**Constitution and By-Laws**

**Of the**

**Naples Naval Support Activity First Class Petty Officer's Association**

**CONSTITUTION**

**I.              PRINCIPLES**

First Class Petty Officers attached to Naval Support Activity First Class Petty Officer Association.

**II.**         **CONSTITUTION OBJECTIVE**

This constitution shall become effective after approval by the Commanding Officer, Naval Support Activity, Naples, Italy.

**BY-LAWS**

**Article I**

Name

 1. This organization shall be known as the Naval Support Activity First Class Petty Officers Association (NSA FCPOA).

 **Article II**

Purpose

1.  The NSA FCPOA is established for the following purposes:

  A. To promote improved organizational relationships and closer cooperation among all FCPOA members.

  B. To provide for the welfare of the FCPOA community. This will be achieved by planning and coordinating functions and activities which will best serve the community. Welcoming newly arrived or advanced FCPOs, organizing farewell functions for members in good standing. Participating in local area functions, special occasions to enhance community involvement, and recreational activities.

 C. To serve as a forum for open discussion of problems and concerns to all FCPO members.

 **ARTICLE III**

Membership

1.  Membership is open to all First Classes within the command as well as First Classes from smaller tenant commands.

2.  The new member will put on three-month probation period. During probation period, the new member will not be allowed to take an NSA FCPOA Officer’s position, unless voted differently by the General Assembly.

 3.  Sergeant-at-Arms will monitor NSA FCPOA members have been reported for misconduct, the member will put on probation for three months. At the end of the three months, the Sergeant-at-Arms will present the member to the Officers to determine if the individual is relinquished from his membership to the NSA FCPOA.

 4.  All active duty, retired and selective reserve FCPOs are eligible for membership (including tenant commands) and are requested to remain active members in good standing during their tour assignment.

 **ARTICLE IV**

Dues

1. 1.    Membership dues for all eligible personnel shall consist of a $5.00 fee per month or $50.00 (reduced price) for twelve months. First and last month are free month’s.

2. Dues shall be paid to the Treasurer each month as a minimum.

3. The Treasurer will provide a month late payment list to the Sergeant-at-Arms; the Sergeant-at-Arms will make contact with the delinquent members of the payment amount with notification to the President and Vice-President. If delinquent members are delinquent for a total of three months, the delinquent member will be placed on probation for three months. At the end of the three months, the Sergeant at Arms will present the delinquent member to the Officers to determine if the individual relinquishes the membership to the NSA FCPOA. Delinquent in payment personnel will NOT receive benefits of the NSA Naples FCPOA membership, unless voted differently by the General Assembly.

1. 4.      Members paid up to date or in advance will be considered "members in good standing" for purposes of receiving benefits of the NSA Naples FCPOA.

**ARTICLE V**

Officers

 1.  The NSA Naples FCPOA officers shall consist of:

A. President

B. Vice-President

C. Secretary

D. Treasurer

E. Public Affairs Officer

F. Sergeant-at-Arms Officer

G. Hail and Farewell Officer

**ARTICLE VI**

Duties of the Officers

1.  Duties of the President:

  A. Govern over all General Assembly and special meetings

B. Serve as a direct liaison between the Commanding Officer and the NSA Naples FCPOA.

C. Enforce the objectives, purposes, and provisions of the By-Laws.

D. Approval of emergency expenditures under $100 with agreement of another elected officer when a general assembly vote is not possible.

E. Arrange for financial audits semi-annually and when treasurers are relieved of their duties as a minimum. Arrange for a designated person as appointed by the committee to assist with this audit.

2. Duties of the Vice-President:

A. Perform the duties of the President in his/her absence.

B. Act as the FCPOA's Committees' Coordinator.

C. Function as alternate signature in the absence of the Treasurer.

D. Perform other duties as assigned by the President.

  3. Duties of the Secretary:

A. Keep an account of the proceedings of all meetings. These records shall at all times be available to, and the property of, the NSA Naples FCPOA.

B. Submit smooth meeting minutes to the President within three working days after each General Assembly or special meeting.

C. Conduct all correspondence of the NSA Naples FCPOA.

D. Maintain a social roster of members and eligible non-members for the purpose of informing the entire FCPO community of upcoming events.

E. Perform other duties as assigned by the President.

  4. Duties of the Treasurer:

A. Record and report all dues, fees, monies, and property paid to or donated to the NSA Naples FCPOA.

B. Keep a ledger of all debts and credits and be prepared to present such ledger at General Assembly meetings.

C. Maintain a current membership list of members in good standing.

D. Make regular deposits of all monies received in a recognized banking institution in the name of the NSA Naples FCPOA.

E. Ensure that a minimum of $100.00 is maintained in the account at all times.

F. Contact all members whose membership dues are delinquent.

G. Distribute a list of members in good standings at each general assembly meeting.

H. Disburse all payments via check or cash. Checks require the signature of two officers.

I. Conduct internal audits when Treasurer position is turned over, semi-annual or by the direction of the President. Audits to be verified by those designated by appointed committee.

