

USMMA  
PARENTS  
ASSOCIATION  
HANDBOOK

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# MISSION

The Mission of the United States Merchant Marine Academy Parents' Association is to promote and support the Academy, its goals, programs and objectives, its Regiment of Midshipmen, faculty, staff and alumni. The Association will serve as a support organization for Plebe Candidates, their families and all Midshipmen and their families during their years at the Academy. The Association will assist and support the activities of the Parents' Association Chapters throughout the country. It shall foster and encourage development of the Academy and Parents' Association Chapters and shall enhance the prestige thereof by acquisition, preservation and dissemination of information pertaining to the history, activities and objectives of the Academy and Parents' Association Chapters.

*This handbook is dedicated to the Presidents of  
all Parents' Association Chapters, large and small*

# **INTRODUCTION**

Each Parents' Association Chapter shall be organized in the way that best suits the purpose and activities of its membership. They shall have the common purpose with their main organization, the USMMA Parents' Association of accomplishing the Mission of the Parents' Association. Each Chapter does this by providing organizations through which parents and other friends of Kings Point may associate to foster the Academy's aims, ideals, standards and achievements.

## PURPOSE

This handbook is intended to serve as a guide for the Parents' Association Chapter Presidents and/or any parents seeking to establish a new chapter. It was created from material written by the Alumni Staff at Babson Center utilizing the experiences of Alumni Chapter successes. Its aim is to mirror the structure and activities of the Alumni Association in order to result in a closer working relationship between Parent and Alumni Association Chapters. This handbook contains information relevant to all existing and future Parent Association Chapters.

For more information or to order additional handbooks call or write:

USMMA Parents Association  
Attn: Parents' Association Coordinator  
Kings Point, NY 11024  
516.773.5105  
516.773.5509 (fax)  
[anthonys@usmma.edu](mailto:anthonys@usmma.edu)

# SECTION 1

## PARENTS' ASSOCIATION ASSISTANCE

The Parents' Association provides aid and services to chapters through the Parents' Association Coordinator under the direction of the Office of Public Affairs at Wiley Hall. It also provides support to chapters through the responsible Regional Vice-Presidents. Services and assistance available to chapters include, but are not limited to the following:

- By disseminating information about Parents' Association programs and events through the *KINGS POINTER* magazine's special section, "Parents' Page".
- By providing a forum for discussion and the exchange of ideas through the Parents' Association Presidents' Conference held annually at Kings Point in September.
- By maintaining current and historical reference files of Parent Association Chapters including names and addresses of chapter officers and membership rosters.
- By providing when requested, and as available, Parent Association, Academy and Alumni speakers for chapter programs and events.
- By providing when requested, and as available, liaison between the USMMA Staff and Parent Association Chapters on matters affecting chapter programs.
- By providing each Parent Association Chapter with the Parents Association Handbook.
- By maintaining a current PARENTS' PAGE on the Academy Web Site ([usmma.edu](http://usmma.edu))

## SECTION 2

### STARTING A PARENTS' ASSOCIATION CHAPTER

#### WHEN TO ORGANIZE A PARENTS' ASSOCIATION CHAPTER.....

More than 60 Parents' Association Chapters have been organized throughout the United States. A parent or friend of Kings Point who wishes to belong to a Parents' Association Chapter should first determine if there is a Chapter in his or her state. If so, it is best to join the existing Chapter. Parents' Association Chapters are listed in the Parents Page on the Academy Web Site.

If no Parents' Association Chapter exists in the state, any group of Regular Members of the Parents' Association may form a Parents' Association Chapter and are encouraged to do so.

#### HOW TO ORGANIZE A NEW PARENTS' ASSOCIATION CHAPTER.....

It is strongly recommended that those parents wishing to establish a new Parents' Association Chapter utilize the following procedures and avail themselves of the support that the Parents' Association can provide. The following facts, tips and suggestions may be useful:

- A. Parents who wish to form a new Chapter are urged to write or call the Parents' Association Coordinator at Wiley Hall to identify current Chapters and to discuss the possibility of forming a new chapter.
- B. Five or more Regular Members of the Parents' Association may form a Chapter by submitting an application (See Annex E) for a Chapter Charter Approval. (A Regular Member of the Parents' Association is any person who is the parent of a currently enrolled USMMA Midshipman or a USMMA Midshipman who has been graduated from the Academy for no longer than 18 months). When approved, the Chapter will receive a charter.
- C. Organizers should also contact the responsible Regional Vice President to learn how other chapters in the region are organized, what they offer their members and what advice/assistance he or she can provide.
- D. The Parents' Association will provide the following assistance to new chapters:
  1. Provide a roster of names and addresses of parents within the chapter's area of interest.

