

UNITED STATES MERCHANT MARINE ACADEMY
NATIONAL PARENTS ASSOCIATION

2000

BY-LAWS

SUBMITTED
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PARENTS ASSOCIATION PRESIDENTS CONFERENCE
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CONSTITUTION AND BYLAWS UNITED STATES MERCHANT MARINE ACADEMY NATIONAL PARENTS ASSOCIATION

ARTICLE I GENERAL:

Section 1. NAME OF THE ASSOCIATION: The name of this organization shall be the USMMA National Parents Association (hereinafter referred to as the Association).

Section 2. PRINCIPAL OFFICE: The principal office of the Association shall be situated at the Academy.

Section 3. DEFINITIONS: As used hereinafter, the words and phrases defined in this Section shall have the following meanings:

- a. **"Parent"** means a person or persons who are a Regular Member of the Parents Association as defined in Article III Section 2.
- b. **"Midshipman"** means Cadet, Cadet-Midshipman or Midshipman in the Regiment of the United States Merchant Marine Academy.
- c. **"Officer"** means the National Chair or Co-Chairs, the Regional Vice President Board Members and the President or Co-Presidents of a State or Local Parents Organization or Association.
- d. **"Chapter"** means a duly recognized and chartered State or Local Chapter of the Association, the charter of which has not been suspended or revoked.
- e. **"USMMA"** means the United States Merchant Marine Academy (hereinafter referred to as the Academy).
- f. **"Mail"** includes communication by Postal Service, facsimile, email, courier or commercial forms of express mail.
- g. **"Board"** means the governing body of the National Parents Association.
- h. **"Parents Associations"** means any chartered State or Local Parents organization.

ARTICLE II PURPOSES AND POWERS:

Section 1. PURPOSES: The mission of the 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 Associations throughout the country. It shall foster and encourage development of the Academy and Parents Associations 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 Associations.

Section 2. POWERS: The Association and its Officers shall carry out the purposes set forth in this Article.

ARTICLE III MEMBERSHIP:

Section 1. CLASSES OF MEMBERSHIP: There shall be three classes of membership in the Association as follows: Regular, Associate, and Honorary.

Section 2. QUALIFICATIONS FOR REGULAR MEMBERSHIP: Any person who is the parent of a currently enrolled Midshipman or a Midshipman who has been graduated from the Academy shall be eligible for Regular Membership. Only Regular Members may be elected or appointed to be Officers as described in Article I, Section 3c of these bylaws.

Section 3. QUALIFICATIONS FOR ASSOCIATE MEMBERSHIP: Any person evidencing favorable interest in the Academy, its Regiment of Midshipmen or this Association may be eligible for Associate Membership in a State or Local Parents Association. Parents who do not meet the qualifications for Regular Membership as described in Section 2 of this Article are eligible for such Associate Membership in a State or Local Parents organization.

Section 4. HONORARY MEMBERSHIP: 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 of current or graduated Midshipmen - such as current or retired faculty, staff or administration of the Academy.

Section 5. COMPOSITION OF THE BOARD: The Board of the Association shall be comprised of the National Co-chairs, Regional Vice Presidents and all local Parents Association Presidents. The United States and its possessions shall be divided based on current needs which may vary from time to time. Therefore, specific regional states are not listed but will be assigned by the

National Co-Chairs according to the USMMA Parents Association current requirements. (Discussed at the 16th Annual Presidents' Conference in September, 2007 and unanimously carried via email vote December 2007.)

ELEVEN REGIONS DELETED AND ARE TO BE DESIGNATED BY NATIONAL CO-CHAIRS.

ARTICLE IV SELECTION OF OFFICERS:

Section 1. NATIONAL CO-CHAIRS AND REGIONAL VICE PRESIDENTS: Selection Process: Applicant(s) are to complete a volunteer/Nomination Form (this is a volunteer self-nominating process). The completed form is to be mailed to the National Co-Chairs by May 15th on the odd year. The applicants' form will be reviewed and decided upon by the current National Co-chairs. Final selection will be made by June 1st.

Section 2. STATE AND LOCAL ASSOCIATION PRESIDENTS: These officers shall be elected by their respective Association members on an annual basis.

ARTICLE V TERMS OF OFFICE:

Section 1. The National Co-chairs and Regional Vice Presidents will serve a two-year term commencing during the Annual Parents' Association Presidents' Conference of Parents Weekend when the selection is announced. If for some reason the member cannot fulfill the two-year term, the opening will be filled by appointment by those named above in Article IV. A member of the Regional Vice-Presidents' Board may move up to National Co-chair position if criteria are met and appointment is granted.

Section 2. TERM OF OFFICE. The term of office for State and Local Presidents shall be for 12 months. Each chapter officer term shall commence in June with elections in February or March. Officer notification to the National Parents' Program Director must be submitted by the previous officer by May 1st.

Section 3. SUCCESSION TO OFFICE: State and Local Presidents shall serve no more than four consecutive years. For the purposes of this section, an officer who is appointed to fill an unexpired term shall not be considered as having been in office.

