

# **BYLAWS OF THE UNITED STATES NAVAL ACADEMY PARENTS CLUB OF LOUISIANA, INC.**



**A fully sanctioned official entity of the U.S. Naval Academy and the Naval Academy Alumni Association.**

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**UNITED STATES NAVAL ACADEMY  
PARENTS CLUB OF LOUISIANA, INC. BYLAWS**

**ARTICLE I: NAME**

**Name: UNITED STATES NAVAL ACADEMY PARENTS CLUB OF LOUISIANA, INC.**

**Also known as: USNA PARENTS CLUB OF LOUISIANA**

**Location: LAFAYETTE, LA**

**ARTICLE II: MISSION**

The primary mission of a Naval Academy Parent Club is to create an environment that offers community support with timely and accurate information to all current parents and guardians of Naval Academy midshipmen to help them create the greatest experiences associated with being a parent of a U.S. Naval Academy midshipmen.

**ARTICLE III: PURPOSE**

The purposes of the organization are:

1. To provide information and support to the parents or guardians of U.S. Naval Academy appointees, Midshipmen, USNA Preparatory School and foundation students, and graduates.
2. To assist in enhancing the image of the U.S. Navy and U.S. Naval Academy in Louisiana.
3. In cooperation with local recruiters and alumni, to assist in promoting interest in and assist with recruiting for the U.S. Naval Academy amongst young men and women in Louisiana.
4. To provide fellowship among the parents of young men and women affiliated with the U.S. Naval Academy programs.
5. To provide a Welcome Aboard function for new appointees each year, and to participate in an all-Academy Holiday Ball and other social events, as indicated.
6. To maintain open communications with the USNA Alumni Association parent club coordinator to request and to share official information and updates the Naval Academy and Alumni Association and Foundation.

## **ARTICLE III: CATEGORIES OF MEMBERSHIP**

### **Section 1: Regular Membership**

Regular Membership is open to any parent or guardian of a current U.S. Naval Academy appointee, Midshipman, student attending the USNA Preparatory School, or Foundation program attendee, who now resides in Louisiana, or who resided there at the time of appointment.

### **Section 2: Associate Membership**

Associate Membership is open to any present or former Louisiana parent or guardian of a U.S. Naval Academy graduate, who now resides in Louisiana, or resided there while the graduate attended the Academy.

### **Section 3: Affiliated Membership**

Affiliated Membership is open to any other interested parties, who wish to receive the Club newsletter or receive other benefits from the Club, or have other interests in the Club (e.g. USNA Alumni, etc.).

### **Section 4: Honorary Membership**

Honorary Membership is intended as a life-time, dues-free membership which the Board votes to award to someone who has contributed in a special way to the success of the Club, in general, and/or to our Midshipmen, in particular.

### **Section 5: Standing**

Membership in good standing may be maintained only by timely payment of annual dues levied by the Club. Refer to Article IX.

### **Section 6: Disenrollment**

The Board, with the approval of two-thirds (2/3rd) of those in attendance at a regularly scheduled business meeting, and after due consideration, can deactivate enrollment of any member(s) for conduct detrimental to the mission or image of the Club (e.g. felony conviction in a court of law, etc.). Such action will be reported to the General Membership at the following meeting.

## **ARTICLE IV: BOARD OF DIRECTORS**

### **Section 1: Elected Officers**

The elected Officers of the Club shall be the President, Administrative Vice-President, Membership Vice-President, Secretary, and Treasurer. Each office shall be elected on a yearly basis. The term of office will be January 1 – December 31 of each calendar year. Office holders may be either individual members or husband and wife teams. The general duties of each elected officer are described in Appendix I.

### **Section 2: Appointed Positions and Committee Chairs**

The elected Officers may establish appointed Advisory Council positions and Committee Chairs as needed to assist in furthering the Clubs activities which support its purpose. Appointments may be established or removed by a simple majority vote of the elected Office members. Appointment and/or removal of members in these Board positions and Chairs shall be made by the President and approved by a simple majority vote of the elected Officers. In cases of a tie vote, the appointment(s) in question shall be tabled and voted on by the elected Officers and the approved appointed Advisory Council and Committee Chairs. Duties of each appointed Board Members and Committee Chairs shall be established by the Officers and communicated in writing to the appointees for each position in the form of a job description or similar document. Some examples of appointed positions include, but are not limited to, Academy Liaison, Communication Coordinator, Newsletter Editor, Historian, Social Coordinator, and Web Master. Examples of committee chairs include the Development & Fundraising Chair, Holiday Ball Chair, Hospitality Chair, Membership Chair and the Shore Mate & Outreach Program Chair.

