



**INTERNATIONAL AUXILIARY**  
Non Commissioned Officers Association of the United States of America  
P.O. Box 33790, San Antonio, TX 78265

**TO:** Local Chapter, International Auxiliary  
**FROM:** NCOA International Board of Directors  
**SUBJECT:** Local Auxiliary Trustees Oath of Office and Code of Ethics

All trustees/officers of local Auxiliary Chapters must be duly sworn into office. A copy of the Oath, signed by the elected/appointed trustee and the person administering it, and a signed and affirmed copy of the Code of Ethics, must be on permanent file at NCOA International Headquarters.

International Auxiliary Trustees, at the chapter level, should be given the Oath by the Auxiliary Chapter Chairman or other Auxiliary/Chapter official, at a regularly scheduled membership meeting, at an Executive Committee meeting, or during an Auxiliary/Chapter social function. The Oath may also be given by an International Headquarters representative or by a military commander of the Armed Forces.

It is important that the Oath be administered in a dignified manner during proper ceremonies and that the occasion be publicized by story and photograph wherever and whenever possible.

Once an Auxiliary Officer has served for period of one year, they can be nominated as a Permanent Trustee. If approved, they remain a Permanent Trustee so long as they maintain active membership in the International Auxiliary. As these individuals travel, it is possible that an Auxiliary may find a number of Permanent Trustees on their membership rolls in addition to those who comprise the Auxiliary Chapter Executive Committee. Should this occur, the Auxiliary Chapter Chairman should offer them "Ex-Officio" positions as advisors to the duly-elected Board of Officers. A Permanent Trustee does not automatically become an officer of the local Auxiliary Chapter. They must be officially elected to one of the four officer positions by the general membership of the Auxiliary Chapter.

We appreciate your cooperation in this matter. Please complete the attached Oath of Office and Code of Ethics without delay and mail them to Chapter Services Manager, NCOA International Headquarters, P.O. Box 33790, San Antonio, Texas 78265.

We extend our personal congratulations, and those of all members of the NCOA International Board of Directors and the International Auxiliary Board of Directors, upon your appointment as a key representative of our great Association.

Fraternally,

Vincent W. Patton III  
President  
NCO Association

Dianne E. Carnahan  
President  
NCOA International Auxiliary



**CODE OF ETHICS  
FOR CHAPTER OFFICERS/TRUSTEES OF THE INTERNATIONAL AUXILIARY  
OF THE NON COMMISSIONED OFFICERS ASSOCIATION**

I, \_\_\_\_\_, do hereby affirm that I am a citizen of the United States of America, that I am a person of good morals, sound reputation, considerate of my fellow man; and am so regarded by those who know me.

I have read the NCOA International Auxiliary By-Laws and the Uniform By-Laws for Chapters of the International Auxiliary of the Non Commissioned Officers Association and have a working knowledge of the international programs for members, and I understand the organization and management of the NCOA International Auxiliary, Articles of Incorporation and the Uniform By-Laws by which the NCOA International Auxiliary and its Auxiliary Chapters governed; and I fully subscribe to the purposes and Creed stated in the Articles of Incorporation.

I will faithfully strive to bring honor and prestige to the image of all military families and particularly to the members of the NCOA International Auxiliary, and MORE ESPECIALLY...

I will serve diligently in recruiting eligible persons as new members of the NCOA International Auxiliary, without discrimination as to grade, branch of service, race, sex, national origin or religious belief.

I will attend all scheduled meetings of the Auxiliary Chapter, Official Regional Symposiums conducted in my area, and to the best of my ability, will further aid programs of the NCOA International Auxiliary and the Non Commissioned Officers Association and keep myself fully informed and useful to the members; and if, for any reason, I am unable to attend, I will immediately notify a member of the Executive Committee of the NCOA International Auxiliary.

I will seek every opportunity to meet with interested potential NCOA International Auxiliary members and brief them impartially on all membership benefits provided by the NCOA, to the best of my knowledge, and I will assist every NCOA International Auxiliary member, upon request, to use these benefits, all without charge to the member.

I will report any and all information, be it derogatory or otherwise, concerning management operation and the well-being of the Auxiliary Chapter or the International Auxiliary, to the officers of the NCOA International Auxiliary.

I DO SOLEMNLY DECLARE UNDER THE PENALTY OF BEING DISMISSED AS AN AUXILIARY CHAPTER OFFICER/TRUSTEE AND MEMBER that I will never violate any of the provisions of this Code of Ethics, Articles of Incorporation, Uniform By-Laws, or any policy of the Association.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, under the laws of the forum of the International Headquarters of the Non Commissioned Officers Association of the United States of America.

\_\_\_\_\_  
Auxiliary Chapter Officer/Trustee Signature

\_\_\_\_\_  
Affirmed by

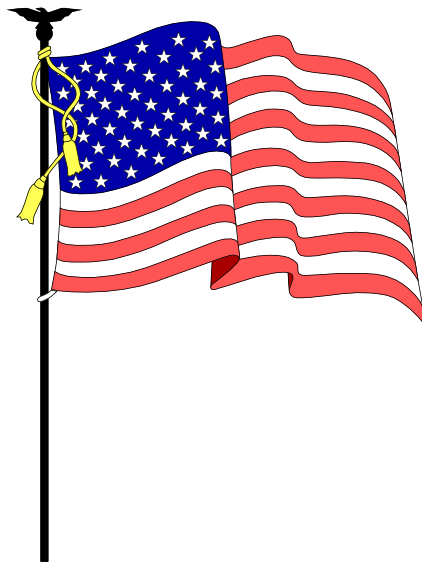
*Please type or print*

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
SSN/Member #

\_\_\_\_\_  
Present mailing address

\_\_\_\_\_  
Telephone #



## **OATH OF OFFICE**

### **AUXILIARY CHAPTER OFFICIAL/TRUSTEE**

I do hereby affirm that I will uphold and support the Articles of Incorporation, the International By-Laws and the Uniform By-Laws for Chapter of the International Auxiliary of the Non Commissioned Officers Association of the United States of America, that I subscribe to and will carry out the directives and guidelines as established by the elected officers of the International Auxiliary and the International Board of Directors of the Non Commissioned Officers Association; and that I will always faithfully discharge my duties as an elected Auxiliary Chapter Officer/Trustee to the best of my ability.

\_\_\_\_\_  
Affirmed by

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SSN/Member #