference year.
 - c. The member who has recruited the largest number of new members for the Conference year.

SECTION VIII EMBLEM/LOGO



Background for the CGIA Emblem.

On 26 May 2005, at our initial gathering in Branson, MO, the newly formed CGIA interim slate of officers' Executive Board set forth some seven tasks and goals, among them, "designing an Association Logo." However, no one (or committee) was specifically assigned to do this. Consequently, Bruce Sheils simply "turned to" on the task. A year later at our Kansas City, MO, reunion, the newly elected Executive Board met on the morning of 26 June 2006 to formulate the agenda for that afternoon's Association business meeting. Bruce Sheils presented a large full-color

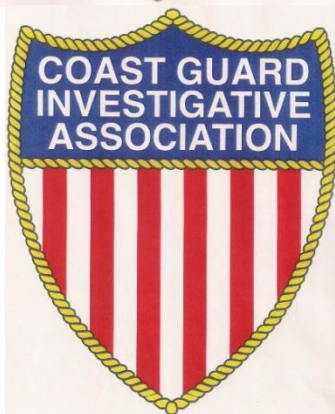


poster-type graphic of a CGIA logo, which President Chapeau directed to be presented at the afternoon General Business Meeting to be voted upon as to whether the Membership wanted to accept it as our Association logo. Subsequently, that afternoon, President Chapeau called for a motion regarding whether, or not, to accept the CGIA logo displayed on stage. The motion was made and discussion on the motion ensued. Jack Cornett, the CGIS Director, (in attendance, albeit NOT a member of the Association), opined that the "logo" was heavily slanted toward the Special Agent, while others, such as Intelligence Officers and Security Managers, who might be "Association Members", were not reflected in

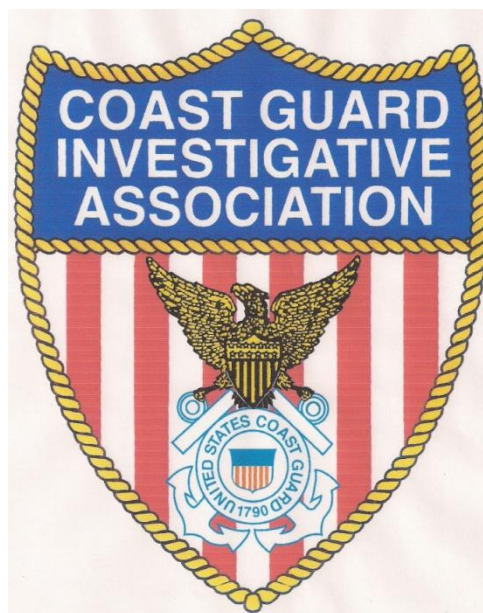
the "logo" graphics and that such members might take offense to their exclusion. Bruce Sheils responded that the "logo" was S/A oriented due primarily to the fact that the "original" concept for our "gatherings" came out of the former S/A cadre. Also, since Bruce Sheils had been the ad-hoc chairman to recruit for the extended CHARTER Member "Plank-Owner" program (which totaled 106 individuals, including the then Commandant, Thad Allen), he had (lacking any guidelines) designed the "logo" for imprint upon respective "Membership Cards" (EXCLUSIVE to THEM) to be distributed with the CHARTER Member "Plank-Owner" Certificates. The motion to accept the "logo" that was designed and displayed was defeated. Sheils added that other "individuals" might want to take the existing "logo" and work to modify or change it to be more "inclusive" and offered to make available various "working" color-printed graphics on hand to anyone so interested.

Consequently, Harry Hamilton accepted the task to either modify or redesign the “logo” for consideration at our next Conference/Reunion.