### **Section 3: Office Eligibility**

Only Regular or Associate members in good standing shall be eligible to serve as Officers of the Club. Affiliated and Honorary members shall not be eligible to serve.

### **Section 4: Term of Office**

The term of office for each elected office holder shall be for one year; such term to begin immediately upon their election to that office post and ending with the election of new officers the following year. The term for Appointed Board Members and Chairs shall also be for one year, beginning with their appointment and ending with the election of new Officers the following year. If eligible, Officers may be re-elected or re-appointed to the same office.

### **Section 5: Voting Rights**

In Board Meetings, each position (Elected Officers, Appointed Board members and appointed Chair Persons) shall each have one vote. A position being held by two people (i.e.; husband and wife as Presidents, etc.) shall only have one vote per issue. Note: Any person(s) that holds multiple elected or appointed positions on the Board shall have only one (1) vote per issue.

**Section 6: Conflict of Interest Statement**

Every member of the Board of Directors must sign a Chapter Conflict of Interest Statement upon assuming their position. The signed forms must be kept on file with other archival Club Paperwork.

**ARTICLE V: ADVISORY COUNCIL****Section 1: Advisory Council**

The Board of Directors (also known as "The Board") shall consist of the current elected Officers and appointed Board Members and Committee Chairs. Terms of office are found in Article IV, Section 4 above. The immediate Past-President(s), President will turn over leadership of January of 1/C year to become president emeritus, acting in an advisory capacity for sitting president and allowing 1/C parents to focus/plan for commissioning week.

**Section 2: Club Administration**

The Board shall direct and administer the affairs of the Club during the year, and meet at times and places designated by the President(s), between the regular meetings of the Club, except as otherwise provided in these Bylaws. The President(s) will preside at all Board Meetings. Meetings of the Board may also be called upon the request of any three members of the Board.

**Section 3: Vacated Offices**

Should the President(s) become ineligible or resign, the Administrative Vice-President(s) shall assume the title and duties for the un-expired term. Should any other vacancy occur during the year in an elected or appointed office, the Board shall appoint an eligible member to fill the un-expired term of the vacated office.

**ARTICLE VI: MEETINGS****Section 1: Regular Meetings**

The Club shall meet on a planned basis that should incorporate at least two general meetings per year. The exact meeting schedule is to be determined by the Board at the beginning of each year and communicated to the membership.

Meetings will be held at a site (or sites) agreed upon by the Board. Expenses for the meeting site should be reasonable and considered in the annual budget. Special meetings of the Club may be called by the President(s), the Board, or upon the written request of five (any combination) regular and/or associate members.

**Section 2: Transitional Board Meeting**

The incoming President(s) shall have the option to call a Transitional Board Meeting at the beginning of their term. The purpose of this meeting will be to facilitate transition of duties between incoming and outgoing Officers for the upcoming year. Incoming members of the Board should **READ THE BYLAWS**, Officer position descriptions and other such available documentation to understand what is required of the Board and how the Club operates.

**Section 3: Consumption of Alcohol**

The Club will not prohibit the consumption of alcoholic beverages during Club functions, but the Club does not sanction the use of alcohol, and assumes no responsibility for the actions of those who choose to consume such. The Club encourages members to use a "designated driver" whenever traveling from Club functions in which they have consumed alcohol. The Club will not provide nor pay for alcoholic beverages consumed during club functions.

**ARTICLE VII: RULES OF ORDER****Section 1: Meeting Administration**

The President(s) shall conduct meetings of the Club in an informal manner. If there is a procedural conflict or issue with regard to the conduct of business, then the latest revised edition of Roberts Rules of Order shall govern.

**ARTICLE VIII: ELECTIONS****Section 1: Nominating Committee**

Nominations for the five elected Officers shall be made by a Nominating Committee of at least three (3) members in good standing, who are not running for any elected position in the same term in which each is appointed to this committee. The members of the Nominating Committee shall be designated by the Board prior to the general meeting that precedes the meeting in which the election is scheduled to occur. The Nominating Committee shall elect a Chairman from within their numbers.

The duties of the Nominating Committee shall be to:

1. Accept requests from members who wish to volunteer as a nominee for an elected officer position.
2. Assist with the solicitation of potential nominees for positions in which no member has volunteered.
3. Accept nominations for elected positions from the floor at the general meeting that precedes the meeting in which the election is scheduled to occur.



4. Verify the good standing of all potential nominees.
5. Organize the balloting and election process as outlined in Section 6 below.

### **Section 2: Eligibility For Office**

Any member in good standing may nominate candidates from the floor during the general meeting. Such nominations must be seconded by another member before acceptance as a candidate.

