



DEPARTMENT OF THE NAVY
NAVAL AIR STATION WHIDBEY ISLAND
OAK HARBOR, WASHINGTON 98278-5000

NASWHIDBEYINST 1746.4T
MWR
27 Apr 07

NASWHIDBEY INSTRUCTION 1746.4T

From: Commanding Officer

Subj: CHIEF PETTY OFFICERS' CLUB REGULATIONS

Ref: (a) NAVSO-P-3520
(b) SECNAVINST 1700.11C
(c) BUPERSINST 1710.13A
(d) NASWHIDBEYINST 1700.12B
(e) NASWHIDBEYINST 1746.12C

Encl: (1) General Regulations for Chief Petty Officers' Club
(2) Bylaws of Chief Petty Officers' Club Advisory Group
(3) House Rules for the Chief Petty Officer's Club

1. Purpose. To issue regulations by which the Chief Petty Officer's (CPO) Club shall be governed. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. NASWHIDBEYINST 1746.4S

3. Authority. The club shall be operated per references (a) through (e) and enclosures (1) through (3).

/s/
R. S. ABERNETHY III

Distribution:
NASWHIDBEYINST 5215.2GG
Lists A through D

GENERAL REGULATIONS FOR
CHIEF PETTY OFFICERS' CLUB
NAVAL AIR STATION WHIDBEY ISLAND

SECTION I - BACKGROUND

1. Mission. To provide meals, refreshments, recreational, and social facilities for active duty and retired Chief Petty Officers.

2. Privileges Are Extended To

a. Personnel in pay grades E7, E8, and E9 in the following categories:

(1) Members of the armed services of the United States and their Reserve components or on the retired list with pay (including members of the Fleet Reserve and the Fleet Marine Corps Reserve on inactive duty) and their dependents.

(2) Personnel of equivalent pay grades in the armed forces of foreign nations on active duty or on the retired list with pay.

(3) Widows or widowers, who have not remarried, of personnel in pay grades E7, E8 and E9 of the armed services and their Reserve components, who die on active duty or while on official retired lists.

(4) Members of the armed services of the United States in a drill status.

(5) Dependents of personnel listed paragraph 2.a.(1) above.

(6) When both husband and wife are service members and the husband is eligible for club privileges as a dependent. Conversely, if the wife is a member of the club, her husband may have club privileges as a dependent. Since neither partner will have a Uniformed Services Identification and Privilege card indicative of the rank/rate of the sponsor, issue a membership card signifying that the dependent husband or wife is entitled to club privileges. Persons in pay grades other than E7, E8 and E9 using the club in their status of dependent will be in appropriate civilian attire after 1800 hours except when attending private parties in designated areas.

b. Guests. Members may invite bona fide guests to the club. A bona fide guest is an individual who has been personally and

specifically invited to accompany a member or group to the club. The member assumes full responsibility for the guests' conduct and payment of goods or services provided by the club.

(1) Guests who are in the military in pay grade E6 and below are not permitted in the club during special occasions, e.g., Bosses' Night, Chiefs' Call and Induction, unless specifically authorized by the Executive Committee.

(2) Guests who are in the military in pay grade E6 and below refer to uniform guidelines in Section I, paragraph 4.

(3) Membership-eligible, non-dues-paying individuals shall not be guests of active members.

c. Unauthorized Persons. The club manager or any member in good standing shall take positive measures to prevent the use of the club facilities by unauthorized individuals.

3. Revocation of Privileges. Recommendation for revocation of an individual's club privileges due to misconduct will be made by the Advisory Group to the commanding officer via the Morale, Welfare and Recreation (MWR) Business Activity Division Head. The Advisory Group's actions will be per the Bylaws of the CPO Club Advisory Group. The Advisory Group President shall prepare an appropriate letter to the individual for the commanding officer's signature.

4. Uniform

a. E6 and below. Prior to 1800, uniform of the day or appropriate civilian attire as defined in paragraph 5 below. After 1800, appropriate civilian attire is required. Utilities presenting a clean and neat appearance are authorized for command or CPO Club-sponsored special events: e.g., selectee training, etc. Utilities are not allowed in any area of the club except the dining room. For special events, i.e., Right Handers' night, uniform of the day or proper civilian attire is required.

b. E7 and above. Any authorized uniform presenting a clean and neat appearance (including working uniforms and flight suits), or appropriate civilian attire as defined in paragraph 5 below. Nomex flight jackets are not authorized in the CPO Club.

c. All other personnel. Appropriate civilian attire as defined in paragraph 5 below.

d. Instances requiring interpretation of the above guidelines will be referred to management.

