

MISSION STATEMENT

(US) Naval Academy Parents Club of Greater Sacramento Area (NAPCGSA)

This Parents Club exists to provide to its members:

- A forum to share our pride, as well as information, ideas, and advice about Navy parenting.
- An opportunity to follow the progress of all our Midshipmen and offer support to them and their parents.
- A variety of social activities which promote friendship and fellowship among the members.
- An appointment dinner to recognize and acknowledge each new class of Midshipmen as its members accept their appointments, and to support the new Midshipmen's parents and families, especially throughout their first year.
- A recognition of the achievements of the First Classmen at our Holiday Ball.
- A venue to support the principles of the United States Naval Academy.
- GO NAVY. BEAT ARMY.

BY-LAWS

(UNITED STATES) NAVAL ACADEMY PARENTS' CLUB OF GREATER SACRAMENTO AREA (NAPCGSA)

ARTICLE I

PURPOSE

Section 1. SCOPE: This Club shall:

- a. be a non-political information and support source for U.S. Naval Academy Midshipmen and their parents;
- b. organize social activities in furtherance of the above;
- c. help promote the programs of the U.S. Naval Academy;
- d. adhere in all other ways to the Mission Statement of NAPCGSA.

Section 2. NON-PROFIT. This Club shall be a non-profit organization.

ARTICLE II

MEMBERSHIP

Section 1. ACTIVE MEMBERS. Parents or legal guardians of USNA Midshipmen or of Midshipmen Appointees shall be termed Active Members. Active Members shall enjoy all rights, privileges, and responsibilities of the Club, including voting and holding offices.

Section 2. ASSOCIATE MEMBERS. Extended family members of Midshipmen and parents or legal guardians of alumni of the USNA shall be termed Associate Members. Associate Members shall enjoy all rights, privileges, and responsibilities of the Club, except voting or holding office.

Section 3. FRIENDS OF THE CLUB. All other persons who are interested in the objectives of the NAPCGSA, including Club Advisors and Naval Academy Blue and Gold Officers assigned to this area for advice and support, shall be termed Friends of the Club. Friends of the Club shall enjoy all rights, privileges, and responsibilities of the Club, but shall be excused from the payment of dues and shall neither vote nor hold office.

Section 4. **TERMINATION OF MEMBERSHIP.** The Executive Board shall have summary power, by vote of a majority of its members, to terminate the membership of any member for conduct which, in its opinion, disturbs the order, dignity, business or harmony, or impairs the good name, popularity, goodwill or prosperity of the organization, or which is likely to endanger the welfare, interest or character of the organization, or for non-payment of dues, or for any conduct in violation of these By-Laws or the rules and regulations of the Club which may be made from time to time. Such actions by the Executive Board may be taken at any meeting of such board. The proceedings of the Executive Board in such matters are final and conclusive.

ARTICLE III

MEETINGS OF THE MEMBERSHIP

Section 1. **REGULAR MEETINGS.** There shall be at least two regular membership meetings of this Club each year, one in the first quarter and one in the third quarter of the year. The election of officers by the members of the Club shall be at the first meeting of the year.

Section 2. **TIME AND PLACE.** Each meeting shall be held at such time, place and date as the Executive Board shall select.

Section 3. **NOTICE.** An electronic or written notice stating the purpose, place, date, and hour of the meeting shall be transmitted or mailed by the Secretary or, by delegation, the event Coordinator, to each member in good standing of this Club at least ten days prior to and not more than thirty days prior to said meeting. Notice shall be deemed to have been given to a member if sent by mail or other means of written communication addressed to the member's last known contact information.

Section 4. **QUORUM.** Any number of Active Members in good standing present at the meeting shall constitute a quorum.

Section 5. **PROCEDURE.** Each voting member in good standing shall be entitled to one vote at a meeting. Voting will be by simple majority. The use of proxies at any membership meeting of the Club is prohibited and the voting at any such meeting shall be only by those personally present who otherwise qualify to vote under these By-Laws and in all other respects.

Section 6. SPECIAL MEETINGS. The President or a majority of the Executive Board may call special meetings at any time. Appropriate notice shall be given and the business conducted shall be confined to the matters stated in the notice and matters pertinent thereto.

ARTICLE IV

OFFICERS

Section 1. TYPE OF OFFICERS. The officers of the Club shall be President, Vice-President, Secretary and Treasurer. No person shall hold more than one office; both parents may jointly act as co-officers. Officers shall serve for a one year term or until their successors are elected. No officer shall hold the same position for more than two consecutive terms.