On 6 October 2007, at our Conference/Reunion in Orlando, FL, Harry Hamilton presented two versions of a CGIA Logo, both of which he had displayed on a lap-top computer screen which was difficult for everyone (of the more than 60 members present) to see. The first “logo” consisted of the same type old “Coast Guard Intelligence Shield” from back in the 1950’s and 1960’s which had been “stylized” and used in the year earlier Kansas City presentation, except this time ONLY the

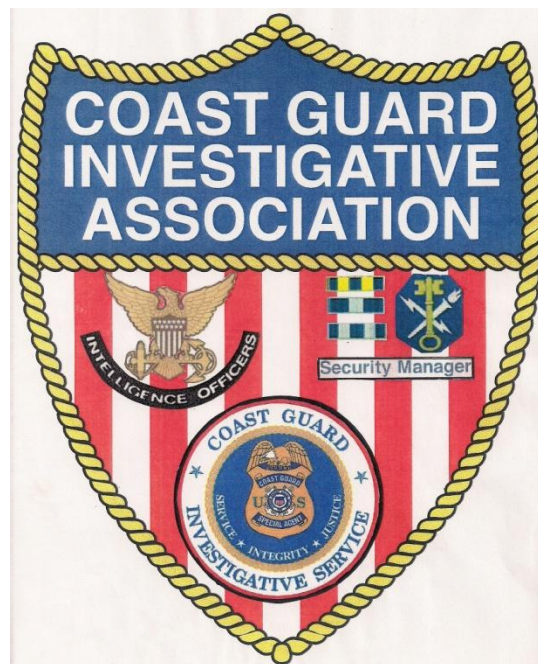


“Coast Guard Officers’ Eagle Cap Device” filled the red and white vertical striped banner-field portion of the display. This was immediately “shouted down” by practically ALL the “older” former Investigators and Special Agents who had served during the periods when ONLY Coast Guard enlisted personnel (PO2 thru CPO, and the later established Senior and Master Chief rankings were created) could serve as “Investigators” or “Special Agents” in CGI and CG Intelligence and Law Enforcement Branches. The second “logo” (which had been printed out on paper handouts) also consisted of the “Coast Guard Officers’ Eagle Cap Device” perched atop a Coast Guard Seal in front of crossed anchors (the enlisted uniform cap device). This selection was also highly (and vocally) unpopular to most present and BOTH suggestions were rejected. As a result, a new committee, consisting of Harry Hamilton, Susan Hayes and Bruce Sheils was appointed to continue to draft more options for our next Conference/Reunion.

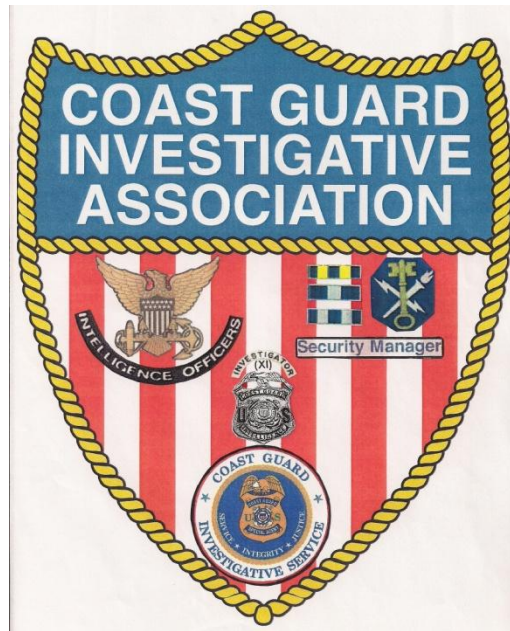


During 2008, the Logo Committee communicated regarding logo designs. The “initial logo” design first presented at the 2006 meeting in Kansas City featured “photo” recreations of both the “old” (1940’s thru 1960’s) CGI (Treasury Department) badge as well as the “new” Special Agent badge. We learned through CGIS Headquarters that photo reproductions of the S/A badge could NOT be used. During January and February 2008 Bruce Sheils submitted to committee members Hamilton and Hayes hard-copy reproductions with the following description: “Have used the “familiar” stylized shield and red/white striped banner field with the three main “elements” of our membership therein displayed:

- 1) Upper left in the banner field is the Coast Guard Officer’s Eagle underscored with the title “Intelligence Officers.” The commissioned officer’s primary role in the old CGI and CGIS Field (oil and ole) Office (both District and later Region) was largely a “uniformed” assignment as Branch Chief or Assistant Branch Chief (thus the plural term “Officers”, since a normally configured (oil or ole) complement had both officers assigned). Also, some Field Offices had additional “Intelligence Officers,” such as Fisheries, EPIC Watch Officers, etc.
- 2) Upper right in the banner field is the “Security Manager” (term “Manager” is singular since the normal Field Office complement was for ONE Security Manager) symbol a “Key” for access/control to “Security” – “Lightning Bolt” and “Intelligence (evaluated information)” – “Torch” which is taken from symbols displayed and explained by Military Heraldry Archives). Also, the “Security Manager” was primarily a “uniformed” assignment, thus the W-2 thru W-4 Warrant Officer rank devices are displayed alongside a “specialty” designator.
- 3) Underpinning the whole operation is the CGIS logo, in which is displayed an approved “drawn image” (no actual photo) of “The Badge”. NO rankings are indicated since the assignment is a “NON-uniformed” role made up of enlisted, officer and civilian members.



A second logo image, identical to the above was also provided with the following explanation: “Above theCGIS logo is a “drawn” image of the old (was phased out some 40 years ago, circa 1969/70) “CGI Badge” used when the Coast Guard was under the Department of Treasury and later the Department of Transportation with an identifying “INVESTIGATOR” over the “XI” designator for enlisted Investigators/Special Agents.”



Both committee members Hamilton and Hayes concurred in the second logo.

On 20 October 2008, at our Conference/Reunion in Reno, NV, the membership was presented with the above logo and a logo designed by George Finch (consisting of the current CGIS Logo, with the Words “Coast Guard Investigative Association” printed in a larger circle surrounding the CGIS Logo).



This image is being used on various clothing line items George Finch has made available to Association Members. The members voted (26 “For” and 2 “Opposed”) for the Logo Committee design.

SECTION IX

FORMS

1. Membership Acceptance/Denial Letter – These forms are included at the back of the Organization Manual (**Enclosures 1 and 2**).
2. Sample CGIA Membership Application Form – This form is the approved version and is available in the CGIA Newsletter and at the back of the Organization Manual (**Enclosure 3**).
3. Sample Election Ballot – This form is included at the back of the Organization Manual (**Enclosure 4**).

SECTION X
AMENDMENTS AND REVISIONS

1. The Organization Manual must be in compliance with the By-Laws.
2. The Organization Manual may be amended as needed.
 - a. Changes recommended by the Executive Board will be forwarded to the By-Laws Committee for review to ensure compliance with the By-Laws, following by ratification at the Annual Conference.
 - b. Changes recommended by the membership will be forwarded to the By-Laws Committee and the Executive Board for review to ensure compliance with the By-Laws, followed by ratification at the Annual Conference.

SECTION XI RITUALS

(The following ceremonies are guidelines only and should be modified as necessary to suit the circumstances.)

INVOCATION

Props: Table or altar

Bible

US Flag and other appropriate flags

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

CGIA MEMORIAL SERVICE

CHAPLAIN – A member of the United States Coast Guard has embarked on their last voyage, the tides of life have ebbed for this fellow member, and we, their shipmates and family and friends, gather here to honor their memory. **(Name)** was a valued member of the Coast Guard Investigative Association. **(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 them, for they have found safe anchorage in the great harbor of eternal peace, rather, it is for ourselves we mourn because a good friend has slipped their 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 and 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 do a slow hand salute).**

TAPS – (CALL ATTENTION AND HAND SALUTE DURING TAPS)

Fold flag and hand folded flag to the Association President/Chapter President. Association President/Chapter President faces next of kin and states, as they hand 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.

(Association President/Chapter President, pallbearers, and others, follow Chaplain to greet next of kin and express condolences.)

INSTITUTING A NEW CHAPTER

(Instituting Officer)

Fellow members, by the authority of the By-Laws for the Coast Guard Investigative Association, your application to establish a Chapter of the Association has been approved and a Charter has been issued to you.

Every prospective member applying for membership in our distinctive organization is required to proclaim acceptance of the principles of the Association and at the conclusion of these ceremonies, will be asked if you will accept these principles without any reservations, whatsoever.

(Bible and Colors already in place)

Please stand and join me in the Pledge of Allegiance. “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.”