5. Dress Code

a. Civilian attire is authorized in the CPO club. Current styles and fashions are acceptable. Relaxed attire may be worn as long as it is in good taste and in keeping with present day social acceptance; attire that is more formal may be prescribed for special occasions. Civilians in attendance at club functions are expected to exercise the same high standards of dress and appearance as required of military personnel.

b. Instances requiring interpretation of the above guidelines will be referred to management.

6. Location. The CPO Club is located in building 138.

7. Hours of Operation

a. The CPO Club shall be open for business as published in the quarterly calendar.

b. The CPO club may be closed at the time the bar closes if warranted due to lack of patrons.

c. The CPO club, dining room, and/or bar may be closed to normal patronage for special events only with the concurrence of the Advisory Group. Closures not recommended by the Advisory Group must be approved by the commanding officer.

8. Private Parties and Group Functions. Facilities are available for all types of parties authorized by reference (b), including wedding receptions, retirement parties, office parties, unit parties, and other group functions. Arrangements with the club manager shall be made in advance. A private party contract must be completed in each case. All functions held in the CPO club will be in accordance with the policies established in the event planner. To assist the Advisory Group in fulfilling its responsibility to the club membership, the club manager shall notify the Advisory Group within one working day whenever a party, which might interfere with normal patronage, is scheduled. (For this purpose, such parties are defined as those with 200 or more participants using a room other than the ballroom.) Notification may be given through the Advisory Group president, vice president, or secretary/treasurer. Members of private parties and group functions who are not authorized club privileges by virtue of pay grade shall confine themselves to those specific areas designated for that function.

9. Minors. Minors (person under 21 years of age) shall not be allowed in the lounge area at any time, but may be allowed in other areas of the club if accompanied by their parents.

10. Dues. Dues shall be collected per reference (e).

11. Gifts. No officer, enlisted member, or employee of the CPO club shall accept a gift, loan, or favor from a person or firms engaged in, or attempting to engage in business with the CPO club, except as prescribed in reference (c).

12. Check Cashing

a. No check over the amount of purchase shall be cashed.

b. Checks drawn by guests must be co-endorsed by the sponsor.

c. No two-party checks accepted.

d. No post dated checks shall be cashed or held.

e. Checks shall be made out to the CPO Club.

f. Checks will be deposited and will not be redeemed.

g. Checks returned from the bank marked "account closed" or "insufficient funds" or for other similar reasons, shall be reported and processed per local and regional directives. A service fee shall be charged for all dishonored checks.

SECTION II - ADMINISTRATION AND MANAGEMENT

1. Organizational Status. Per reference (b), the CPO Club is a branch of the Business Activities Division of the MWR Department and is under the supervision of the club manager.

2. Club Manager

a. The responsibilities of the club manager are set forth in reference (c). As the contract agent, he/she shall ensure that:

(1) Entertainment/social events are within the boundaries of discretion, modesty, and good taste as approved/reviewed (if necessary) by Business Activity Division management or other assigned personnel.

(2) At no time will any member/group under contract conduct him/herself in a manner that presents the Navy in a derogatory manner. Cursing, foul language and sexual conduct that promote or cause participants, in any manner, to become offended will not be tolerated.

(3) Events or functions that may be discretionary/adult in nature will be properly posted for families to review and to act accordingly.

b. The night operation assistant, if applicable, will be assigned by the CPO club manager.

4. Reprimands. Members or guests shall not reprimand employees for improper service, but shall make either verbal or written reports of improper actions to the club manager.

SECTION III - ADVISORY GROUP

1. General. An Advisory Group will be appointed as directed by reference (c). The organization, composition, and duties are detailed in enclosure (1). Neither the club manager nor any employee may be members of the Advisory Group, but the club manager shall attend Advisory Group meetings to provide information and assistance as required.

2. Financial Relationships. Per reference (c), members of the Advisory Group may not receive financial remuneration from the club in cash, goods, or services for any duties performed as members of the Advisory Group or as individuals during or after working hours.