2. Provide any other advice, support or assistance that may be feasible during the chapter's start-up.

## ORGANIZING TIPS.....

1. Organizers should send a letter and membership questionnaire to prospective members. When sending out a questionnaire, the chapter should always include a self-addressed envelope for its return.
2. From the beginning, the new chapter will require energetic, interested and enthusiastic parents to inspire and direct other members in their initial steps as a chapter. Experience, personality, interest, availability, willingness to work and leadership characteristics will be key to the organizing effort. Position in civilian life and military rank may not always be the most relevant criteria for choosing these key individuals.
3. Organizers should have a slate of officers (See Section 4, Chapter Organization) to propose to the membership. In most instances the minimum requirement for chapter officers is a President, Vice-President, Secretary and Treasurer. Some Chapters combine the positions of Secretary and Treasurer. Other important positions that may be filled are Membership Chair and Project ACTA Coordinator. Suggested duties for the above positions are outlined in the Chapter Organization Section (Section 4).
4. Although a chapter may begin without a formal Constitution and By-Laws, experience has shown that the successful chapter eventually needs the formal structure that this organizational document provides. An example document is provided in Section 6 and, with few additions or changes, may be used by any Parents' Association Chapter as presented. The sample follows the features of the National Parents' Association.
5. It is important that the chapter leadership view the chapter in a supportive relationship with the National Parents' Association and the Academy as well as in its role as a friendship and mutual support organization



## TEN THINGS FOR A SUCCESSFUL CHAPTER.....

1. Make the members feel special
2. Delegate! People are both capable and willing.
3. Get some new plebe candidate parents involved.
4. Pick up a few new volunteers at each event – Target people.
5. Remember you can't make everyone happy.
6. Make your meetings and events interesting to everyone.
7. Remember nametags.
8. Always list names in the newsletter; be sure to list all new members
9. Wear a lot of Blue and Gray and other Kings Point items
10. Call them, call them, call them.

*To Survive, your Chapter must grow and change. New blood and new ideas are essential. New leaders are a must. Motivate people. Bring new people in. Rotate old leaders out of office, but find a job for them and keep them involved and active. Accept evolution and growth as a normal part of a healthy Chapter.  
Welcome it—don't hinder it!*

- Voice of Experience

## GET PARENTS INVOLVED BY .....

- Calling Them
- Sending Them a Letter
- Calling Them
- Organize a Small Event at Home or at Dinner for a Planning Session
- Calling Them
- Figure Out Ways to Meet Parents Through Academy Events
- Calling Them
- Parents' Association Office Introduction
- Calling Them

## GET ACTIVE CLUB MEMBERSHIP THROUGH.....

- Special Mailings
- Newsletters
- Meetings
- Special Events
- Recruiting for Academy Admissions
- Legislative Activities – Project ACTA
- Membership (Dues) Drive
- Joint Activities (Alumni Association, etc.)

## MAKE IT HAPPEN.....

- Elect Enthusiastic and Dedicated Officers (Section 4)
  - Establish an Executive Board (Section 5)
  - Form Committees (Section 5)
  - Plan a Calendar....DON'T BE TOO AMBITIOUS (Section 5)
  - Establish a Bank Account
  - Set Up Constitution and By-Laws (Section 6)
  - Build Continuity
- Make it Look Easy!!!!

# SECTION 3

## CHAPTER ACTIVITIES

### CHAPTER OBJECTIVES.....

Parents' Association Chapters unite parents in more than 40 states. Organized and run by parents, chapter events bring parents and midshipmen together for social interaction and Academy and Parent Association activities.

Although specific objectives may differ by chapter, some or all of the following are usually included:

- Maintain a local point of contact and strong affiliation for USMMA parents
- Provide opportunities for parents, alumni parents, alumni and midshipmen to meet
- Assist in the recruitment and encouragement of superior students for Kings Point
- Provide a local point of contact with area Congressmen and Senators.
- Provide support for plebe candidates and all midshipmen and their families.

### SCOPE OF ACTIVITIES.....

Aside from social events, Parents' Association Chapters can interact with the National Parents' Association and the Parents' Coordinator in a number of ways:

1. **PARENTS' ASSOCIATION BOARD:** The USMMA Parents' Association Board is the governing body of elected officers whose purpose is to strengthen the relationship between the parents and the Academy. One of the Board's responsibilities is chapter development and the Board provides support to the local chapters through its Regional Vice-Presidents. In addition, the Office of Public Affairs, through the Academy Parents' Association Coordinator,

maintains contact with the National Co-Chairs, the Regional Vice-Presidents and the chapter officers to ensure smooth operation of chapter activities.

2. **ACADEMY ADMISSIONS:** Parents' Association Chapters can be an extension of the Academy's Admissions Department by providing Admission Field Representatives who can assist the Academy in obtaining quality candidates for admission to the Academy and representing the Academy at various recruiting opportunities (e.g. Academy Nights, College Nights, Appointment Presentations, etc.). Some chapters conduct "Applicant Luncheons or Receptions" during January and February each year for applicants and their families at which an Academy Staff Representative is present to meet Applicants and to promote the Academy. Chapters should coordinate all recruiting activities through their respective Academy Admissions' Coordinator.
3. **MIDSHIPMAN ACTIVITIES:** There are many opportunities for Parents' Association Chapters to support the Regiment of Midshipmen. These activities include but are not limited to welcoming events for plebe candidates and their families, supporting midshipmen events such as Ring Dance, June Ball, Christmas Ball, Senior Awards, Midshipman Birthday Cards, "Geedunks", supporting varsity athletic and midshipmen club team movements and visits by the *T/V Kings Pointer* and the Regimental Band. Some of these activities may include providing receptions, meals and berthing.
4. **HOST FAMILY PROGRAM:** All Midshipmen are required to complete a 2-6 week internship prior to their first class year that could provide an employment opportunity after graduation. In addition, their sea duty assignments during their third and second class years may leave them in various port cities for a few days while they are "between ships". Chapters are requested to appoint a Host Family Committee Chair to assist midshipmen in obtaining housing and, in some instances, transportation in homes of parents, alumni parents and friends of the Academy at these times. Rosters of volunteers to provide such assistance will be forwarded to the Academy Department of Professional Development and will be included in the Sea Duty Guide distributed to all Midshipmen.
5. **PROJECT ACTA:** Chapters will be requested to assist the Project ACTA Office in Washington, DC (2000 Pennsylvania Avenue, Suite 4400, Washington, DC 20006; 202-828-1878) by contacting their local Congressman and Senators in support of the Academy. This can be accomplished by visiting the legislators'

local offices, inviting them as guest speakers at chapter events or becoming active members of their Academy Selection Committees.