Section 4. NO PROHIBITION OF CHAPTER OFFICERS: Nothing in this Constitution shall be construed as prohibiting the election to National Co-Chair or Regional Vice-President position in the Association of a Regular Member who is an officer in a chapter or as precluding such member from holding such national and chapter positions concurrently.

ARTICLE VI CRITERIA FOR NATIONAL CO-CHAIR POSITION:

1. Must have previously held a position as an active officer or committee chairperson in their local Parents Association.
2. Must meet qualifications for Regular Membership as described in Article III Section 2. Must be a parent of a currently enrolled Midshipman or be a parent of a Midshipman that has graduated. Shall be available to attend major Academy events (i.e. Indoc, Parents Weekend, Graduation).
3. Shall be available to attend major Alumni events (i.e. Spring and Fall meetings).

ARTICLE VII RESPONSIBILITIES OF NATIONAL CO-CHAIRS

1. Serve as Chief Executive Officers for the USMMA Parents Associations.
2. Member to the Board of Directors of USMMA Alumni Foundation, Inc.
3. Interface with local Parents Association Presidents and Parents Program Director.
4. Attend National and Regional meetings with Academy staff, alumni and parents.
5. Develop agenda for Annual National Parents Association Presidents conference.

ARTICLE VIII CRITERIA FOR REGIONAL VICE-PRESIDENT:

1. Must currently be, or have been, an officer or committee chairperson in their State or Local Association.
Parents' Association in their region.
2. Must meet qualifications for Regular Membership. Must be a parent of a currently enrolled midshipman or be a parent of a midshipman that has graduated.
3. Shall be available to attend Academy events (Parents Weekend).
4. Shall be available to assist National Co-Chairs as needed.

ARTICLE IX RESPONSIBILITIES OF REGIONAL VICE-PRESIDENT:

1. Support the National Co-Chairs in all their responsibilities as listed herein.
2. Provide information to National Co-Chairs about Parents Association activities and concerns in their region.
3. Serve as Chair of a National Committee as needed.
4. Provide information to Parents' Associations from the National Co-Chairs and the Academy.
5. Attend the Annual National Parents Association Presidents' Conference.

ARTICLE X MEETINGS:

Section 1. ANNUAL MEETING: The Annual Meeting of the Board shall be held at the Academy each year in conjunction with and preceding Parents Day Acceptance Weekend. It shall be referred to as the Parents' Association Presidents' Conference. All other meetings will be held electronically via E-mail, fax or by mail, or as deemed necessary by the National Co-chairs or Parents' Program Director. It is recommended that the Regional Vice-President Board Members communicate with the local Parents Associations in their region at least twice a year.

Section 2. ELIGIBILITY TO VOTE AT ANNUAL MEETING: Members of the Board of the Association shall be entitled to one vote. The National Co-Chairs shall vote only in the event of a tie whereupon they may cast a deciding ballot. Each member of the Board shall be entitled to one vote whether held by an individual or co-jointly with another individual.

Section 3. MAJORITY VOTE REQUIRED: Unless otherwise expressly provided herein, a majority vote at any duly held meeting of the Association Board shall be binding to transact any and all business. An abstention shall not be counted as a vote, either affirmative or negative.

Section 4. VOTING BETWEEN MEETINGS OF THE BOARD: Voting on matters between meetings of the Association Board may be done by mail, telefax or email.

Section 5. NOTICE OF MEETINGS: Notice of the date or dates and place of the Annual Meeting shall be given to members of the Board by mail announcement.

ARTICLE XI FUNDING:

There will be no dues imposed on the members of the USMMA National Parents' Association. Expenses will be covered by fund-raising activities decided upon by the National Co-chairs and the Regional Executive Advisory Board. Local Parents Associations shall never be obligated to contribute to the National Parents Association for any cause. A budget and an audited statement of the income and expenses shall be provided to all members of the USMMA National Parents' Association. Local Parents' Association Presidents may copy and distribute these reports to all local Association members. A Treasurer will be appointed by the National Co-Chairs to administer monies collected by the National Association. The term of office will be at the National Co-Chairs discretion. Treasurer responsibilities will include (but not limited to):

- ☐ Chair Finance Committee (if one is established by the National Co-Chairs)
- ☐ Assist National Co-Chairs, Regional Vice Presidents, and Parents' Program Director with developing a balanced budget for the fiscal year
- ☐ Attend meetings when called and the Annual Presidents' Conference.
- ☐ Monitor the finances of the Association, including income and disbursement
- ☐ Give a monthly report to the board of the status of the budget
- ☐ Give a report at the Presidents' Conference on the Association's financial position and results of operations
- ☐ Sign any and all financial documentation as necessary
- ☐ Sign checks that are payable to vendors with National Co-Chairs Approval

ARTICLE XII PARLIAMENTARY AUTHORITY:

All meetings of the Board shall be governed by "Robert's Rules of Order" except as may

be otherwise provided herein.

ARTICLE XIII AMENDMENTS:

Section 1. AMENDMENTS: Amendments to these by-laws may be made by a vote of 2/3 majority of Officers as described in Article I Section 3c. attending the annual Parents' Association Presidents' Conference. The proposed amendment to the by-laws must be given by mail announcement to the Officers no later than thirty days prior to the Annual Parents' Association Presidents' Conference.

