



# 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.

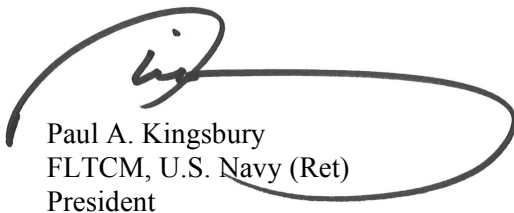
Once a Trustee is sworn into office, he/she remains a Trustee for his/her elected term of office so long as he/she maintains NCOA membership or until (a) voluntarily resigning, (b) PCS, (c) position as Trustee is declared vacated by direction of the International Board of Directors, or (d) he/she is 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.

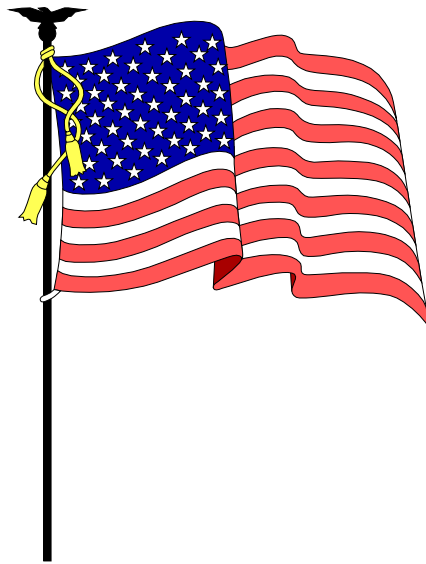
Fraternally,



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







## 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 #