



# NCOA<sup>®</sup>

**TO:** CHAPTER CHAIRMAN AND TRUSTEES

**FROM:** NCOA PRESIDENT

**SUBJECT :** TRUSTEES OATH OF OFFICE AND CODE OF ETHICS

All NCOA Chapter Trustees must be duly sworn into office. A copy of the Oath, signed by the Trustee and the person administering it and a signed and affirmed copy of the Code of Ethics, must be on permanent file at International Headquarters.

NCOA Chapter Trustees should be given the Oath by the Chapter Chairman or other Chapter Official at a general membership meeting, at an Executive Committee Meeting, or during a Chapter social function. The Oath may also be administered by a Representative from International Headquarters or by a Military Commander in 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 for use by local media and the monthly newsletter.

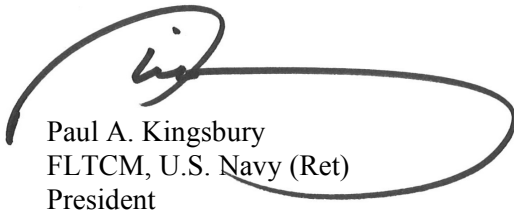
Once a Trustee is sworn into office, he/she remains a Trustee for his/her elected term of office so long as he/she maintains NCOA membership or until (a) voluntarily resigning, (b) PCS, (c) position as Trustee is declared vacated by direction of the International Board of Directors, or (d) he/she is removed by a majority vote of the other Trustees when his/her actions have been detrimental to the Chapter membership and/or the Non Commissioned Officers Association.

Chapters may recommend a member of the Board of Trustees for appointment as a Permanent Trustee after the Trustee has completed one full year in office. It is possible that a Chapter may find a number of Permanent Trustees on their membership rolls in addition to those who comprise the Chapter Executive Committee. Should this occur, the Chapter Chairman should offer them "Ex Officio" positions as advisors to the duly elected Board of Trustees. A Permanent Trustee does not automatically become a Trustee of the local Chapter. He/She must be officially elected to one of the five Trustee positions by the general membership of the 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 NCOA International Headquarters, P.O. Box 33790, San Antonio, Texas 78265.

I extend my personal congratulations and those of all members of the International Board of Directors upon your appointment as a key representative of our great Association.

Fraternally,



Paul A. Kingsbury  
FLTCM, U.S. Navy (Ret)  
President





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## CHAPTER TRUSTEE CODE OF ETHICS

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 By-Laws of the NCO Association and have a working knowledge of the international programs for members, and I understand the organization and management of the NCOA, Articles of Incorporation and the Uniform By-Laws by which the NCOA and its Chapters are 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 Noncommissioned and Petty Officers of the Armed Forces and particularly to the members of this Association.

I will, to the best of my ability and sound judgement, abide by and carry out all regulations and decisions enacted by the International Board of Directors, and MORE ESPECIALLY ...

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

I will attend all scheduled meetings of the Chapter, Official Regional Symposiums conducted in my area, and to the best of my ability, will further aid programs of the NCOA and keep myself fully informed and useful to the members; and if, for any reason, I am unable to attend, I will immediately notify the appropriate Chapter or International officials.

I will seek every opportunity to meet with interested Noncommissioned and Petty Officers and brief them impartially on all membership benefits provided by the NCOA, and I will assist every 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 Chapter or the Association, to the International Board of Directors.

I DO SOLEMNLY DECLARE UNDER THE PENALTY OF BEING DISMISSED AS A CHAPTER 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.

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

\_\_\_\_\_  
NCOA Chapter Trustee Signature

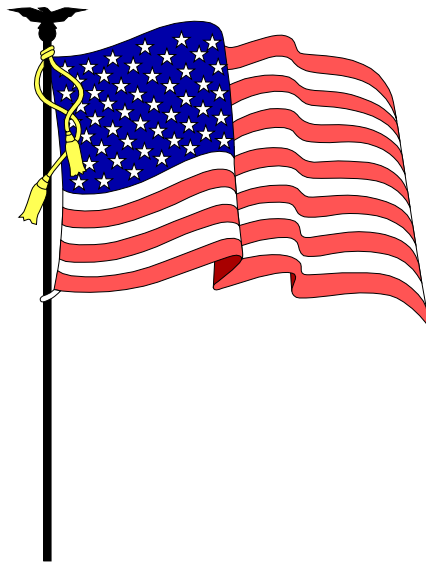
*Please type or print*

\_\_\_\_\_  
Rank                      Full Name    Member #

\_\_\_\_\_  
Mailing address

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

\_\_\_\_\_  
Home/Cell Telephone #



## **OATH OF OFFICE**

### **NCOA CHAPTER TRUSTEE**

I do hereby affirm that I will uphold and support the Articles of Incorporation, the International By-Laws and the Uniform Chapter By-Laws 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 International Board of Directors, and that I will always faithfully discharge my duties as an elected Chapter official and NCOA Trustee to the best of my ability.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member #