6. **PRESIDENTS' CONFERENCE:** Annually, Chapter Presidents, or their designated representatives will be invited to Kings Point for a Conference in conjunction with Parents Weekend / Acceptance Day to learn about what is happening at the Academy and to dialogue with other chapter Presidents about chapter activities, programs and events.
7. **TELL AMERICA:** It is essential that parents contribute to increased public awareness of the Academy. It is requested that each chapter appoint a Tell America Coordinator. Suggested opportunities to achieve this goal are by establishing a speakers' bureau of parents willing to make presentations to local organizations such as the Lions, Kiwanis, Rotary, PTA, Boy and Girl Scouts and other organizations.

# SECTION 4

## CHAPTER ORGANIZATION

### INTRODUCTION.....

Once a chapter has been authorized to operate as a chapter, it must determine how the organization is to be structured. A formal chapter structure is important, but many variations are possible. The most important single ingredient for a successful organization is not necessarily the structure, but the involvement of individuals who are truly interested in supporting and promoting chapter activities. The basic objective is involvement and commitment on the part of the chapter leadership.

### CHAPTER OFFICERS.....

1. Three key positions are essential in any proposed structure:
  - a. *President*. Provides the key leadership to any chapter. In small chapters the President may also be the Program Chair.
  - b. *Vice President*. Important position to plan and implement the chapter activities. Having a Vice-President can be an excellent way to groom a successor.
  - c. *Secretary*. Keeps chapter meeting minutes.
  - d. *Treasurer*. Responsible for chapter finances and records.
2. Other important leadership roles that can improve the working organization of a chapter:
  - a. A number of *Directors* is often a way to create a sense of responsibility among parents. These officers can oversee and direct as well as serving as chairpersons of committees responsible for particular aspects of the chapter function. The number of Directors is based and determined by the size and number of membership in the chapter.

- b. *Membership Chair.* The person responsible for increasing the active membership in the chapter and improving attendance at chapter events. Also responsible for maintaining an up-to-date roster of chapter members that should be forwarded to the Parent Coordinator Office at least annually.
- c. *Tell America Chair.* This chapter position is responsible for promoting the chapter, the Academy and the Midshipmen through public relation releases to the local media. This role may also be responsible for the creation of a parents' speakers' bureau.
- d. *Project ACTA Chair.* This position will serve as a liaison between the Project ACTA Coordinator in Washington, DC and the chapter. This Chair will keep the chapter membership current with legislative activities dealing with the Academy, educating members on the legislative process, developing a chapter network that can communicate legislative participation from the membership and encouraging membership participation on local congressional Academy selection boards.
- e. *Fundraising Chair.* It is recognized that chapters will require funding to operate their chapters and may charge dues, run raffles or hold fundraising events to pursue this end. Where appropriate, chapters are encouraged to donate surplus funds to various midshipmen activities such as Senior Send-Off, Ring Dance, June Ball, Christmas Ball, Morale Fund, etc.
- f. *Telephone Committee:* Regular communication with parents is critical for promoting chapter activities, events, meetings etc. In addition, regular contact between members contributes to greater unity between the parents.
- g. *Historian.* Historical review of chapter activities, midshipmen activities, photos, parent rosters, midshipmen rosters, graduating seniors is an excellent way to promote the Academy and its midshipmen and to provide a personal perspective to applicants and their families. This is an excellent way to "Tell America" and to aid in admissions recruiting as well.
- h. *Midshipmen Support Chair.* Under this committee are included activities such as pizza parties, geedunks at exam time or any other activities that provide support and encouragement to midshipmen during their years at Kings Point.
- i. SPECIFIC ASSIGNMENTS SHOULD BE ENCOURAGED. GOOD IDEAS ARE WELCOME WHEN ACCOMPANIED BY THE WILLINGNESS TO IMPLEMENT THEM!!
- j. Committees should reflect the scope and objectives of the chapter.