3. Minutes. The minutes of each Advisory Group meeting shall be forwarded to the NAS Whidbey Island Command Master Chief (CMC) and the club manager with an information copy to the commanding officer. The minutes shall contain a roster of those absent.

4. Good Order and Conduct. The club manager is responsible for preservation of good order and conduct in the club. The Advisory Group shall inform the NAS Whidbey Island CMC, via the CPO Club Manager and Business Activities Manager, of inadequacies in the House Rules (enclosure (2)) and recommend changes.

SECTION IV - RECORDS AND REPORTS

1. Accounting. The CPO club manager shall comply with all provisions of reference (a).

2. Closing Accounts. The CPO club accounts shall be closed at the end of the month on a date established by reference (a). The assets and consumable supplies are inventoried and an audit of the club accounts is made.

3. Office Files. Copies of directives from the commanding officer and higher authority, club notices, correspondence, and similar papers shall be filed in the club office. The CPO club manager shall ensure that the directives required by reference (c) are on hand.

SECTION V - ALCOHOLIC BEVERAGES

1. Packaged Alcoholic Beverages. Packaged beer is available. Sale of this item is subject to the provisions of reference (b).
2. Consumption. At no time shall packaged alcoholic beverages be consumed on the premises of the CPO Club.

BYLAWS OF
CHIEF PETTY OFFICERS' CLUB ADVISORY GROUP
NAVAL AIR STATION WHIDBEY ISLAND

ARTICLE I - GENERAL

1. Mission. The primary mission of the Naval Air Station (NAS) Whidbey Island, Chief Petty Officers' Club is to provide meals, refreshments, recreational, and social facilities to Chief Petty Officers on active duty and retired.

2. Responsibility. The commanding officer is responsible for the operation of the CPO club. An Advisory Group is appointed to assist and advise the commanding officer in fulfilling his/her responsibilities by observing the overall operation of the club and making recommendations. The Advisory Group should carefully weigh the desires and needs of the club membership prior to making recommendations to the chain of command and the business activity manager.

ARTICLE II - COMPOSITION

1. Eligibility. Members of the Advisory Group shall be Chief Petty Officers or other armed services personnel in pay grades E7, E8, or E9, on active duty, and a member in good standing, plus two representatives of the retired CPO community as specified in paragraph 2.c of this article. CPO Club employees are ineligible for Advisory Group membership per reference (c).

2. Appointment. Advisory Group members are appointed by CMCs/LCPOs as detailed below. Each Advisory Group member shall have an alternate assigned, except as provided herein. Members and alternates shall be designated in writing, with copies of appointment letters forwarded to the president of the Advisory Group. The Advisory Group will be comprised as follows:

a. One member is required for each ten Chief Petty Officers in a command or department. Those commands or departments with less than ten chiefs will require one member. Number of chiefs will be rounded to the nearest ten increments. (Example 13 chiefs-1 member, 15 chiefs-2 members). Only one member is needed to attend each meeting.

b. Activities with fewer than five Chief Petty Officers or personnel of equivalent rate assigned may assign a representative, with or without an alternate. Representatives so assigned shall have full voting privilege, but their presence or absence will not be considered in the determination of quorums.

c. Two members and two alternates appointed by the Retired Chief Petty Officer's Association.

ARTICLE III - DUTIES

1. Elected Officials. Officers shall be elected by the general membership of the Chief Petty Officers' Association (CPOA) and will consist of a president, a vice president, a secretary and a treasurer.

2. Eligibility. Any CPOA member who would have at least one year of duty to complete at NAS Whidbey Island at the time he or she would assume office is eligible for election as an officer of the Advisory Group.

3. Term of Office. The term of office for Advisory Group officers shall be one year. Newly elected officers will be installed at the annual CPO Khaki Ball and will officiate at the October through September meeting of the Advisory Group.