(Read to the audience while they are still standing)

We must remain ever mindful of our 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, and our responsibility in the enforcement of the laws of our country. We must believe, through association and mutual acquaintance, the Coast Guard Investigative Association 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, and in respect for those who have gone before us and as a guide for those to follow.

(Instituting officer addressing the Chapter President-elect)

Mr. Chairman, are the applications for membership in this organization in proper order and does each of the applicants meet the membership requirements of the Coast Guard Investigative Association?

(Chairman Answers)

To the best of my knowledge, they do.

(Instituting officer addressing the members)

You have listened to the principles of this organization and while you stand before the table where the Bible rests, you will raise your right hand and state you subscribe to these principles.

(Answer – “I do”)

(Instituting officer addressing the members)

I now declare this to be a regular Chapter of the Association henceforth to be known as the **(NAME)** Chapter. Fellow members, I now declare you members in good standing and I urge you to become active in the affairs of our Association. Please be seated.

Installation of Officers. **(NOTE: The Installation of Officers may be done by the Instituting Officer or by a distinguished guest chosen by the members of the Chapter.)**

Instituting Officer:

Mr. Chairman – have the members of this chapter chosen who are to serve for the prescribed period of time?

(They have)

Mr. Chairman, you will call the roll of officers-elect and as their names are called, the officers will stand.

Fellow members – have these officers been elected in the proper manner and are they the choice of the majority?

(They are)

(NOTE: If the Instituting Officer is also the Installing Officer, they will continue on. If not, they will turn the proceedings over to the Installing Officer as follows.)

It now becomes my honor to turn these proceedings over to **(TITLE & NAME)** who will install the Officers of the Chapter.

(Installing Officer)

It now becomes my duty and honor to install the officers of this chapter. Will the officers-elect please come forward? I have the honor of installing you who have been chosen by your fellow members to administer the affairs of this Chapter in the ensuing year. I congratulate you.

Mr. President-elect, place your left hand on the Bible before you. Officers-elect to the rear, now place your left hand on the shoulder of the person before you. Please all raise your right hand and answer the following question in the affirmative.

Will you conscientiously perform the duties of your office as prescribed by the rules governing our Association and your Chapter?

(I will)

Will you at all times protect the interest of the Association, its Chapter and members, to the best of your ability?

(I will)

Please repeat 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 in accordance with the rules governing the Coast Guard Investigative Association and the governing rules of the **(CHAPTER NAME)** Chapter 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 member of this Association.

You may now lower your hands.

Officers, you now occupy a position of honor, trust and responsibility to which your fellow members elected you. The rules governing the Coast Guard Investigative Association and the rules governing your chapter prescribe your duties.

Mr. President, this Chapter is about to be placed in your charge. The harmony and progress of its affairs will depend, to a large extent, upon your leadership. Your fellow members have honored you by electing you to the highest office in your Chapter. They have placed their faith in you and you owe them a solemn obligation to do your utmost to perform the duties of your office as an obedient servant, not its master.

I place in your hands this gavel. This gavel is the emblem of your authority. You are admonished to use it wisely and impartially.

Study the principles of your Association and Chapter, become familiar with parliamentary procedures for it is your duty to discharge the rules and rituals of the Association to pass on rules governing debates. Your duty, in reality, is the privilege of serving your fellow members.

(If the Installing Officer is different than the Instituting Officer, then they must return the proceedings to the Instituting Officer for presentation of the Charter.)

I now return the proceedings to **(TITLE & NAME)** who will present the Charter.

(Instituting Officer)

Mr. President, I now deliver the Charter to this Chapter into your hands. As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all chapter meetings. Upon completion of your term of office, you are to deliver the Charter to your successor.

I now declare the **(NAME)** Chapter of the Coast Guard Investigative Association duly instituted and in working order, and the Officers of the Chapter duly installed.

INSTALLATION OF NATIONAL OFFICERS

(Installing Officer)

It now becomes my duty and honor to install the members who have been elected to serve as the National Officers and Executive Board of the Coast Guard Investigative Association.

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

Will the Officers-elect please come forward? I have the honor of installing you who have been chosen by the membership to administer the affairs of the Association for the period elected. I congratulate you.