### **Section 3: Election Of Officers**

The election of Officers shall take place at the last scheduled general meeting of the club year. The election shall be by written ballot, (except in cases of uncontested races as outlined in section 6 below). A simple majority of those in attendance and voting will determine the winner. Write in votes are permissible.

### **Section 4: Eligibility to Vote**

Members in good standing shall be eligible to vote. A member is defined as a single parent having one vote, or each spouse of a couple having one vote each, for a total of two votes. Each member must cast their own vote.

### **Section 5: Election Disputes**

Any member wishing to dispute the election results must do so at the time of the election. The Nominating Committee will hear the dispute and must be provided with evidence supporting the dispute or claim. The Nominating Committee in its sole discretion shall determine the validity of such dispute with final authority.

### **Section 6: Voting Process**

If all five elected Board positions are uncontested, the slate of Nominees can be presented to the membership and a voice vote taken to elect the slate by acclamation.

In cases of contested positions: Nominees shall each have 5 minutes to present their respective platforms to the membership in attendance at the meeting. To ensure fairness and equitability, no other form of campaigning or solicitation of votes shall be allowed prior to the election meeting.

1. Upon completion of the Candidate platform presentations, written ballots will be distributed as follows:
  - a) Each member in good standing, (as validated by the Membership Chair), will be provided a ballot, (in the case of couples, each will receive a ballot).
  - b) Once the member has completed his/her ballot, they will place the ballot in a sealed box.
  - c) After all ballots have been turned in; the Nominating Committee shall declare the voting closed.

2. Ballots will be placed in the control of the Nominating Committee for counting. The counting should be conducted in an area away from the general membership.
3. Upon completion and confirmation of the vote tabulation, the results will be provided to the outgoing President(s) for announcement to the general membership.
4. Following the election, all the ballots should be placed in an envelope and sealed. Each Nominating Committee member in attendance should initial on the sealed flap to provide for tamper protection. One member of the Nominating Committee should retain the sealed envelope of ballots for a period of 30 days, after which they should be destroyed.

## **ARTICLE IX: DUES**

### **Section 1: Dues Amount**

Dues for Regular, Associate, and Affiliate Membership shall be established by the Board prior to the Welcome Aboard event held in the Spring of each year. Regular and Affiliate members will pay full dues; Associate members will pay 50% of the full dues. The Board, at its discretion, may establish (or cancel) multi-year plans for dues. Such plans would allow members to pre-pay their club dues for up to four years.

### **Section 2: Annual Dues**

Annual dues shall be payable at the Spring meeting each year. Any member who has not paid dues by September 1st will have enrollment deactivated without notice, and will be removed from the Club mailing list. Members may be reinstated later upon payment of the current dues.

### **Section 3: Dues Refund** –

Dues will be refunded to any parent(s) whose Plebe separates from the academy during Plebe Summer, upon written request to the Board. The Board may choose to review other written requests for dues refunds and take action on a case by case basis as it deems appropriate.

### **Section 4: Eligibility of Officers**

Any elected or appointed Officer who has not paid dues by September 1st will be ineligible to continue serving in the office, and the President(s) shall appoint a replacement from among the members in good standing.

### **Section 5: Dues Waiver**

The Board shall have the authority to waive the dues of members, on a case by case basis, if there is sufficient justification.

## **ARTICLE X: PUBLICATIONS**

### **Section 1: Newsletter**

The official Club newsletter shall be published on a schedule determined by the President(s) and the Editor. The name of the newsletter will be the ***Bayou Blue & Gold***. The newsletter may be delivered to the Membership via the current technology (i.e., electronically on the Club Website, and Facebook page) and/or hard copy for members who do not have Internet access.

### **Section 2: Club Roster**

A Club membership roster shall be made available by October 31st of each year. During the year, the Membership Chair will assure that all members are notified of any changes in a timely manner. The roster and the information contained therein shall be used for Naval Academy Parents Club of Louisiana business only.

### **Section 3: General Academy Information**

The Club will provide access to general information about the U.S. Naval Academy to the parents via the Club Website and Facebook pages. This site will be updated to assure it contains current information.

### **Section 4: Bylaws**

Copies of the current Bylaws will be provided, upon request, to any member in good standing.

### **Section 5: Official Club Font**

The official font for all correspondence and publications will be Calibri. All forms of Calibri are acceptable (e.g. Calibri, Calibri (body) or Calibri Light).

## **ARTICLE XI: AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3rd) vote of those voting at any meeting of the Club or via online voting through free polling websites such as Survey Monkey. Proposed changes will be approved by the Board, and forwarded to the General Membership for voting. A notice that proposed changes will be discussed must be sent to the membership prior to the meeting in which the vote is taken, to assure the members are aware of the proposals. Notification can be via mail, email, the newsletter or any combination thereof. All changes will take effect immediately upon approval, unless otherwise noted in the minutes.