4. Nominations and Elections. A general meeting of the active members of the CPOA shall be held on the second Wednesday of July each year for the purpose of receiving nominations for the offices of president, vice president, secretary and treasurer of the Advisory Group.

a. Nominations shall remain open until a minimum of two nominations have been received and accepted by the nominee for each position. Nominations made and seconded by members in deployed activities (if received by the president of the Advisory Group before the second Wednesday of July) will be placed on the ballot as if the nomination had been made from the floor of the general assembly. Following the closing of nominations, members of the CPOA will have until the second Wednesday of August to cast secret ballots for the nominee of their choice.

b. A ballot box and approved ballots will be provided in the lobby of the club to allow members to vote. Only official ballots will be used and, in order to be counted, the ballot must be completely filled out by the voting member. The official ballot will have the voting member's last eight digits of card number to ensure that the one-vote-per-person rule is observed. The incumbent secretary shall be responsible for mailing official ballots to the command master chiefs of deployed units so that deployed members may be afforded the opportunity to vote.

c. On the second Wednesday of August each year, a general meeting of the active members of the CPOA will be held for the purpose of opening the ballot box, counting the ballots, and announcing the names of the newly elected officials. The person receiving the greatest number of votes shall be the one elected.

d. Following the announcement, the meeting will be open for discussion of business concerning the CPOA. Names of elected officials will be posted in the club and submitted to the commanding officer for his/her approval.

e. The period from nomination to the opening of the ballot box is designed to provide members who may be temporarily away from the station the opportunity to vote.

f. The newly elected officials shall attend the August and September meetings of the Advisory Group as observers and will assume their duties at the October meeting of the Advisory Group.

5. Removal. When necessary, an officer may be removed as follows:

a. A written petition signed by the originator and subsequently, by 20 percent of the active members of the CPOA shall be presented to the Advisory Group president who will call a special meeting of the entire CPOA. If the officer petitioned to be removed is the president, the petition shall be presented to the vice president, who will call the special meeting.

b. No dismissal action whatsoever on removal proceedings may be taken during any Advisory Group meeting.

c. A quorum for the special meeting shall be 50 percent of the CPOA members on board (as reported by the Command Master Chiefs) on the day of the special meeting. The special meeting may not proceed without a quorum. Vote by secret ballot shall be the order of business for the special meeting and shall be stated. "(Name) of the CPOA Officer' to be retained or removed as (office held) by marking "X" in the appropriate box." A two-thirds majority vote shall be required to remove an officer.

d. A report of removal proceedings and recommended action shall be submitted to the commanding officer, via the command master chief, for approval/disapproval.

6. Resignation. An officer may resign his/her office by notifying the command master chief, in writing, of their intent. If the vice president, secretary, and/or treasurer resign, the name of a replacement nominee shall be submitted to the Advisory Group by the president for the Advisory Group's confirmation. A two-thirds majority is required to confirm a replacement officer. If the president resigns, the vice president shall assume the office of president and nominate a new vice president as provided above. If the entire slate of officers resigns, the chairperson of the House Committee shall call a general assembly of the CPOA to elect new officers.

7. Duties. The duties of the officers are as follows:

a. President

(1) Preside over all regular and special meetings of the Advisory Group and general membership and ensure that all rules and procedures governing meetings are adhered to.

(2) Appoint members to special committees and issue letters of appointment to the individuals appointed to permanent committees within the Advisory Group.

(3) Submit to the Advisory Group the names of nominees to replace resigned or removed officers.

(4) Approve, by affixing his/her signature, all correspondence emanating from the Advisory Group.

(5) Act as chairperson of the Executive Committee.

(6) If the regular vote on an issue before the Advisory Group is deadlocked, he/she shall cast a vote to break the deadlock. He/she shall not vote on any issues at any other time.

(7) Represent the Advisory Group and club membership at social and civic functions as may be required.

(8) Monitor and coordinate the activities of the various standing and special committees.

(9) Maintain a list of members/alternates and copies of appointment letters. Notify respective units whenever a vacancy occurs and ensure that replacements are appointed.

(10) Attend the monthly meeting of the command master chiefs.

(11) When money is needed in a timely manner the president is authorized to spend up to \$250.00 without approval from the Advisory Group.

b. Vice President

(1) In the absence of the president, assume the duties of the president.

(2) Assist the president in carrying out his/her duties.

(3) Serve as a member of the Executive Committee.

c. Secretary

(1) Record the minutes of each meeting and prepare the minutes for signature of the officer who chaired the meeting within five working days of the meeting.

(2) Prepare and forward all correspondence for the Advisory Group, to include agendas for each meeting.

(3) Give notice of Advisory Group meetings and functions by having announcements published in the NAS Whidbey Island and Squadron Plans of the Day/Week.

