

**UNIFORM BY-LAWS FOR CHAPTERS OF THE  
COAST GUARD TACTICAL LAW ENFORCEMENT ASSOCIATION**

**UNIFORM CHAPTER BY-LAWS FOR THE \_\_\_\_\_ CHAPTER**

**PURSUANT TO THE BY-LAWS OF THE COAST GUARD TACTICAL LAW ENFORCEMENT ASSOCIATION, AND BY AUTHORITY OF THE CHARTER DULY APPROVED AND ISSUED BY THE NATIONAL BOARD OF DIRECTORS THEREOF, THE FOLLOWING UNIFORM CHAPTER BY-LAWS ARE ADOPTED AND PLACED INTO EFFECT:**

**ARTICLE I  
CHARTER**

**SECTION 1. NAME:** Chapter is chartered and known as the \_\_\_\_\_ Chapter of the of the CGTLEA, a patriotic, fraternal, social, and benevolent organization, duly authorized and operating in perpetuity under the Florida Not for Profit Corporation Act.

**SECTION 2. SUPERVISION:** Chapter shall conduct its affairs as a subordinate branch of the CGTLEA, subject at all times to the general supervision, by laws and regulations of the National Board of Directors of the CGTLEA.

**SECTION 3. DURATION:** This Charter is perpetual unless withdrawn by order of the National Board of Directors.

**ARTICLE II  
CHAPTER TRUSTEES**

**SECTION 1. POWERS:** All powers herein conferred upon this chapter by virtue of the Charter and Uniform By-Laws are vested in the Board of Trustees of the Chapter, who shall lawfully exercise all powers in the best interest of the chapter members and the Association.

**SECTION 2. ELECTION BY MEMBERS:** Board of Trustees consists of at least five members of the Chapter, duly nominated and elected by majority vote of members in attendance at any regularly scheduled meeting or duly called special meeting. Additional trustees may be elected if approved by the National Board of Directors; however, the total number of trustees shall be an odd number, up to a total of nine.

**SECTION 3. REQUIREMENTS:** Board of Trustees shall be Regular CGTLEA members in good standing without discrimination in accordance with Federal law. Under special circumstances, Associate members may be appointed to the Board of Trustees, but only with permission of the National Board of Directors, and at no time may the number of Associate members exceed 50% of the Chapter's Board of Trustees.

**SECTION 4. SANCTION:** Each Trustee-elect shall not exercise any powers of office until they affirm in writing their willingness to comply with the Uniform By-Laws, code of Ethics, and Oath of Office of the CGTLEA; and thereafter be confirmed and sanctioned to act as signified in writing.

**SECTION 5. TERMINATION:** Each Trustee so sanctioned shall serve for the elected term of office or until (a) voluntarily resigning, (b) PCS, (c) position as Trustee is declared vacated by direction of the National Board of Directors, or (d) a Trustee may be removed by majority vote of the other Trustees when their actions have been detrimental to the Chapter membership and or the CGTLEA.

**SECTION 6. REPLACEMENT:** In the event of a resignation or vacancy on the Chapter Board of Trustees, the remaining trustees may appoint an individual to fill the unexpired term of the vacating trustee. At no time can the number of appointed trustees exceed 50% of the Chapter's Board of Trustees.

**ARTICLE III  
CHAPTER MEMBERSHIP**

**SECTION 1. REQUIREMENTS:** Membership in the Chapter is open to all CGTLEA members in good standing without discrimination in accordance with Federal law.

**SECTION 2. JURISDICTION:** Chapter has jurisdiction only of members who are affiliated with that Chapter.

**SECTION 3. TERMINATION:** Chapter membership can be terminated: (a) upon PCS, (b) upon request of the member, or (c) upon unanimous vote of the Chapter Board of Trustees, with cause. If terminated for cause, event transcript shall be forwarded to the National Board of Directors for final determination.

**ARTICLE IV  
CHAPTER OFFICERS**

**SECTION 1. CHAPTER PRESIDENT/VICE PRESIDENT:** Board of Trustees elects one of their numbers to serve as President and they also elect one of their numbers to serve as Vice President, both of whom must be Regular members of the CGTLEA. Thereafter, all other Trustees act as consultants to the Chapter President. Terms of office for President and Vice President will be for a 1-3 year period as determined by the chapter, after which time they may or may not be re-elected by the Chapter Trustees. Failure to be re-elected as President/Vice President does not remove an individual as Chapter Trustee. The President is the Chief Executive Officer of the Chapter. It is his or her responsibility to provide leadership, to exercise general supervision over chapter activities, and to conduct chapter affairs in accordance with the Chapter By-Laws and the policies established by the National Board of Directors of the CGTLEA. The Chapter Vice President should be prepared to assume the President's duties and assist whenever necessary.

**SECTION 2. TREASURER:** The Treasurer, who need not be a trustee and may be an Associate member of the CGTLEA, is appointed by the Chapter President and is responsible for proper accountability of all chapter funds and financial records. The Treasurer must maintain the Chapter funds in accordance with National procedures.

**SECTION 3. SECRETARY:** The Secretary, who need not be a trustee and may be an Associate member of the CGTLEA, is appointed by the Chapter President to maintain the general business records and keep the written minutes of all meetings at which business of the Chapter is transacted. A copy of the written minutes of any meeting will be appropriately signed by the President and countersigned by the Vice President and/or Secretary and forwarded to the National Board of Directors as required.