Section 2. REMOVAL AND RESIGNATION. Any officer may be removed for cause by a majority vote of the remaining officers at the time in office, at a regular or special meeting of the Executive Board. Any officer may resign at any time by giving written notice to the President or Secretary of the Club. Any such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 3. VACANCIES. The executive Board shall fill a vacancy in any office because of death, resignation, removal, disqualification or any other cause.

ARTICLE V

DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall be the chief officer of the Club and shall, subject to the control of the Executive Board, have general supervision, direction and control of the business and affairs of the Club. He/She shall preside at all meetings of the members and at all meetings of the committees, and shall have the general power and duties of management usually vested in the office of President, and shall have such other power and duties as may be prescribed by the Executive Board or the By-Laws. The President shall sign all contracts and other instruments in writing, provided, however, that the Executive Board must first approve all contracts and instruments in writing. The President may draw checks

upon the treasury when so directed by the Executive Board. He/She shall be a co-signatory on the Club bank account.

The President shall present a report at the first Executive Board meeting and the first quarter Membership meeting summarizing the Club's activities for the year and the decisions of the Executive Board. Upon approval by the Executive Board, the report shall be incorporated into the minutes of the first quarter meeting.

Section 2. VICE-PRESIDENT. In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board or the By-Laws. The Vice-President shall be prepared to serve as President the following year.

Section 3. SECRETARY. The Secretary shall record all minutes and votes in a book for that purpose. He/She shall keep a register showing the names and addresses of the members. The Secretary or, by delegation, the Event Coordinator, shall give notice of all meetings of members and the Executive Board as required by the By-Laws and shall have such powers and perform such other duties as may be prescribed from time to time by the Executive Board or the By-Laws. He/She shall have custody of valuable papers and books of the Club. In the absence of the Secretary from any meeting of the members of the Executive Board, the presiding officer shall appoint a Secretary pro-tempore.

Section 4. TREASURER. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the Club. He/She shall prepare an annual budget. He/She shall deposit all moneys and other valuables in the name and to the credit of the Club with such depositories as may be designated by the Executive Board, and shall render to the President and officers, at each Board meeting, an account of all his/her transactions as Treasurer and of the financial condition of the Club. He/She shall be a cosignatory on all checks and shall have such other powers and perform such other duties as may be prescribed by the Executive Board or the By-Laws. No obligation, debt, or other liability shall be incurred by the Treasurer without the specific approval of the Executive Board. The bank account shall be under the name "Naval Academy Parents Club of Greater Sacramento Area."

ARTICLE VI

EXECUTIVE BOARD

Section 1. **COMPOSITION.** The Executive Board of this Club shall consist of the officers of this Club and the chairperson(s) of Standing Committees.

Section 2. **POWERS OF THE EXECUTIVE BOARD.** The Executive Board shall have power to call meetings of the Club as it deems necessary to conduct, manage, and control the affairs, relations, and business of the Club, and to make rules for the guidance and management of the affairs of the Club. The Executive Board shall fill any temporary or permanent vacancies that may occur during the year in any Club office.

Section 3. **REGULAR MEETINGS.** The Executive Board shall meet at least quarterly at a time and location designated from time to time by resolution of the Executive Board.

Section 4. **SPECIAL MEETINGS.** Special meetings of the Executive Board for any purpose or purposes may be called at any time by the President, or by any two officers, on notice to each Executive Board member of such meeting.

Section 5. **QUORUM.** Three active members of the Executive Board shall constitute a quorum. Every act or decision done or made by a majority of the Executive Board members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Executive Board.

Section 6. **FEES AND COMPENSATION.** Officers shall not receive any compensation, fee, or salary for their services as officers, except for reimbursement for Executive Board authorized expenditures (e.g., airline tickets, hotel, printing costs, etc.).

Section 7. **PROXIES.** An officer may be present, may vote, and may in all other respects act at any regular or special meeting of the Executive Board by proxy executed in writing by such officer to another member of the Executive Board. Such proxy shall expressly refer to the specific meeting to which it is applicable. The presence, vote, or any other act of such officer by proxy shall be as effective, binding, and valid as if such officer were personally present, voting, or acting, except as otherwise provided by law, any other provision of these By-Laws notwithstanding.