(4) Serve as a member of and recorder for the Executive Committee.

(5) Keep abreast of the activities and responsibilities of the treasurer in order to act in that capacity during times of the individual's absence.

(6) Maintain files and historical documents.

d. Treasurer

(1) Give a detailed report of the status of the CPOA Miscellaneous Expenditure Fund at each Advisory Group meeting.

(2) Maintain a checking account for the CPOA Miscellaneous Expenditure Fund as needed to discharge obligations as authorized by Executive Committee and/or the Advisory Group.

(3) Maintain accurate records of all financial transactions from the CPOA Miscellaneous Expenditure Fund.

(4) Keep abreast of the activities and responsibilities of the secretary in order to act in that capacity during times of the individual's absence.

ARTICLE V - MEETINGS

1. Scheduling. The Advisory Group will meet monthly on the third Friday at 1400. Special meetings may be convened, as necessary, by the president.

2. Quorum. A quorum of two-thirds of the members or their alternates must be present to change the bylaws of the CPOA, and a simple majority of the members present is required to conduct normal business at the regularly scheduled meetings. Only commands actually on board the air station at the time of the meeting will be counted in the determination of a quorum. The presence or absence of members assigned per Article II, paragraph 2.c, shall not be considered in the determination of a quorum.

3. Attendance. It is the duty of each member of the Advisory Group to attend the meetings of the group. If a member cannot attend a meeting, he/she shall ensure the attendance of his/her alternate. Interested members of the general membership and a representative from the Chiefs' Wives Club are welcome to attend any meeting of the Advisory Group.

4. Voting. Only properly appointed and designated members or alternates may vote at an Advisory Group meeting. If the member and his alternate are both present, only one may vote. No activity is entitled to more votes than its number of members as prescribed in Article II. Issues before the meeting shall be decided by a simple majority vote of the members present, except as otherwise provided by these bylaws. In the case of a deadlock issue, the president shall cast the deciding vote.

5. Agenda. Meetings will be conducted in accordance with the procedures of Robert's Rules of Order. Agenda items will be available to each Advisory Group member prior to each meeting. Other items requiring Advisory Group attention may be submitted by members when requested by the Executive Committee at the appropriate time during the meeting.

ARTICLE VI - COMMITTEES

1. Composition of Committees. Except as otherwise provided by the bylaws, all committees shall be appointed by the president of the Advisory Group.

a. All committees shall consist of at least two members, including the chairperson.

b. Committee chairpersons shall be members of the Advisory Group and two-thirds of the membership of all committees must be members of the Advisory Group.

(1) Committee members may be appointed or asked to serve from sources other than the Advisory Group if special talents are needed or desirable, and the person possessing the special talents is willing to serve.

(2) No Advisory Group member appointed to a committee shall decline the appointment except for a valid reason. Validity of a reason for declining shall be determined by a vote of the Advisory Group.

(3) A committee chairperson may appoint a member of their committee to act in his/her place in order that the committee may be properly chaired and represented in the temporary absence of the chairperson. A committee member so appointed must be a member of the Advisory Group.

2. Types of Committees

a. Standing Committees. The Advisory Group will have six permanent standing committees. The six standing committees are:

- (1) The Executive Committee
- (2) The Ways and Means Committee
- (3) The House Committee
- (4) The Entertainment Committee
- (5) The Induction Committee
- (6) The Web Committee

b. Special Committees. Special committees shall be appointed by the president of the Advisory Group as needed to perform any single function not delegated to one of the standing committees. Upon completion of the assignment, the special committee shall automatically be dissolved.

3. Duties of Committees

a. Executive Committees. The Executive Committee shall be chaired by the president of the Advisory Group and shall consist of the president, the vice president, the secretary, and the treasurer, the chairpersons of the House Committee, the Entertainment Committee, the Induction Committee, and the chairperson from any special committee formed by the president. The Executive Committee shall meet quarterly on the second Thursday of every month at 1300, and as necessary to approve, by majority vote, expenditures of up to \$500 from the CPO Miscellaneous Expenditure Fund. In the case of a deadlocked issue in the Executive Committee, the vote will be decided by the way the president voted.

b. Ways and Means Committee. The ways and means chairperson shall be appointed by the president. The Ways and Means Committee shall meet as required to perform the following duties:

(1) Develop a body of house rules for approval by the Advisory Group and the NAS Whidbey Island commanding officer. As needed, recommend changes to the house rules for approval by the Advisory Group and NAS Whidbey Island commanding officer.