Mr./Madam President-elect, please place your left hand on the Bible before you. Officers-elect to the rear, 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 all the duties of your office as prescribed by the rules governing our Association?”

(ANSWER: I will)

Will you protect at all times the interest of the Association, its chapters and members, to the best of your ability?

(ANSWER: I will)

Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your Association and submit accounting records, when required or requested, for financial audit?

(ANSWER: I will)

(Have each officer-elect take the oath)

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,----- to the best of my ability, ----- in accordance with the rules, ----- governing the Coast Guard Investigative Association.----- This I freely pledge, ----- as a citizen of our United States of America, ----- and on my honor as a member of this Association.

You may lower you hands.

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

Mr./Madam President, this Association is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow members have honored you by electing you to the highest office of your Association. 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 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 and the rules governing parliamentary procedure so you will be able to discharge the rules and rituals of your Association and pass on rules governing debates. Your duty is to serve your membership. Congratulations.

(Hand shakes)

I now declare the National Officers of the Coast Guard Investigative Association duly installed and in working order.

INSTALLATION OF CHAPTER 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?

(They have)

Have the records and accounts of the chapter been examined and approved by the Audit Committee?

(They have)

Do you have in your possession the Chapter Charter and the gavel of your office?

(I have)

You will surrender them to me. Mr./Madam President, will you call the roll of the 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?”

(I will)

Will you, at all times, protect the interests of the Coast Guard Investigative Association, its chapters and its members?

(I will)

Will you keep accurate records and true accounting of all funds, books, papers, and other property entrusted to you by your chapter and to submit accounting records, when required or requested, for financial audit?

(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 member ----- of the Coast Guard Investigative Association.

You may lower your hands.

Officers – your fellow members have elected you to a position of honor, trust and responsibility. Please study the Association and chapter rules governing your position so you may intelligently discharge the duties you have now assumed. I congratulate you.

Mr./Madam President, this chapter is about to be placed in your charge. The harmony and progress of its affairs will depend upon your leadership. Your fellow members have honored you by electing you to the highest officer of your chapter. 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 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 chapter, and the rules governing parliamentary procedures so you will be able to discharge the rules and rituals of your chapter and to pass on rules governing debates. Your duty is to serve your fellow members. Congratulations.

I now deliver the Charter of this Chapter into your hands. As President, you are personally responsible for its safety and it is your duty to see it is prominently displayed at all chapter 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 Investigative Association duly installed and the Chapter is in working order.

SECTION XII

COAST GUARD INVESTIGATIVE ASSOCIATION WEBSITE

The Association shall have a CGIA Website. The website will be developed for the benefit of the Membership as a form of communications. The Website shall be established, maintained and published by a Web Master, approved by the Executive Committee. The Website shall at a minimum have the following pages/tabs.

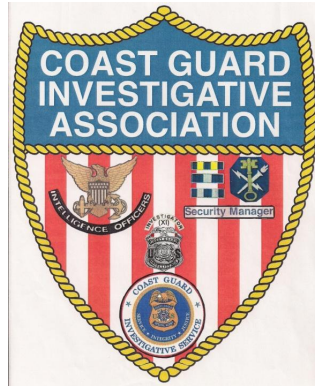
1. **Home Page** - Basic Information on the Organization, a tab for the Bi Laws, a tab for the Organization Manual, a section for Latest News, and Web Masters Notes and a Webmaster Contact Form
2. **Officers Page** - This page will contain information on the Association Officers, Trustees, Chaplain and a listing of those who has served the Association in Elected or Appointed positions. Each Officer shall provide a Biographical statement and reflection on their goals and duties for the Association.
3. **Membership Page** - This page will provide the requirements for Membership, There will be a Map showing our Organization Regions with membership counts. An Edited Membership listing showing only the Membership Number, Region, Status and Membership type. The webmaster is authorized, if contacted by members wanting to contact other members, to forward their contact information to that member.
4. **Fallen Member Page** - A page with information on those Coast Guard Investigative Personnel who have "Crossed the Bar." This section will also contain obituaries of those Members who passed away during the current year.
5. **Reunions Page** - This page will provide the requirements for the Reunions. It will consist of a Listing of the Reunions, their Location, and Minutes and/or agendas for the Reunion.
6. **Photos Page** - This section will contain Association Photographs approved for publishing. At a minimum it will contain pictures of Reunion Attendees, and Reunion Related photographs.
7. **Newsletter Page** - This page will be an archive of the Official Newsletters published.
8. **Agent of the Year Page** - This page will contain the Name and Photo of the Active Duty CGIS Agent selected as Agent of the Year by CGIS Headquarters.
9. **Apparel Page** - The Website is authorized to Advertise CGIA apparel for sale.
10. **Past Information Page** - This page will contain information removed from other pages but posted here for archive purposes.
11. **Links Page** - This page will contain Links to other Coast Guard and Military Websites.