## OFFICER SUCCESSION.....

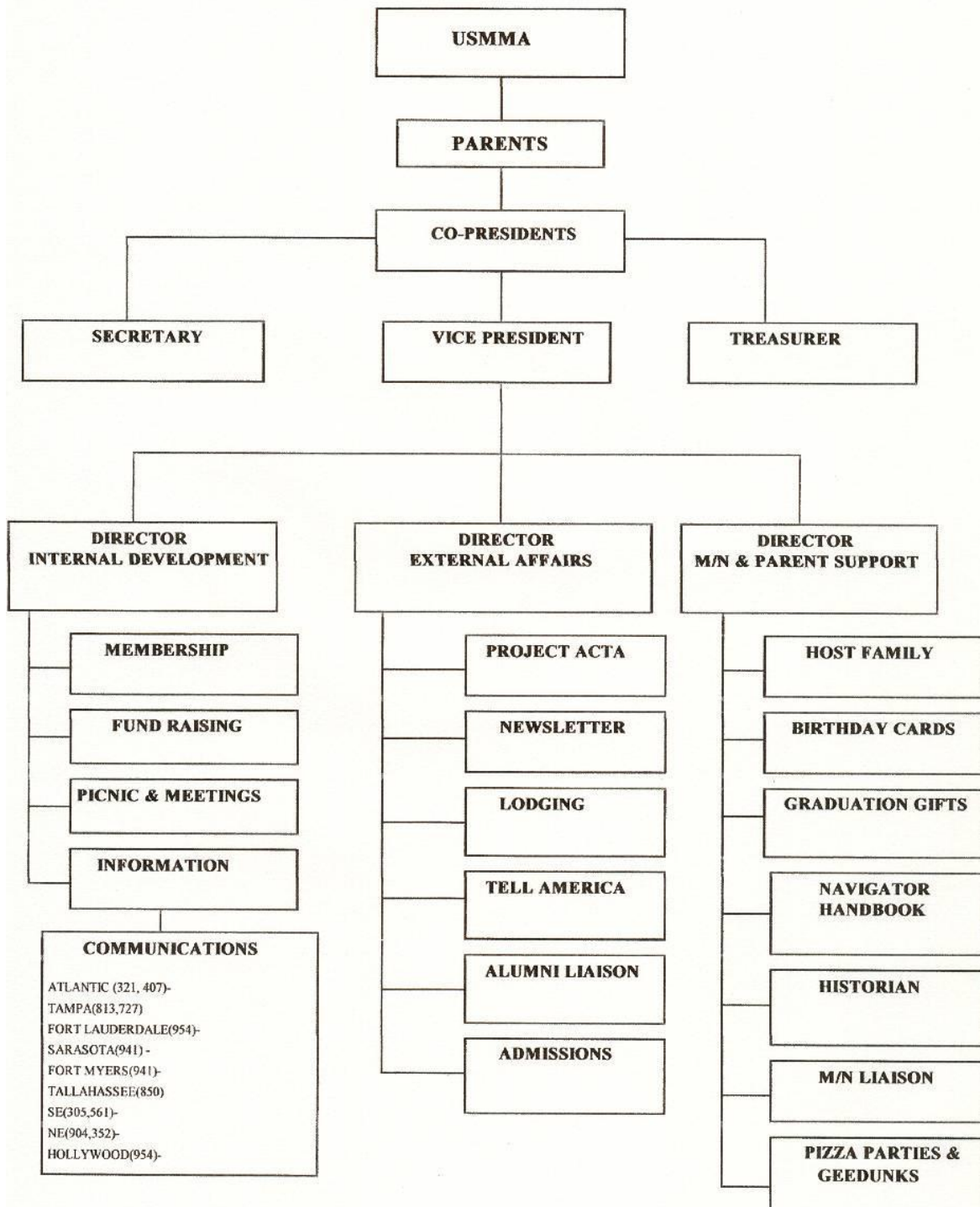
Of critical importance in chapter development is the concept of succession. The principle of automatic progression through a series of officer and committee Chair positions is very advisable, because it provides continuity and experience in the chapter. A feasible succession plan requires that the chapter organization involve as many parents as possible – in other words, that the chapter has leadership depth.

Progression through the officer ranks should be understood and acknowledged by those who enter into leadership positions. New ideas and fresh thinking will come from feeding new parents into learning positions in the officer hierarchy. Clearly, one of the President’s most essential functions is simply planning for competent, motivated and very dedicated successors.

Each chapter should develop an ongoing “plan” that clearly outlines the process of succession. This is also a valuable document for the National Parents’ Association when considering nominations for Regional Vice-Presidents and National Co-Chairs.



## PARENTS ASSOCIATION CHAPTER



# SECTION 5

## SCHEDULING AND PLANNING

### EXECUTIVE BOARD MEETINGS.....

An *Executive Board* composed of the current chapter officers and past presidents / officers (if you so choose) can be helpful in providing support and counsel for the chapter. These individuals offer ideas for the program content, speakers and methods of generating interest in chapter activities.

#### 1. OBJECTIVES:

Regular meetings of the Executive Board should be scheduled. Smaller and newer chapters need this degree of formal contact and mutual support in order to stay viable. Larger chapters need this direction to insure that the program goals are being met. Executive Board Meeting objectives should include:

- Keeping lines of communication open among chapter leaders
- Establishing general policies concerning chapter development (e.g., the desired mix of program subjects and content, etc.)
- Reviewing plans for upcoming meetings, obtaining and reinforcing commitment from responsible individuals.
- Providing general guidance to the Committee Chairs
- Having fun!!

#### 2. FREQUENCY:

Chapters vary in terms of the number of Executive Board Meetings scheduled for each year. Some choose to meet monthly; others prefer to get together less often. Regularity is generally the most important factor. Many chapters prefer to conduct these meetings in a less formal atmosphere that is most convenient to all of the board members. It is recommended that a planning meeting be held. By the end of the meeting, the calendar and event assignments (responsibilities) should be completed.

