

U.S. NAVAL ACADEMY PARENT CLUB OF KENTUCKY

BYLAWS

Adopted:

ARTICLE I – NAME

The name of this organization shall be the U.S. Naval Academy Parent Club of Kentucky hereinafter referred to as the Parent Club or Club.

ARTICLE II – MISSION

The U.S. Naval Academy Parent Club of Kentucky is a non-profit organization open to any parent, grandparent, and/or guardian of any past, present and future Midshipmen of the U.S. Naval Academy and the U.S. Naval Academy Preparatory School (NAPS), who share a mutual aspiration of furthering the objectives of the Club. The objectives of the Club are:

1. To assist parents of midshipmen with information concerning life at the Naval Academy, and the Naval Academy Preparatory School.
2. To encourage parents of midshipmen to develop bonds of friendship with one another and to share ideas on how to handle the successes and difficulties of the Naval Academy and Naval Academy Preparatory School.
3. To recognize the accomplishments of the midshipmen.
4. To communicate with the midshipmen and continually deliver support provided by parents, families, and friends.

ARTICLE III – PURPOSE

The purpose of this organization shall be:

1. To provide assistance, encouragement and support to the parents, family, and friends of past, present and future Midshipmen of the United States Naval Academy and the Naval Academy Preparatory School (NAPS).

2. To provide information, fellowship and support to parents, grandparents and/or guardians of past, present and future Midshipmen.
3. To provide support to any U.S. Naval Academy and Naval Academy Preparatory School Liaison Officers assigned to the Kentucky area.

ARTICLE IV – MEMBERSHIP

Section 1 – Membership

Membership to the Parent Club shall be open to any parent, grandparent, and/or guardian of any past, present and future Midshipmen. Although the primary focus of this organization shall be to support Midshipmen of the Kentucky area and their families, no other parent, grandparent and/or guardian shall be excluded.

Membership shall consist of the following categories: Regular and Ex-Officio.

Section 2 – Regular Membership

- Eligibility: Regular membership shall be available to a family unit of past, present or future Midshipmen, upon payment by the family unit of current membership dues. A family unit shall consist of a single parent, two parents, two grandparents, or a guardian.
- Voting Rights: All members in good standing and whose membership dues are paid shall be eligible to vote in Club matters.

Section 3 – Ex-Officio Membership

- Eligibility: Ex-Officio membership shall be available to any U.S. Naval Academy Liaison Officers, Naval Officers, Information Officers and any other Academy representative assigned to the Kentucky area.
- Voting Rights: Ex-Officio members shall be non-voting members.

Section 4 – Membership Dues

Annual membership dues shall be established by the Board of Directors at the beginning of each Fiscal year. Statement of dues shall be distributed, electronically, by the Treasurer no later than July 1st. Dues shall be paid on or before the start of the fall Semester of each academic year. Members, whose dues are not paid on or before the start of the fall Semester of each academic year, shall be ineligible to vote until membership dues are paid.

ARTICLE V – FISCAL YEAR

The fiscal year should run from July 1 to June 30 of the following year.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors hereinafter shall be known as the Executive Board.

Section 1 – Role of the Executive Board

The Executive Board shall be responsible for the overall policy and operational direction of the Parents' Club.

Section 2 – Composition of the Executive Board

The Executive Board shall be comprised of elected officers and shall consist of the President, Vice-President, Secretary and Treasurer.

Section 3 – Responsibilities of Elected Officers

President

The president shall preside at all meetings of the Parents' Club and of the Executive Board. The president, with the advice of the Executive Board, shall:

1. Provide leadership in the planning and execution of all programs and events.
2. Report all matters of business and organization activities at each business meeting.
3. Serve as the Chair of any committee, unless the Board has approved the Chairperson of said committee.

Vice-President

The Vice-President shall:

1. Upon absence of the president, perform the duties of the President.
2. Assist in the planning of the regular, Executive Board, and special meetings of the Club.
3. Perform all normal duties assigned at the direction of the President.

Secretary

The Secretary shall:

1. Keep and maintain records of minutes of both general and Executive Board meetings.
2. Keep an updated membership database.
3. Conduct all correspondence with the membership and with all outside agencies having business with the Club.
4. Maintain a permanent record file (may be electronic) to be passed on to the succeeding Secretary. Record files are to be maintained for a period of five (5) years.
5. Serve, in conjunction with the Vice-President, as administrator for Facebook social media site and website, and grant access to members in good standing.