SECTION XIII

DISSOLUTION OF ASSOCIATION

Upon the dissolution of the Association by reason of having less than ten members remaining, or for any other reason, the assets of the Association, property and monies shall be donated to Coast Guard Mutual Assistance or to other charitable organizations as deemed appropriate by the remaining members.

ENCLOSURE 1 - SAMPLE MEMBERSHIP ACCEPTANCE LETTER



(Date)

(Prospective Member)

(Address)

(City, State, Zip)

Dear (Prospective Member),

Your application for membership in the Coast Guard Investigative Association was received on (date). After careful review your application has been approved and we welcome you as a new member of this Association. Your membership card is enclosed.

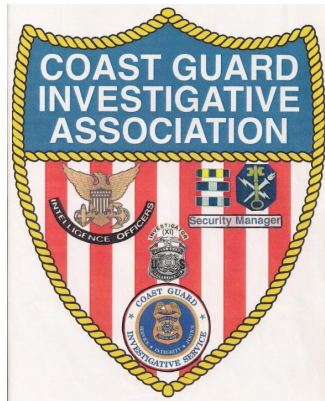
Sincerely,

(President's name)

President

Encl: (1) Membership Card No. _____

NCLOSURE 2 - SAMPLE MEMBERSHIP DENIAL LETTER



(Date)

(Prospective Member)

(Address)

(City, State, Zip)

Dear (Prospective Member),

Your application for membership in the Coast Guard Investigative Association was received on (date). After careful review your application has been denied because of the following reason(s):

_____ Insufficient information to verify your eligibility

_____ etc.

Your application fee is being returned.

Sincerely,

(President's name)

President

Encl: (1) Application Fee

ENCLOSURE 3 – MEMBERSHIP APPLICATION FORM



COAST GUARD INVESTIGATIVE ASSOCIATION

(ESTABLISHED 5/26/2005)

MEMBERSHIP APPLICATION

NAME: _____
DATE OF BIRTH _____
ADDRESS _____
PHONE _____
EMAIL _____

ELIGIBILITY REQUIREMENTS:

SERVED AS: (CHECK ONE)

- _____ SPECIAL AGENT/INVESTIGATOR (XI)
_____ BRANCH CHIEF (oil/ole)
_____ SECURITY MANAGER
_____ INVESTIGATING OFFICER

TRAINING:(CHECK ALL THAT APPLY)

- _____ TREASURY LAW ENFORCEMENT SCHOOL (TLES)
_____ USAF OFFICE OF SPECIAL INVESTIGATIONS (OSI)
_____ FEDERAL LAW ENFORCEMENT TRG CENTER (FLETC)
_____ OTHER (SPECIFY)

INVESTIGATIVE DUTY ASSIGNMENTS (UNIT)

DATES ASSIGNED

I certify the above information is true and correct and I served satisfactorily while assigned.

Signature

Date

Forward completed application for review and acceptance, along with dues for two years in the amount of \$50.00 to:

Jim Echhoff, Treasurer, CGIA 3232 Saturn Drive, Sacramento, CA 95827

Phone: (916) 201-9006

Email: jimechhoff@prodigy.net

ENCLOSURE 4 – SAMPLE ELECTION BALLOT

OFFICIAL BALLOT COAST GUARD INVESTIGATIVE ASSOCIATION NATIONAL OFFICERS (TERM OF OFFICE)

Instructions: Place an X or check mark on the line in front of the candidate or your choice. Association By-Laws allow each member the option of “Writing In” a name of a person for each office being voted on. The individual nominating the “write in” candidate must verify, in writing, the candidate’s willingness to serve and notify the Search Committee Chairman.” To validate your ballot you must fill in the last four numbers of your SSN. Ballots without this number being affixed, or those members who are not in good standing, will be discarded. Once you have completed the ballot – fold, tape, stamp and place in the mail. The ballot is self-addressed and must be in the Association office not later than 2400, _____.