### CHAPTER EVENTS.....

The number of chapter events will depend on the size of the chapter and the interest level of the members. A large chapter would typically have a greater number of programs, whereas a small chapter might have only three or four. The chapter should be careful to coordinate

these activities with the Academy and to consult the Regimental Calendar to prevent conflicts.

## EVENT CHECKLIST.....

It is essential to plan and coordinate any parent activity project. Following are some factors to keep in mind when planning a chapter event:

- *Speaker.* The individual speaking at an event should be contacted well in advance (at least 6-8 weeks) to be sure that he / she is aware of the date and topic of the meeting. Confirmation by letter is always a good idea.
- *Location.* A good location can be difficult to find. The site should be centrally located for easy access by the majority of the membership. In a large chapter area (statewide) it is recommended to move the meetings periodically to give all of the membership an opportunity to attend. The location should be confirmed as early as possible. Care should be taken that the facility does not discriminate on the basis of race, creed, color or gender.
- *Pricing.* With rising costs, pricing for events is often a problem for chapters. Experience has shown that pricing can have a direct effect on attendance. Prices should therefore be reasonable, yet they should also cover the cost of the event.
- *Announcement.* Parents should receive the meeting notice at least 3-4 weeks prior to the event. The announcement should highlight the purpose of the meeting and briefly summarize the topic to be presented. It should indicate time, place, price, reservation information and an individual to be contacted if the recipient has any questions.
- *Attendance.* Reservations should be closely monitored to insure a representative turnout. Some chapters charge more for individuals who do not make reservations by a cutoff date, providing an incentive to reply early. If the attendance appears to be less than anticipated, a telephone campaign can be an effective way to increase participation on short notice. Experience has shown that telephone campaigns should always be used for follow-up.
- *Day of Event.* The speaker should be contacted just prior to the event. One chapter officer should be assigned to provide necessary transportation and to make introduction to members attending the event. The person responsible for the meeting should handle registration and should bring to the event a list of paid and unpaid registrants, name tags, blue felt-tip pens, change (for cash payments), blank receipts, the chapter banner and other chapter publicity handouts or materials. The event Chair should always attempt to keep the meeting on schedule, particularly luncheon meetings.
- *Following the Event.* It is very important to follow up with a thank-you letter to your speaker and to anyone who put forth exceptional effort in making arrangements for the event.

# SECTION 6

## CHAPTER CONSTITUTION AND BY-LAWS

Experience has demonstrated that the successful chapter needs the formal structure that a Constitution and By-Laws provide to a chapter. The following example document follows closely those of the National Parents' Association as well as those of the National Alumni Foundation Association. The chapter should conform closely to the rules set forth by the national organization.

### SAMPLE CONSTITUTION AND BY-LAWS

#### CONSTITUTION AND BY-LAWS OF THE USMMA

#### \_\_\_\_\_PARENTS' ASSOCIATION CHAPTER

##### ARTICLE I. NAME

The name of this organization shall be the USMMA \_\_\_\_\_Parents Association Chapter.

##### ARTICLE II. PURPOSE AND POWERS

The mission of the \_\_\_\_\_ Chapter (hereinafter called the \_\_\_\_\_Parents Association) is to promote and support the Academy, its goals, programs and objectives, its Regiment of Midshipmen, faculty, staff and alumni. The \_\_\_\_\_Parents' Association will serve as a support organization for Plebe Candidates, their families, and all Midshipmen and their families during their years at the Academy. The primary focus of support will be upon those Midshipmen and families from the State of \_\_\_\_\_.

The chapter, through its Officers, committees and other duly authorized representatives, under the direction and authority of the Office of the Director of Public Affairs of the Academy, shall carry out the purposes set forth in this Article.

### ARTICLE III. SEAL, LOGO AND EMBLEM.

Any duly chartered chapter may utilize the Academy Seal, Logo or Emblem for its newsletter, letterhead, banner or other affinity items officially sanctioned by the chapter. No one shall make unauthorized use of the Parents' Association or Academy name, seal, logo or emblem.

### ARTICLE IV. MEMBERSHIP

- 4.1 Classification: Membership shall be Regular, Associate or Honorary.
- 4.2 Regular: Any person who is the parent of a currently enrolled USMMA Midshipman or of a USMMA Midshipman who has been graduated from the Academy for no longer than 18 months shall be eligible for Regular Membership. Only Regular Members may be elected or appointed to be Officers of the Association.
- 4.3 Associate: Any person evidencing favorable interest in the Academy, its Regiment of Midshipmen or this Association may be eligible for Associate Membership. Parents or other individuals who do not meet the qualifications for Regular Membership in Section 2 of this Article are eligible for such Associate Membership.
- 4.4 Honorary: Any person who has rendered distinguished service to or in advancement of the Academy, its Regiment of Midshipmen or this Association may be elected to Honorary Membership. Such membership may be granted to individuals who are not parents or family or current or graduated Midshipmen (e.g., current or retired faculty, staff or administration of the Academy).
- 4.5 Dues: Dues shall be established for each classification of membership by a majority vote of the paid members present during any regularly scheduled meeting of the Association and thereafter may be changed at any annual meeting by a majority of the paid members present. Dues shall be payable at the beginning of each academic year and shall be collected by the Treasurer.
- 4.6 Voting: Each paid regular membership shall have one vote on any issue brought before the membership in a regularly called meeting.