## **ARTICLE XII: DISSOLUTION**

### **Section 1: Proposal for Dissolution**

Upon concurrence of a two third (2/3rd) majority of the Board, a proposal for dissolution of the Club will be forwarded to the general membership for vote. It must pass with a two third (2/3rd) majority for approval.

### **Section 2: Asset Distribution**

In the event of dissolution, all assets remaining after meeting all fiscal liabilities shall be distrusted to the U.S. Naval Academy Midshipman Welfare Fund at the U.S. Naval Academy, Annapolis, MD.

### **Section 3: Historical Data Disposition**

Upon dissolution, all historical data and files of the Club will be forwarded to the Parents' Clubs coordinator, U.S. Naval Academy Alumni Association, Annapolis, MD for safekeeping.

## **ARTICLE XIII: EFFECTIVE DATE**

These Bylaws were last revised, approved by the Board, and ratified by the general membership on March 1, 2015.

## **APPENDIX 1: ELECTED OFFICERS -BASIC DUTIES**

### **President(s)**

- a) Presides at all meetings of the Club and shall have such powers and duties usually associated with the office of President.
- b) Liaison between the Club and USNA Alumni Association and Foundation
- c) Coordinates the selection and appointment of all Appointed Officers and Committee Chairs in accordance with the Bylaws.

### **Administrative Vice-President(s)**

- a) Performs duties of the President(s) in absentia.
- b) Gather material for and help edit Club newsletter.
- c) Create/maintain Standard Operating Procedures for Club activities to pass on to future officers; e.g. planning an All Service Academy Ball, sending king cakes to Midshipmen, and Flags for Firsties
- d) Automatically nominated as a candidate for President in the subsequent year .
- e) Carries out such other duties as may be directed by the President(s) and/or Board.

### **Membership Vice-President(s)**

- a) Reach out to and encourage new Academy appointee and Preparatory families to join Club. Encourage the families of graduates to maintain membership.
- b) Keep an up-to-date roster of names and addresses of all chapter members. Distribute to members in good standing.
- c) Handle all correspondence in relation to membership applications.
- d) Respond to requests for information about membership through telephone calls, personal contacts, and correspondence.
- e) Maintain supplies of membership materials: applications, informational brochures, etc.
- f) Assist treasurer in collection of dues.

**Treasurer(s)**

- a) Maintains accurate books and records to account for all monies collected and paid out on behalf of the Club. This includes preparing a complete reconciliation of the club's bank account statement on a monthly basis and maintaining invoices, receipts and other back-up documentation for every expenditure of club funds.
- b) Deposits funds collected for the club to the club bank account and issues checks written on the club bank account to pay club expenditures. All checks must be reviewed and approved by at least one other elected Board member prior to issuance. Evidence of such review and approval can be in the form of a second signature on the check, or written/email correspondence from another elected Board member stating their approval of the expenditure. All such written acknowledgements are to be maintained with the expenditure back-up documentation. All expenditure requests or commitments greater than \$500 must be reviewed and approved by a majority of the elected Board members prior to payment. Such review and approval can be done via email and does not require an official Board meeting.
- c) Submits to the Board, at each stated meeting, a financial report showing all receipts and expenditures made on behalf of the Club, available cash balances and any future liabilities. In addition, the Treasurer shall provide to the President (or their designee), a copy of the most recent bank statement(s) and the appropriate reconciliation of those statement balances to the Club's financial reports.
- d) Prepares an annual budget at the beginning of each year to be presented and approved by the Board. Provides a comparison report on actual revenue and expenditures against approved budgeted amounts on a periodic basis as requested by the Board.
- e) Provides, upon request of the members, a full financial disclosure regarding the collection and distribution of Club funds.

**Secretary(s)**

- a. Prepares and distributes minutes for each board and general meeting.
- b. Keeps track of all committee reports. Makes minutes and records available to the members upon request.
- c. Maintains records on the Bylaws, special rules of order, standing rules, and minutes with any amendments to these documents. Maintains records of all detailed position-functions of the Board to be made available to newly elected/appointed members and chairs, making sure all functions are updated routinely by each assigned office and chair. Shall have the current records on hand at each meeting.
- d. In the absence of the President(s) and Vice-President(s), calls the meeting to order and presides until either Officer arrives.
- e. Drafts newsletter and submits to other elected officers for content approval/additions. Upon receiving approval, the secretary submits the newsletter to the Administrative Vice-President for final editing/proofreading.