CGIA CANDIDATES

President (select only 1)

_____ A. B. Seay

_____ C. A. Dog

_____ (Write-In)

Secretary (select only 1)

_____ R. U. Salty

_____ T. M. Notes

_____ (Write-In)

Vice President (select only 1)

_____ Salty Dawg

_____ B. D. Breath

_____ (Write-In)

Treasurer (select only 1)

_____ C. M. Change

_____ B. Counter

_____ (Write-In)

LAST FOUR OF SSN: _____

ENCLOSURE (5) – CGIS AGENT OF THE YEAR AWARD NOMINATION FORM

Coast Guard Investigative Association (CGIA) CGIS Special Agent of the Year Award Submission Form

CGIS Special Agent of the Year “The Golden Badge Award”



Applications will be judged by CGIS Headquarters Awards Board on the following criteria:

- Investigative Excellence
 - Sustained Superior Level of Performance
 - Serves as a Federal/Military Law Enforcement Role Model
 - Civic/Community Activity
- Nomination period must be for acts performed between 1 October 2010 – 30 September 2011.
 - Only Regional Special Agents-in-Charge may serve as the Nominating Official.
 - All active duty, reserve and civilian CGIS special agents are eligible for nomination.
 - This award will be presented at the annual CGIA Convention to be held 7-10 October in Charleston, SC. Expenses for the awardee and a guest to attend the CGIA Convention will be provided by CGIA and CGIS.
 - **Deadline for receipt of nominations is 31 August 2011. All nominations must be sent directly to AD Martinez.**

TO BE COMPLETED BY NOMINATING OFFICIAL

Nominating Special Agent-in-Charge	Region	Nomination Period
Nominee	Rank/Grade	Unit
Signature of Nominating Official	Date	Attachments
		Yes___ No___

This form and no more than a three page narrative, typed, single spaced and detailing the actions meeting the criteria above must be submitted for each nomination. While not required, news clippings, letters or other information based on the criteria above can be submitted with nominations. If news clippings, letters or other information based on the above criteria is provided, indicate in the above Attachments block.

ENCLOSURE (6) – CGIS AGENT OF THE YEAR AWARD BALLOT FORM

Coast Guard Investigative Association (CGIA) 2011 CGIS Special Agent of the Year Ballot Form

CGIS Special Agent of the Year
“The Golden Badge Award”



Applications will be judged by on the following criteria:

- Investigative Excellence
- Sustained Superior Level of Performance
- Serves as a Federal/Military Law Enforcement Role Model
- Civic/Community Activity

- Nomination period must be for acts performed between 1 October 2010 – 30 September 2011.

Deadline for receipt of completed ballots 9 September 2011. Completed ballots are to be returned directly to Assistant Director Marty J. Martinez, CGIS Headquarters.

TO BE COMPLETED BY VOTING OFFICIAL

Voting Official Name (<i>print</i>)	Affiliation
	CGIA CGIS
2011 Nominees	2011 Nominee Selected
S/A Jeffrey George, CGIS NE Region (CWO3, USCG) S/A Helena Chavez, CGIS NW Region (GS-13, USCG) S/A Hoa Cao, CGIS Chesapeake Region (CWO2, USCG) SS/A Beverly Vogel, CGIS Headquarters (GS-13, USCG) S/A Jason Wimer, CGIS Gulf Region (GS-13, USCG) S/A Anthony Lewandowski, CGIS Central Region (IV2, USCGR) S/A Nicholas Wellein, CGIS PAC Region (GS-13, USCG)	
Signature of Voting Official	Date

Comments:

Page 47

PRINTABLEMAP
PRINTABLE MAPS OF THE WORLD
.net