## ARTICLE V. MEETINGS.

- 5.1 The Association shall meet at least \_\_\_\_\_ times a year. Written notices shall be mailed to members and prospective members. The Annual Meeting shall be held in \_\_\_\_\_ of each year for the election of Officers, Board of Directors and other business as prescribed in the By-Laws.
- 5.2 A quorum of the organization shall be defined as ten percent of the paid membership of the organization.
- 5.3 The order of business at meetings of the chapter shall normally be as follows:
  - 5.3a Ascertainment of the presence of a quorum
  - 5.3b Financial Report
  - 5.3c Reading of the minutes of the previous meeting
  - 5.3d Annual report of the preceding year's activities and goals for for upcoming year
  - 5.3e Unfinished old business
  - 5.3f Election of Officers
  - 5.3g New Business
  - 5.3h Adjournment
- 5.4 The order of business at other meetings shall be the same except the annual reports and the election of officers are not included.

## ARTICLE VI. EXECUTIVE COMMITTEE

- 6.1 The governance and management of the organization shall be vested in an Executive body known as the Executive Committee. The Executive Committee shall have the authority to oversee the chapter's treasury in the manner it deems prudent.
- 6.2 The Chapter President, Vice-President, Secretary, Treasurer and any elected Directors shall be members of the Executive Committee.
- 6.3 The Executive Committee shall meet at the Annual Meeting. Other meetings may be held as deemed necessary on the call of the President or any two members of the Committee. At such meetings, the business should be confined to that specified in the call for the meeting.
- 6.4 A quorum of the Executive Committee shall consist of three members.
- 6.5 The Executive Committee shall establish operating committees as it deems necessary.

- 6.6 At the Chapter's Annual Meeting, the Executive Committee shall report the affairs of the chapter, the previous year's financial performance and the coming year's budget.
- 6.7 If a vacancy occurs in the Office of the President, the Vice-President shall assume the office for the remainder of the term.
- 6.8 If a vacancy occurs in any other office of the Executive Committee, it shall be filled by a majority vote of a quorum of the Committee until the next general election.
- 6.9 All members of the Executive Committee shall serve for a term of one year.
- 6.10 Executive Committee Members are eligible for re-election, but not to exceed four consecutive terms.

## ARTICLE VII. OFFICERS

- 7.1 The officers of the chapter shall be a President, a Vice-President, a Secretary, a Treasurer and such other officers or directors as the Executive Committee may from time to time determine. Officers shall be Regular Members who meet all of the membership requirements of the chapter.
- 7.2 All officers shall be elected by a plurality of the voting members of the chapter at the Annual Meeting or such meeting as designated in the Bylaws. (It is suggested that the Election of new Officers and commencement of their terms of office occur prior to May 1 of each year in order to provide visibility and contact with new plebe candidate parents and families. Experience has shown that it is more favorable for contact with incoming plebe candidates and their families from a President who will be in office during the upcoming academic year rather than from a President who may be leaving in June upon graduation of his/her Midshipman.)
- 7.3 The term of office of each officer shall be one year. Officers may be re-elected, but for no more than four consecutive terms in any one office.
- 7.4 The President shall preside at all meetings and events of the organization, and shall have such powers and duties usually associated with the office of President. The President shall sign all written contracts and obligations of the chapter.
- 7.5 The Vice-President shall have such powers and duties as prescribed by the President and will discharge the duties of the President in his/her absence. The Vice President shall succeed to the presidency in case of vacancy in that office.

- 7.6 The Secretary shall keep a record of the proceedings of meetings (minutes), conduct the correspondence, keep records and prepare necessary reports. The Secretary shall also notify officers of the chapter of their election. The Secretary shall also keep a roster of all parents in the area of the chapter, and all active paid members of the chapter. It shall also be the responsibility of the Secretary to publish the lists of officers of the chapter, the Constitution and By-Laws, committee members and other items.
- 7.7 The Treasurer shall be the custodian of the funds of the chapter and shall be responsible for collecting dues and assessments of the chapter, maintaining records of the individuals from whom collections have been made and for what purpose, disbursing funds to defray expenses authorized by the chapter or the Executive Committee, reporting the status of the funds at each meeting of the chapter and presenting an annual financial report to the members at the Annual Meeting.

#### ARTICLE VIII. COMMITTEES

- 8.1 The Executive Committee and President may appoint the following Committees for the purpose of managing the chapter:
- 8.1.a The Membership Committee shall promote membership in the chapter and shall encourage attendance at all meetings and events.
- 8.1.b The Admissions and Recruiting Committee shall assist the Academy Director of Admissions in representing Kings Point at college and recruiting functions and presenting appointments to candidates at high school assemblies.
- 8.1.c The Host Family Committee shall assist midshipmen in obtaining local lodging with parents, alumni parents and friends while completing their internships or while they may be in port cities between ships. The committee shall also assist the Academy with supporting visiting midshipmen activities (e.g. athletic teams, clubs, T/V Kings Pointer, Regimental Band, etc)
- 8.1.d The Project ACTA Committee shall assist Project ACTA in providing support to the Academy through contact with their local congressional representatives. The committee will also develop a membership network that can be called upon to rapidly respond to legislative needs.
- 8.1.e Other committees may be established as deemed appropriate for the goals and objectives of the chapter.
- 8.2 All activities of committees established by the Executive Committee shall



be presented to the general membership for approval by a majority vote of those present at a regularly scheduled meeting of the organization.