Treasurer

The Treasurer shall:

1. Maintain an accurate record of all Club membership dues.
2. Maintain an accurate accounting record of all financial Club transactions.
3. Collect and record all monies from the membership and deposit the same in a bank approved by the Executive Board.
4. Present a written financial report to the Executive Board and Board of Directors at least annually.
5. Maintain a permanent record file of all financial reports (may be electronic) to pass on to the succeeding Treasurer. Record files to be maintained for a period of five (5) years.
6. Formulate an annual budget, in collaboration with the Board, to present to the membership for approval at the fall meeting.
7. Create/maintain a quarterly financial record of all transactions reflecting Club activities.
8. Send written acknowledgement of monies received to the paying party. Written acknowledgement can be in the form of email or letter.

- a. membership dues
 - b. donations to the club
9. Maintain an updated list of paid members to be shared with the Board and Committee Co-Chairs upon request.
 10. Collaborate with Committee Co-Chairs to facilitate any financial transaction required as it pertains to their committee projects/events.
 11. Provide the new in-coming and parting Executive Boards with a final financial report at the end of the fiscal year.
 12. File the annual Club taxes with the Internal Revenue Service. This can be done in collaboration with the Executive Board as necessary. With the approval of the Executive Board, the treasurer may engage the services of an accounting/tax professional.

Section 4 -- Terms of the Board

Elected officers shall serve a term of 1 year, beginning the day after the election until the next officer election. In the event that an officer resigns prior to the expiration of his/her term, a special election shall be held within 60 days of the vacancy for the remainder of said term. Any officer elected during a special election to fill a vacant office, shall be allowed to run for another term of office.

ARTICLE VIII – NOMINATION, BOARD OF DIRECTORS, AND ELECTION OF OFFICERS

Section 1 – Nominating Procedure

Candidates for all officer positions can be nominated by themselves or any other regular member in good standing. The nominations will take place at the winter meeting.

Section 2 – Election Procedure

Elections will be held at the winter meeting immediately following the nomination process. Voting may take place either by a show of hand vote or by ballot. Any regular member in good standing is eligible to vote.

ARTICLE IX – MEETINGS

Section 1 – Regular Meetings

There shall be two regular meetings of the general membership during the fiscal year.

Winter meeting --In conjunction with the Dark Ages Packaging Event
Summer meeting – this meeting shall be in conjunction with the Hail and Farewell for the annual incoming class and their families and the recent graduates.

A notice of each meeting shall be sent to the general membership with a statement of purpose, time and location of the meeting.

Section 2 – Executive Board Meetings

Executive Board meetings shall be held as needed and shall be open to the general membership.

Section 3 – Special Meetings

A special meeting shall be called by the President upon written request by three members of the club. The general membership shall be notified of all special meetings.

Section 4 – Quorum

All members present and in good standing shall constitute a quorum at regular, Executive Board and special meetings.

ARTICLE X – COMMITTEES

Committees shall be established to coordinate the following club activities for the stated purposes:

1. Dark Ages Packing Party -- coordinate the event
2. Hail and Farewell -- coordinate the event
3. Social committee -- plan and coordinate social activities
4. Recognition -- coordinate recognition of midshipmen from Kentucky
5. Ad Hoc committees -- The executive board may form an ad hoc committee for a specific purpose as the need arises.

ARTICLE XI – AMENDING THE BYLAWS

Amendments to the Bylaws may be proposed by any officer or member in good standing.

Written notice of proposed amendments shall be provided to the membership at least fourteen (14) days before voting takes place.

Upon approval, amendments shall be effective immediately.

Article XII – COMMUNICATIONS

Official communications from the Club shall require prior approval from the Executive Board to ensure that they adhere to and reflect the values as stated under the mission of the chapter. These shall be channeled via the Secretary. Announcements of upcoming events and social or networking reports can be communicated by the organizing committee, but shall reflect good taste and decorum.

Jim Goff, Vice President

Cynthia Paris, Secretary

Debbie Conway, Treasurer