**ARTICLE V  
COMMITTEES**

**SECTION 1. EXECUTIVE COMMITTEE:** The Executive Committee consists of all Trustees and Officers of the Chapter.

**SECTION 2. APPOINTMENT:** Chairman of each Chapter Committee is appointed by the Chapter President and serves an indefinite term at the Chapter President’s discretion. The Committee Chairman appoints committee members. Chapters should establish as many committees as required to conduct the business and operation of the chapter in a successful manner. (Reference operations manual for further guidance).

**ARTICLE VI  
CONDUCT OF BUSINESS**

**SECTION 1. COMPENSATION:** No Chapter assets of any nature shall ever be accepted by any member for services as Trustee, Officer, or Committee member, as all such duties are voluntary.

**SECTION 2. MEETINGS:** Chapter Executive Committee meetings shall be held monthly. The date, hour, and place of Chapter general membership meetings shall be determined by the Chapter President. Special meetings may be called by the Chapter President and Trustees providing all members are given sufficient advance notice of such meeting.

**SECTION 3. VOTING RULE:** Voting members at Chapter Executive committee meetings shall consist of the trustees. In all matters presented to the general membership which must be decided by vote, the majority vote of members in attendance will govern. Every member of the chapter, regardless of division of membership, is entitled to a vote on all matters brought before the chapter’s membership.

**SECTION 4. CONDUCT OF MEETINGS:** All meetings will be governed by Robert’s Rules of Order.

**SECTION 5. AIMS AND PURPOSES:** Chapter is chartered to advance the National program and to uphold the National mission.

**SECTION 6. POLITICAL ACTIVITY:** Chapter officers or individual CGTLEA members will not use the name of the Chapter of the CGTLEA or its influence, directly or indirectly, in any political election or activity.

**SECTION 7. DISPURSEMENTS:** All funds will be deposited in an authorized bank in compliance with CGTLEA National procedures in the name of the “CGTLEA, \_\_\_\_\_ Chapter.” All disbursements shall require two approved signatures. Normally, this will be the Treasurer and Chapter President or Vice President. However, the Secretary or any Chapter Trustee may also be an approved signatory at the President’s discretion. Bank signature cards should carry at least three signatures to ensure continuity of business. Name and address of all bank accounts together with one copy of a joint signature card containing all authorized signatures and all changes thereafter shall be filed with the National Board of Directors. Treasurer’s accounting of all CGTLEA Chapter funds shall be forwarded quarterly on forms prescribed by National procedures.

**SECTION 8. OBLIGATIONS:** No chapter member shall obligate or incur any liability in the name of the Chapter or the CGTLEA. At no time shall any chapter have authority to obligate or incur liability in the name of the Chapter or the CGTLEA, exceeding unobligated cash funds actually held and belonging solely to the Chapter without approval of the National Board of Directors. Further, the Chapter is directly responsible for all financial obligations incurred by the Chapter.

**SECTION 9. FUND-RAISING ACTIVITIES:** Chapters conducting fund-raising projects must initially attain approval from the National Board of Directors. Except under special circumstances approved by the National Board of Directors, all chapter fund-raising activities should primarily raise funds for Coast

Guard Tactical Law Enforcement Foundation support programs with reasonable set aside for Chapter operating expenses.

**SECTION 10. DISSOLUTION:** Upon dissolution of the Chapter, the presiding Chapter officer will render a financial accounting and forward all records, property, and funds to the National Board of Directors. If a chapter is closed due to inactivity, the National Board of Directors, as the parent organization, shall close all chapter bank accounts and capture any funds in said accounts.

**ARTICLE VII  
CHAPTER PROCEDURES**

**SECTION 1. CHAPTER PROCEDURES:** Chapter members may not enact local rules pertaining to Chapter membership. All charters must comply with the full intent of the Chapter and National By-Laws.

**SECTION 2. PROVISIONS:** Uniform Chapter By-Laws conform to the legal provisions of the Articles of Incorporation and By-Laws of the National Coast Guard Tactical Law Enforcement Association, including the State and Federal laws under which the Association operates. No amendment, deletion, or addition by Chapter members is authorized, nor shall have any lawful affect.

**ACCEPTED AND ADOPTED** as Uniform Chapter By-Laws, by majority vote of members attending duly called meeting of the \_\_\_\_\_ Chapter, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (location).

**AFFIRMATION BY BOARD OF TRUSTEES**

We, the undersigned Trustees-elect, do each affirm that we accept the powers of Charter and Uniform By-Laws, in trust, to be exercised in the best interest of all Chapter members; subject at all times to general supervision and regulations of the National Board of Directors; and to perform all duties to the best of our abilities until relieved by voluntary resignations, removal by majority vote of the other Trustees, or relieved by direction of the National Board, duly signified in writing.

**PRESIDENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**VICE PRESIDENT**

**TRUSTEE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**TRUSTEE**

**TRUSTEE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**ATTEST:**

**TREASURER**

**SECRETARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**CHAPTER MAILING ADDRESS**

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\_\_\_\_\_  
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