- 8.3 All activities undertaken on behalf of the organization shall be presented to the general membership for approval by a majority vote of those present at a regularly scheduled meeting of the organization.

#### ARTICLE IX. Amendments to the ByLaws

- 9.1 Any member of the Executive Committee may propose amendments to these ByLaws. Such proposed amendments must be approved by the Executive Committee and then presented to the membership in written form as an attachment to the announcement of any regular or special meeting of the organization, provided that the proposed amendment has been made available to the membership at least 10 days prior to that meeting.
- 9.2 Any paid member of the organization may propose amendments to the Executive Committee for approval in accordance with the terms of Article 9.1 above.
- 9.3 Amendments thus presented require approval by a two-thirds vote of the voting members present at such a meeting of the organization.
- 9.3 Amendments shall come into force immediately upon adoption by the Members.

#### ARTICLE X. COMING INTO FORCE.

On the coming into force of this amended Constitution and By-Laws, the Executive Committee shall cause to be made all necessary changes in the Association's organization and procedures as may be required to bring same into compliance with said amended Constitution and By-Laws,

#### ARTICLE XI. DISSOLUTION

In the event of dissolution of the organization, all assets remaining, after meeting all liabilities, shall be distributed to the USMMA Foundation to be used for the further benefit of the USMMA and its Midshipmen.

This constitution and by-laws were adopted at a meeting of the \_\_\_\_\_ Parents' Association Chapter on \_\_\_\_\_ and approved by the members present and voting.

This Constitution and By-Laws went into effect on \_\_\_\_\_.

## SECTION 7

### DISTINGUISHED CHAPTER AWARD.....

#### A. PURPOSE OF THE AWARD

The intent of the award is to recognize those Parent Association Chapters whose distinguished service as characterized by the effectiveness of their activities and programs, significant contributions in support of the Merchant Marine Academy and its Regiment of Midshipmen, and enhancements to the image of Kings Point. Participation is voluntary. However, the Academy Parent Association Coordinator will maintain Chapter Award activity files for each chapter unless specifically requested not to be considered. Determination of eligibility is based upon a simple point system whereby chapters receive points for various activities and programs. Chapters receive Distinguished Chapter Recognition by attaining a predetermined, publicized amount of points. **CHAPTERS DO NOT COMPETE AGAINST ONE ANOTHER!!**

There is no limit to the number of chapters that may receive the award in any given year. All chapters that attain the minimum point level required will receive the Distinguished Chapter Award. Additionally, there is no limit as to the number of times a chapter may receive the award.

The period of activity on which the award is based is the academic year (July 1 to June 30). The Awards will be announced and will be presented at the Annual Presidents Conference in September.

#### B. REPORTING CHAPTER ACTIVITIES AND PROGRAMS

Chapters are responsible for reporting all activities and programs to the Academy Parents Coordinator at Wiley Hall utilizing the Chapter Activity Report in this handbook. When the chapter activity or program is completed it should be reported as soon as possible after the event has occurred. There is no time limit, however. All activity reports will be accepted at any time during the year. Points will be awarded for those activities that occur in the academic year for which the award is earned.

**Final submissions for consideration of the Distinguished Chapter Award must be received no later than July 31 for the prior academic year.**

Chapter Activity Reports should be mailed or faxed to:

United States Merchant Marine Academy  
Academy Parents Coordinator  
Wiley Hall  
Kings Point, NY 11024  
Fax Number: 516.773.5509

## **C. AWARD CRITERIA**

Chapters must obtain 1750 points or more in an academic year to receive the Distinguished Chapter Award. There are four categories with varying levels of points awarded based on the specific activity or program:

(1) Essential Activities, (2) Activities, (3) Meetings, and (4) Information

Chapters are not required to participate in every category to be eligible for the Distinguished Chapter Award. Chapters should make every effort to participate in all the Essential Activities, since they are weighted the highest and are key to the successful organization of the chapter.

### **1. ESSENTIAL ACTIVITIES**

There are four (4) activities in which it is most important for chapter participation. Participating in all of these activities, which permit a chapter to amass 1,000 of the 1,750 points, required to achieve the Distinguished Chapter Award.

a. Conduct at least three (3) meetings / activities open to full membership.

**250 POINTS**

b. Provide the Academy Parents Coordinator with a complete list of officers and contacts (See Chapter Activity Report)

**250 POINTS**

c. Provide the Academy Parent Coordinator with a list of chapter goals and a schedule of events for the coming calendar year (Chapter Activity Report)

**250 POINTS**

d. Send a representative to the Annual Presidents Conference at the Academy in September

**250 POINTS**

### **2. ACTIVITIES**

Points are awarded in this category for various activities that are exclusive of the three essential activities. Those chapter activities that do not fit a specific

category as outlined below will receive credit under Midshipman and Parent Support Activities. All completed activities must be submitted on the Chapter Activity Report included in this handbook.

a. *Admission Related Activities* that may include but are not limited to College or Service Academy Nights, Candidate Day for newly appointed midshipmen and their parents and presenting appointments to candidates at high school assemblies or convocations.