Section 2. PROPOSAL OF AMENDMENTS: Proposed amendments to the Constitution and By-Laws shall be in writing and subscribed by not less than two Officers as described in Article I, Section 3c. Such proposed amendments shall be submitted to the National Co-Chairs through the Academy Parents' Program Director not later than 60 days prior to the Annual Parents' Association Presidents' Conference.

Section 3. COMING INTO FORCE OF AMENDMENTS: Amendments shall come into force immediately upon adoption by the Officers.

ARTICLE XIV CHAPTERS:

Section 1. Any five or more Regular Members may form a State Parents Chapter and receive a charter from the Association upon submission of an application for a charter and subsequent approval thereof. The committee as described in Section 2 of this Article shall review the application.

Section 2. The Constitution, Bylaws and Amendments of such State Chapters shall not be in conflict with the Constitution or By-Laws of the Association, and shall be reviewed and must be approved by the current National Co-Chairs.

Section 3. Names of Chapters shall incorporate the name of the area in which they are located and which they represent.

Section 4. All correspondence, news releases, publicity, advertisements, notices and the like shall clearly state that it is Chapter correspondence. The Chapter shall not speak on behalf of the National Association or the Academy.

Section 5. The Chapter President shall coordinate Chapter activities with the Regional Vice-President for that Chapter.

Section 6. All Chapter Presidents and Members shall follow the proper chain of command regarding all Chapter activities and communications with the Academy as they relate to Chapter activities. All contact with the Academy shall be through the

Parents' Program Director.

Section 7. Chapters and/or Members shall not engage in any activity detrimental to the Academy, its' Midshipmen, or the Association.

ARTICLE XV COMMITTEES:

Section 1. The National Co-Chairs of the Association may appoint any or all of the following and any additional committees as may be deemed necessary. All committees shall render reports to the Annual Meeting and periodic reports as needed. The National Co-Chairs may be a member of each committee.

Section 2. Regional Vice-Presidents will coordinate these committees and work directly with State and Local Presidents across the nation to secure involvement and participation by all Parents Associations.

a. Governmental Affairs Committee: This Committee shall:

Promote adequate government funding of the Academy.

Act as liaison between Parents Association State, Local Presidents and Project ACTA representatives in Washington.

Disseminating timely information to State Presidents regarding pending legislation of concern to the Academy.

Encourage a regular flow of communications from parents to their elected Congressional leaders regarding the important service which the Academy, its Midshipmen and graduates provide to the national and economic interests of our country.

- b. Alumni Liaison Committee: This Committee shall establish working relationships with the appropriate and corresponding Alumni Regional Directors for the purpose of increasing joint participation in programs and activities of the Parents and Alumni Associations.
- c. Admissions and Recruiting Committee: This committee shall assist the Department of Admissions in seeking out the best candidates for the Academy by promoting greater participation by parents in the Admissions Field Representative Program and by Chapter participation in the Applicants Reception Program.

- d. Host Family Program Committee: This committee shall develop a nationwide network of host families who are willing and able to provide assistance to Midshipmen during their periods of sea duty and internships. A list of this network of families will be made available to all Midshipmen while they are in port or other cities, between ships, or completing an internship. The committee will seek out such host families who are able to provide housing and other assistance to our Midshipmen. Current families, Alumni parents and Alumni will be asked to participate in this program.
- e. Midshipman Liaison Committee: This committee will serve to publicize and support the activities of the Regiment of Midshipmen, and to improve the quality of life of the Midshipmen during their years at the Academy including but not limited to the following: dormitories, wardrooms, funding for clubs and activities, library resources, athletic events, team movements or social and cultural activities.
- f. Membership Growth and Development Committee: This committee shall promote active Chapters which support the goals of the Academy, promote the development of new Chapters, and coordinate the activities of the National Association and the Chapters.
- g. Tell America Committee. This committee shall have as its purpose to increase public awareness of the Academy. It will coordinate the activities of the various state organizations. Increased public awareness can be achieved by the formation of a Parents Speakers Bureau for presentations to local organizations such as the Lions, Kiwanis, Rotary, and other organizations.
- h. Campaign for Excellence and Financial Support Committee: This committee shall promote private financial support for the Academy and the Foundation for the purpose of continued excellence at the Academy.
- i. Parents Weekend Committee: This committee shall promote attendance and participation by parents in both the Parents' Weekend and the Presidents' Conference.
- j. Constitution and By-Laws Committee: This Committee shall review all proposed amendments to the Constitution and By-Laws, local Chapter By-laws and Amendments presented to the Board for approval and prepare appropriate recommendations to the Board concerning such documents. The Committee shall also, at the request of the National Co-Chairs, review the Association Constitution and By-Laws and present recommended changes for approval at the Annual Meeting. Such recommended changes shall be in accordance with Article XIII.

ARTICLE XVI COMING INTO FORCE:

On the coming into force of this amended Constitution and By-Laws, the National Co-Chairs 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.