(2) Investigate complaints referred by club management, the Advisory Group, or any member in good standing. Results of investigations shall be reported to the Advisory Group with recommendations for action. Under no circumstances shall a

member of the Ways and Means Committee before, during, or after the investigation of a complaint, interfere in any way with club management of any club employees. Club management is responsible for the maintenance of good order. Alleged offenses shall only be noted, and then referred to the Advisory Group.

(3) Recommend appropriate disciplinary action in the form of suspension of membership in cases of flagrant or repeated violations of the House Rules. Recommendations shall be made to the Advisory Group, via the Executive Committee, for inclusion of the agenda for consideration and forwarding to the command master chief.

(4) Investigate cases of repeated absence of Advisory Group and committee members. If investigation discloses that an Advisory Group member or committee member cannot attend meetings due to duty status or lack of interest, the member shall prepare a letter for the president's signature. The letter will be sent to the command master chief or senior enlisted advisor of the appropriate command, via the Executive Committee, recommending that a new Advisory Group member be assigned.

(5) Make recommendations to the Advisory Group for club improvements.

(6) Conduct quarterly audits of the CPOA Miscellaneous Expenditure Fund.

(7) Appoint sub-committee chairperson to initiate and run all fundraisers.

c. House Committee. The House Committee and its chairperson shall be appointed by the president, and will meet as required to formulate recommendations to the Advisory Group concerning improvement of the physical structure, furnishings, decor, or services provided by the club. The club manager will attend all House Committee meetings.

d. Entertainment Committee. The Entertainment Committee and its chairperson shall be appointed by the president. Meetings shall be held as necessary and shall be attended by club management. Duties of the Entertainment Committee include:

(1) Performing liaison between the Advisory Group and club management on matters concerning entertainment and social functions provided by the club.

(2) Conducting special events, such as "Bosses' Night," etc.

(3) Assisting as necessary in planning, scheduling, and conducting an annual CPO Birthday Ball

to be held on the first Saturday in April of each year for the purpose of honoring the birthday of the chief petty officer rating.

(4) Making recommendations to the Advisory Group concerning expenditures from the CPOA Miscellaneous Expenditure Fund for social functions.

(5) Making recommendations to the Advisory Group concerning unusual expenditures of club funds for entertainment.

(6) Making recommendations to club management and the Advisory Group concerning improvement to entertainment provided by the club.

e. Induction Committee. The Induction Committee and its chairperson shall be appointed by the president and approved by the NAS Whidbey Island Command Master Chief. Duties of the Induction Committee are:

(1) Coordinate and oversee all CPO Induction events held within the club.

(2) Schedule and conduct Chiefs' Call on the night before Induction.

(3) Recommend to the Advisory Group expenditures for Induction from the CPOA Miscellaneous Expenditure Fund.

f. Web Committee. The Web Committee and its chairperson shall be appointed by the president. Duties of the Web Committee are to coordinate and oversee the operation of the CPOA Web site.

ARTICLE VII - GENERAL ASSEMBLIES

1. Purpose. General assemblies of the entire CPOA membership shall be held to nominate and to afford members of CPOA the opportunity to discuss CPOA business and other pertinent subjects with CPOA officers and club management.

2. Procedures. Unless otherwise provided by the bylaws, the president will preside at all general assemblies. General assemblies shall be open to all members of the CPOA as defined in Section I, paragraph 2a(1) of enclosure (1). Twenty-five voting members of the CPOA shall constitute a quorum for a general assembly. General assemblies will be held on the second Wednesday of July and August as provided by Article IV and on the second Wednesday of February. Other general assemblies may be convened by the Advisory Group by a three-fourths majority vote at a regular or special meeting of the group.

ARTICLE VIII - INDUCTION PARTICIPANTS

1. Responsibility. The command master chief oversees the Induction. The Chief Petty Officers' Club Advisory Group is responsible for ensuring that all CPO selectees are initiated in a safe and meaningful way.