ARTICLE VII

STANDING COMMITTEE

Section 1. **APPOINTMENT.** By direct appointment or delegation, chairpersons for the following Standing Committees shall be named by the President. Special standing committees may be appointed by the President as required.

Section 2. **COMMUNICATIONS.** This committee will optimize communication with the membership. The frequency and policy for content shall be established by the Executive Board.

Section 3. **MEMBERSHIP.** This committee shall be responsible for contacting and welcoming potential new members of the Club, especially the parents of incoming Plebes. They shall provide a list to the Secretary of all names and addresses of members and collect and provide membership fees to the Treasurer. They shall coordinate the purchase of nametags for members.

Section 4. **EVENTS.** This committee shall be responsible for all aspects of organizing social functions of the Club, as established by the Executive Board.

Section 5. **HISTORIAN/SENIOR CLASS COORDINATOR.** This committee shall maintain and update the Club Scrapbook with a running history of Club activities. It shall prepare a scrapbook of members of the graduating class and coordinate activities specific to the graduating class.

Section 6. **OUTREACH.** This committee shall provide informational resources and assistance to families of appointees and midshipmen.

ARTICLE VIII

ELECTIONS

Section 1. **TIME AND PLACE.** The election of the officers of this Club shall take place at the general membership meeting in the first quarter of the fiscal year (Article III, Section 1).

Section 2. **VOTING ELIGIBILITY.** Each Active Member, as defined in Article II, Section 1, in good standing at the time of the election, shall be entitled to one vote.

Section 3. **NOMINATING COMMITTEE.** The President shall appoint a nominating committee from the Executive Board, consisting of at least the President, Vice-President, and Club Advisor. The committee will be announced to the membership at the third quarter

meeting. This committee shall prepare a slate of officers, soliciting input from the membership, which is representative of all classes, having ascertained that those so nominated are willing to serve. This slate will be sent to the membership with the notice of the first quarter meeting.

Section 4. PLURALITY AND PROXIES. A plurality of those members in personal attendance at the first quarter meeting shall elect each officer. Proxies shall not be used.

ARTICLE IX

FISCAL YEAR

The fiscal year of the Club shall begin July 1 and end June 30.

ARTICLE X

REVENUES

Section 1. DUES. The Executive Board shall fix membership dues for Active and Associate members.

Section 2. WHEN DUE AND WHEN DELINQUENT. Dues shall be payable on July 1 of each year and delinquent on August 31.

Section 3. COLLECTIONS. All checks collected for dues or event fees will be payable to "Naval Academy Parents Club of Greater Sacramento" and will be turned over to the Treasurer for deposit.

ARTICLE XI

AMENDMENTS TO BY-LAWS

Section 1. BY EXECUTIVE BOARD. A majority of the Executive Board may propose amendments to be considered at a meeting of the membership.

Section 2. BY MEMBERS. Upon a written petition signed by 20 of the Active Members, the Executive Board shall place proposed amendments before a meeting of the membership. This meeting shall be held within 45 days after receipt of the petition.

Section 3. MAJORITY. These By-laws may be amended by a two-thirds (2/3) majority

of the Active Members of the Club who are present at a meeting of the membership. The call for the meeting shall be transmitted at least 14 days prior to the meeting date; it shall include an agenda and a copy of the proposed changes to the By-Laws.

ARTICLE XII

USE OF CLUB NAME AND MEMBERSHIP RECORDS

The name, emblem, or membership records of this Club shall never be used by any persons, firms, or corporations without permission first granted in each case by the Executive Board of the Club. Official emblems of the USNA are used for Club purposes by permission through the USNA Alumni Association.

ARTICLE XIII

DISSOLUTION

Section 1. INITIATION. In the event it becomes necessary to dissolve this organization, initiation will be made by the Executive Board and submitted to the general membership.

Section 2. MAJORITY APPROVAL. Complete dissolution of this Club must be approved by a two-thirds (2/3) majority of ballots cast. Ballots will be distributed at a general membership meeting and submitted to the Secretary for tally.

Section 3. EFFECTIVE. Dissolution will become effective ten (10) days following the general membership meeting affirmative vote.

Section 4. REMAINING FUNDS. All funds remaining in the treasury on the effective date of dissolution shall be transferred to the newly organized club, if one exists. Otherwise, they will be given to the Naval Academy Foundation.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised), where not contrary to the above By-Laws, shall be the parliamentary authority governing the proceedings of all meetings of the Club.

END