

# **US NAVAL ACADEMY PARENTS CLUB OF WASHINGTON**

## **Organizing Document and Bylaws**

### **(USNAPCW)**

#### **ARTICLE I**

##### **Name**

- Section 1: The name of this organization shall be the **US NAVAL ACADEMY PARENTS CLUB OF WASHINGTON (USNAPCWA)**, hereafter referred to as “the Club.”
- Section 2: The acronym USNAPCWA may be used in any correspondence or reference to the **US NAVAL ACADEMY PARENTS CLUB**.

#### **ARTICLE II**

##### **Purpose and Principles of Organization**

- Section 1: The Club shall be organized as an unincorporated association exclusively for educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code. The specific purpose of the Club is to promote the welfare of the U.S. Naval Academy and the midshipmen in attendance therein. In addition to conducting direct support activities for midshipmen, the Club shall also provide information and support to the parents of U.S. Naval Academy appointees (including those appointed to or attending the Naval Academy Preparatory School [NAPS] or any Foundation school), and graduates, as well as to other interested parties, including, but not limited to, step-parents, grandparents, guardians, siblings or friends.
- Section 2: The Club is not organized for profit. The Club shall not engage in trade or business activities that are not related to the exempt purposes set forth in Section 1.
- Section 3: No part of the funds or assets of the Club shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the Club shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1.
- Section 4: No substantial part of the activities of the Club shall be an attempt to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office. The Club shall not engage in

activities that are illegal or violate fundamental public policy or engage in activities that are not in furtherance of the purposes of the Club.

Section 5: The funds and assets of the Club are permanently dedicated solely to exempt purposes as specified in Section 1. In the event of dissolution of the Club, all assets remaining after meeting all liabilities shall be to the U. S. Naval Academy, Annapolis Maryland.

### **ARTICLE III**

#### **Membership and Dues**

Section 1: Resident members shall be:

- a) Parents, guardians, and immediate family of a current USNA midshipman.
- b) Parents, guardians, and immediate family of a current USNA prep school student or Foundation student.

Section 2: Honorary members shall be:

- a) Parents, guardians, and immediate family of a graduate of USNA.
- b) Admission Liaison Officers and admissions representatives designated by the USNA admissions office.
- c) All other interested parties in support of midshipmen attending USNA.

Section 3: Honorary members do not vote nor will they be elected for any office within the USNAPCW organization and will not be required to pay dues.

Section 4: Annual dues amounts shall be established by the USNAPCW Board on or before June 30<sup>th</sup> of each year and shall be due and payable by August 31<sup>st</sup> of each year.

Section 5: New members will be assessed dues for four years of membership. Partial payment plans will be administered on a case-by-case basis upon request to the treasurer.

### **ARTICLE IV**

#### **Officers**

Section 1: Management of the club will be vested in the Executive Officers.

Section 2: Office holders must be members in good standing.

Section 3: The Executive Officers and other positions listed will make up the Board.

Section 4: The Executive Officers and their duties will be:

- a) President shall be the chief executive officer of the club. S/he shall have all of the general powers and duties which are usually vested in the office of the

President of a nonprofit association, including, but not limited to, the power to appoint committees from among the Club members from time to time as s/he may in her/his discretion decide is appropriate to assist in the conduct of the affairs of the Club.

- b) Vice President shall also be known as the President Elect and will serve for a two-year minimum with the intention to assume the position of President the following year. The Vice President/President Elect shall have all the powers and authority and perform all of the functions and duties of the President in the absence of the President or because of his/her inability for any reason to exercise such powers and functions or perform such duties.
- c) Secretary shall oversee the keeping of the minutes of meetings of the Board and Club; s/he shall have charge of such books and papers as the Board may direct; and s/he shall in general perform all duties incident of the office of Secretary. The Secretary is responsible for the Plebe Parent Handbook. The Secretary shall compile and keep up to date a complete list of members and their registered mailing addresses, unless said duty is assigned to another board member.
- d) Treasurer shall be responsible for keeping complete and accurate records of all receipts and disbursements in books belonging to the Club, and shall prepare any necessary tax returns or financial documents required by governmental agencies. S/he shall be responsible for the deposit of all monies and depositories as may be designated by the Executive Board. The fiscal year for the club shall be from January 1 to December 31. The position of treasurer will serve for a two-year minimum term.

## **ARTICLE V**

### **Other Positions**

- Section 1: In addition to the officers of the Executive Board, the following additional positions may be filled, at the discretions of the Executive Board. Any Club member appointed to such a position, who was not already a member of the Executive Board, shall be appointed as a member of the Board.
- Section 2: Membership Chair: The Membership Chair shall be responsible for contacting the parents or other interested individuals associated with all new incoming USNA, NAPS and Foundation appointees to inform them of the Club and its activities and to invite them to become members. The Membership Chair is also responsible for contacting and assisting, as necessary, renewing members.
- Section 3: Ball Chair: The Ball Chair shall be responsible for all actions involving the Club in connection with the Annual All Service Academy Ball. In years when the Club is responsible for hosting the ball, an Assistant Ball Chair may also be appointed.

- Section 4: Webmaster: The Webmaster shall be responsible for the operation and maintenance of the Club's website.
- Section 5: Class Representatives: Each class year shall have one or two representatives on the Board responsible for all contact and coordination involving members affiliated with that class year.
- Section 6: With the exception of different members being required to hold the positions of President and Secretary, Board members may hold two or more offices or positions simultaneously and are encouraged to do so.

## **ARTICLE VI**

### **Meetings**

- Section 1: Meetings of the Board may be held at the call of the President or any three members of the Board. Notice will be given personally or by mail, telephone or electronically at least three (3) days prior to the date of the meeting. The Board shall meet not less than once per quarter, and the first meeting of each new Board shall take place immediately after the Club's Annual Meeting.
- Section 2: The Club's annual meeting shall normally be held in September, but no later than February 28<sup>th</sup> of the same academic year.

## **ARTICLE VII**

### **Election of Officers**

- Section 1: At the February annual meeting, elections will be held for Officers and other board positions of the Club. Elections will be held by the current President and will be voted on by all members present at the annual meeting. Any member in good standing may nominate from the floor at the election meeting. All terms will be effective upon election.

## **ARTICLE VIII**

### **Standing Committees**

- Section 1: All committee positions shall run concurrent with that of the President.
- Section 2: Committees, their chairs and members shall be appointed by the President, acting with the advice and consent of the Board. Possible committees include Birthday Recognition, Dark Ages Packages, Publicity and Photograph, Solicitations and Donations, Army-Navy Game, Notre Dame-Navy Game, Firstie Parent Recognition and any other committees approved by the Board. Committee members do not have

to be Board members and do not become Board members by virtue of being on a committee.

**ARTICLE IX**  
**Rules of Order**

Section 1: Robert’s Rules of Order, Newly Revised, will be used as a guideline in all Club matters not covered.

**ARTICLE X**  
**Amendments**

Section 1: These bylaws may only be amended by a two-thirds (2/3) vote of the members at a regularly scheduled general membership meeting of the Club.

\_\_\_\_\_ DATE APPROVED PER ARTICLE X

\_\_\_\_\_ SHERRI LARKIN, PRESIDENT

\_\_\_\_\_ DAVID MORGAN,  
VICE PRESIDENT/ PRESIDENT ELECT