**200 POINTS (each activity)**

b. *Supporting Academy* related activities that may include but are not limited to athletic teams, band, glee club, clubs and T/V Kings Pointer

**250 POINTS (each activity)**

c. *Legislative Related Activities* that may include but are not limited to participating on congressional selection boards, having a legislator address membership or conducting a letter writing campaign under the direction of Project ACTA.

**250 POINTS (each activity)**

d. *Hosting or Participating* in a Service Academy Ball or Dance

**100 POINTS (each activity)**

e. *Hosting or Participating* in a veteran's activity, including Memorial Day Veterans Day or Maritime Day official ceremonies

**100 POINTS (each activity)**

f. *Midshipman and Parent Support Activities* for those activities that do not fit any of the above specific categories.

**100 POINTS (each activity)**

**Any activity reported can only earn points for ONE of the above categories (e.g. a chapter that supports the training vessel on Maritime Day can only receive 100 points. However, points may be received on a multiple basis for section f – General Activities. For example, a chapter that sends geedunks to its midshipmen at each trimester can report that activity three times for 300 points. If in addition the chapter has a program of sending birthday cards to their midshipmen from the chapter, it will receive 100 points for that program as well.**

### **3. MEETINGS**

Chapters will receive points for every meeting over and above the three

required essential activities. This may include luncheons, general membership meetings and social gatherings for the full membership. A meeting of the Board or Executive Committee does not qualify for credit.

**50 POINTS (for each additional meeting or activity)**

A bonus of **25 points** will be awarded for each meeting in which other Service Academy or State Maritime Academy alumni or Parents' Association members or USMMA Alumni Association members are invited to the chapter meeting or activity. Bonus points will not be awarded if a chapter member is also a member of one of the above organizations.

A bonus of **50 points** will be awarded for each meeting or activity that receives media attention (i.e. newspaper / magazine article, radio / TV coverage, etc.)

#### **4. INFORMATION**

Access to and dissemination of information is increasingly more important to chapters and their members, especially Midshipmen. Chapters that have developed efficient means to communicate information tend to attract and retain membership resulting in the ability for the chapter to better provide support for our Midshipmen. An effective flow of information is often critical to the success of any chapter and its programs. Chapters will be awarded points based on the various means by which they gather, disseminate and share information.

a. *Parents' Association Homepage* Submissions to the Academy Parent Coordinator

**25 POINTS (for each update)**

b. *Published Newsletters*. Submit to the Academy Parents coordinator for credit.

**50 POINTS (for each newsletter published)**

c. *Roster of Chapter Membership*. Submit names and addresses annually to the Academy Parent Coordinator

**100 POINTS**

## **CHAPTER ACTIVITY REPORT**

CHAPTER NAME: \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_

NUMBER ON MAILING LIST \_\_\_\_\_

PRESIDENT	Telephone
VICE PRESIDENT	Telephone
SECRETARY	Telephone
TREASURER	Telephone
MEMBERSHIP CHAIR	Telephone
ADMISSIONS CHAIR	Telephone
PROJECT ACTA CHAIR	Telephone
HOST FAMILY CHAIR	Telephone
ALL OTHER OFFICERS AND CHAIRS:	Telephone

### 1. ESSENTIAL ACTIVITIES

#### a. Meetings / Activities Completed

1. Date:	Location:	Activity
2. Date:	Location:	Activity
3. Date:	Location:	Activity

#### c. Chapter Goals and Planned Events for Next Academic Year

d. Presidents Conference Representative in Attendance \_\_\_\_\_

### 2. ACTIVITIES

a. Admissions Event \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

b. Academy Related Event \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_ c.

Legislative Event \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_ d. Service

Academy Ball \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_ e. Veterans

Activity \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_ f. M/N & Parent

Support \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

### 3. MEETINGS

a. Additional Meeting \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

b. Additional Meeting \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

c. Joint Academy Activity \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

d. Joint Academy Activity \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

e. Media Attention Bonus \_\_\_\_\_ Date: \_\_\_\_\_ Location \_\_\_\_\_

### 4. INFORMATION

a. Parent Homepage \_\_\_\_\_ Update \_\_\_\_\_ Update \_\_\_\_\_ Update \_\_\_\_\_

b. Newsletter Name \_\_\_\_\_

Publication Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

c. Membership Roster Annual Submission Date \_\_\_\_\_

Use reverse side for additional entries by category

# **United States Merchant Marine Academy Parents Association**

## **Chapter Charter Application**

To Whom It May Concern: Greetings

**Whereas, a petition has been received from**

Praying that a Charter be granted for the formation of a local chapter of the United States Merchant Marine Academy Parents Association, to be located in the State of

**Know Ye, that acting under the authority vested in us by the Constitution and By-Laws of our Association, we desire and cause this Charter to be issued for the institution of a local chapter to be known as the \_\_\_\_\_ Local Chapter and to bear date \_\_\_\_\_ and by virtue of the Charter to do and perform such acts as are prescribed in the Constitution and By-Laws of the Association.**

**The United States Merchant Marine Academy Parents' Association hereby declares its right to suspend or revoke this Charter for any neglect or refusal to perform the duties required by the Constitution and By-Laws of this Association, and should the aforesaid Local Chapter be dissolved or forfeit this Charter, then all property, books, papers and moneys shall be transferred to the Foundation of the United States Merchant Marine Academy.**

**In Witness Whereof, we do now cause our signatures to be affixed thereto.**

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Superintendent

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Director of Public Affairs

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