2. Participants in Inductions. Only chief petty officers will be allowed to participate in the CPO Induction. Participant is construed as Induction Committee members, sheriffs, and Induction activities (e.g., Chiefs' Call, game room, prop activities, and training of CPO selectees). Individual commanding officers and officers in charge (OICs) are encouraged to attend and observe the Induction festivities, pinning ceremony, and reading of the CPO Creed.

3. Personnel to be Inducted. Only personnel selected for advancement to the rank of chief petty officer in the United States Navy (active duty or reserve) will be inducted as chief petty officers. Selectees of equivalent rank in other services or nations will not be permitted to observe or participate in the Induction or related festivities. Personnel of equivalent rank in other services or nations may be invited to observe the pinning ceremony and reading of the CPO Creed.

ARTICLE IX - AMENDMENT OF THE BYLAWS

1. Amendment of the Bylaws. If amendment of the bylaws is deemed advisable or necessary, a written proposal shall be submitted to the Executive Committee. The Executive Committee will discuss the proposed amendment and place it on the agenda for two consecutive meetings of the Advisory Group. The proposal will be discussed at both meetings and voted upon at the second meeting. Three-fourths majority is required for passage. Following approval of the Advisory Group, the proposed amendment shall be forwarded to the Chain of Command, via the Business Activities Manager, for approval. If approval is received from the Commanding Officer, the bylaws shall be considered amended accordingly.

HOUSE RULES FOR THE
CHIEF PETTY OFFICERS' (CPO) CLUB
NAVAL AIR STATION WHIDBEY ISLAND

1. Operating Hours. Operating hours are published in the quarterly calendar.
2. Damage to Club Property. At the discretion of the commanding officer, club property that has been damaged willfully or through negligence shall be replaced or repaired at the expense of the member or employee responsible for the damage. Club property shall not be removed from the club without approval of the club manager.
3. Reprimands to Employees. No member, patron or guest shall personally reprimand a club employee. Inattention or neglect shall be reported either verbally or in writing to the club manager or the Advisory Group. Complaints will be investigated and handled per enclosures (1) and (2) of this instruction.
4. The Lounge
 - a. No member, patron, or guest shall be allowed behind the bar at any time.
 - b. He who wears a hat into the lounge area will buy the bar a round of cheer. Wearing a cover within the club in a non-duty officer capacity is considered disrespectful to all CPOs. If this provision is unacceptable to any person, that person is invited to pick up his hat and leave. Non military whose hat is not part of their ensemble is unacceptable; exception is female guests.
 - c. The bell above the bar may be rung only under the following circumstances:
 - (1) To denote the beginning and ending of happy hour.
 - (2) To indicate that a round of cheer for the bar is to be purchased by the individual who rang the bell or by an individual who entered the bar area wearing a hat.
5. Notices. Notices, which are not related to the functions of the club, may be posted in the club only when authorized by club management.
6. Personal Property. The CPO Club cannot assume responsibility for lost or stolen personal property. The CPO club cannot assume responsibility for personal injury sustained on the premises,

accidental or otherwise. All reasonable precautions to ensure the safety of patrons are taken, but persons using the facilities of the CPO club do so at their own risk.

7. Conduct. Unseemly conduct, either in action or appearance, violations of the regulations of the CPO club, or other indifference to the obligations of patrons will be referred to the Ways and Means Committee of the Advisory Group for investigation and recommendations will be forwarded to the NAS Whidbey Island Commanding Officer for appropriate action.

a. Authorized patrons are responsible for the actions and conduct of persons they sponsor into the CPO club. Misconduct by a guest may result in disciplinary action against the sponsor.

b. Person who shows evidence of overindulgence may be required to leave upon request of an authorized representative of club management. Every attempt will be made to not let the intoxicated person drive their POV.

c. It is the function of club management to invite the attention of authorized patrons, their guests, or dependents to infractions of the rules and regulations, and to maintain good order and discipline within the CPO club.

8. Gambling. Gambling of any form in the CPO Club is forbidden.

9. Last Call and Stacking Drinks

a. Last call, as it is known, will not be given prior to the closing of the bar, and all drinks will be off the bar and tables 15 minutes before the CPO club closes.

b. The stacking of drinks is not allowed.

10. Designated driver Program. The CPO club encourages and fully supports the Designated Driver Program. Designated drivers will be provided with non-alcoholic beverages free of charge.