J. The Treasurer will provide a month late payment list to the Sergeant-at-Arms; the Sergeant-at-Arms will make contact with delinquent members of the payment amount with notification to the President and Vice-President.

K. The Treasurer will provide a list of current paid members to the Hail and Farewell Office.

L. Perform other duties as assigned by the President.

5. Duties of the Public Affairs Officer:

A. Prepare all notices, event flyers, and advertisements conducted by the NSA Naples FCPOA.

B. Distribute correspondence as necessary for association events and activities.

C. Conduct polls as necessary for reporting at general assembly meetings.

D. Perform other duties as assigned by the President.

6. Duties of the Sergeant-at-Arms:

A. Shall maintain order on at NSA FCPOA events and meetings.

B. The Treasurer will provide a month late payment list to the Sergeant-at-Arms; the Sergeant-at-Arms will make contact with the delinquent members of the payment amount with notification to the President and Vice-President. If delinquent members are delinquent for a total of three months, the delinquent member will be placed on probation for three months. At the end of the three months, the Sergeant at Arms will present the delinquent member to the Officers to determine if the individual relinquishes his membership to the NSA FCPOA.

C. Sergeant-at-Arms shall enforce NSA FCPOA rules and insure safety of members during events and functions. Report all violations to the NSA FCPOA Officers.

D. The Sergeant-at-Arms shall monitor the probation period of new members, reporting the outcome to the President and Vice-President. Probation will last for three months.

E. Sergeant-at-Arms will monitor NSA FCPOA members have been reported for misconduct, the member will put on probation for three months. At the end of the three months, the Sergeant-at-Arms will present the member to the Officers to determine if the individual is relinquished from his membership to the NSA FCPOA.

F. Perform other duties as assigned by the President.

7. Duties of the Hail and Farewell Officer:

A. Will collect a list of all paid members from the Treasurer. He will maintain a database of PRD’s and retirements dates of all paid members.

B. Responsible for organization of the “Presenting of Plaque” ceremonies with notification to Officers and all members via Public Affairs Officer.

C. Responsible for ordering, purchasing, and delivering of the plaques.

D. Perform other duties as assigned by the President.

**ARTICLE VII**

Elections

1.  The Officers shall be elected by secret ballot at the July general assembly meeting.

2.  Nominations of officers shall be made from the floor during the June general assembly meeting. Nominees not present when nominated for office must be confirmed by the President prior to the general election meeting. Additional nominations may be accepted from the floor at the general election meeting. Proxy votes by TAD and on leave FCPOA members will be written and signed then turned into the President prior to the general assembly vote.

3.  Eligibility requirements for nominations are as follows:

A. Have a minimum of nine months remaining on board NSA NAPLES.

B. Nominee must be a member in good standing.

4.  Should an office become vacated, the General Assembly will determine the course of action to fill the vacant position.

**ARTICLE VIII**

Meetings

1.  General membership meetings shall be held monthly on the first Wednesday of each month at 1430 in the First Class Mess.

2. Emergency meetings may be held at the call of the President or upon request by any member in good standing. Two officers and one representative from each department in good standing (inclusive) must be present as minimum for a motion to be carried. All efforts possible should be made to contact members in good standing, to ensure that actions taken are a reflective of the majority of FCPOA members.

3.  Notification shall be given no less than one day prior to a change in scheduling on the general assembly meeting or to a special meeting.

4.  A majority vote of members present shall be required for all actions, except as specified elsewhere in the Constitution or By-Laws.

5.  Each member in good standing shall have one vote at General Assembly meetings. The President shall vote only in the case of any ties.

6.  At any General Assembly meeting any member in good standing may call for a vote of confidence to determine if any officer of the FCPOA should be allowed to continue in that elected position. Approval of an officer dismissal requires a two thirds vote.

**ARTICLE IX**

Committees

1.  The following are permanent benefits of the NSA Naples FCPOA.

A. Get-well or sympathy cards sent to members of the FCPOA and their immediate family.

B. Retirement/Fleet reserve gift.

1. NSA NAPLES FCPOA members will receive $75.00 towards their shadow box provided they have been a member in good standing for a minimum of 12 months.

2.  Retiring members will receive an additional $25.00 for each additional year they are members (provided they are in good standing at time of retirement)

C. Transferring members will receive a plaque (provided they are in good standing and have been a member a minimum of six months).

D. Other benefits may be awarded as approved by the General Assembly.

**ARTICLE XI**

Dissolution

1.  In the event the NSA Naples FCPOA is dissolved for any reason, the assets remaining after discharging outstanding debts shall be donated to charity as determined by members in good standing.