***West Point Parents Club of***

**BY-LAWS**

# ARTICLE I

Section 1. The Club shall be known as the **CLUB NA*M*E**

# ARTICLE II

# Purpose

Section 1. The purpose of the Club shall be:

1. A club dedicated to furthering the principles and welfare of the United States Military Academy. In accomplishing its purpose, the club endeavors to serve its community, and parents, cadets and graduates the United Sates Military Academy.
2. To bridge the gap between the United States Military Academy, cadets, parents and potential cadets.
3. To improve fellowship and understanding among parents, family and friends of cadets.
4. To promote local interest in attending the United States Military Academy.

**ARTICLE III**

# Members and Membership

Section 1. Parents, guardians and grandparents of a West Point cadets or graduates are eligible for membership.

Section 2. Membership shall be granted to an eligible family or individual upon his or her payment of assigned dues.

**ARTICLE IV**

# Dues

Section 1. Membership dues for each Club fiscal year shall be recommended by the officers and approved by a majority vote of the Board prior to the DATE start of the Club calendar year.

**ARTICLE V**

# Officers

Section 1. The management of the Club shall be vested in the officers. All officers have an equal vote and duties of others may be reassigned as needed, requested or volunteered for.

Section 2. **Elected Officers** and their duties shall be:

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1. **PRESIDENT:** The President or Co-Presidents shalll preside at all meetings; shall be ex-officio members of all committees; and shall perform all duties and exercise all powers consistent with the office.

Presidential duties shall include:

* 1. Maintain communication and coordination with the West Point Admissions Office, West Point Parents Club Communications Liaison; WPAOG Parent Relations Manager; the local Academy Admissions Liaison Officers; the local West Point Society; and other parents clubs for mutual club activity initiatives.
1. **VICE PRESIDENT:** In the absence of the President, the Vice-President or Co-Vice Presidents shall perform all of the duties of the President.
2. **SECRETARY:** Shall record and maintain minutes of all Board and Membership meetings and have them approved by the Board; Maintenance of all official Club correspondence.
3. **TREASURER:** Treasures’duties shall include:
	1. Custodian of the funds of the Club.
	2. Conduct of all business related to the Club's bank account including:
		1. Receipt of all revenues originating from dues, Club activities and other income generating ideas.
		2. Payment of duly authorized invoices resulting from Club activities. The Treasurer shall have the authority to properly dispense Club funds up to $250. Any disbursement over $250 shall require the written authorization of at least one other Club officer.
		3. iii Reconciliation of the Club bank account at least quarterly and the reporting on the status of the treasury at each Board meeting.
	3. Preparation of an annual financial report, and providing an annual budget recommendation to the full board before the end of July 1 of each year for approval.
	4. Order and Issuance of name tags to new members.
4. **AT LARGE MEMBERS** - Number to be determined by each seated board. At Large members may hold committee chair positions, assist in any and all functions, events and planning, other duties as assigned or volunteered for.
5. **CLASS YEAR REPRESENTATIVES** - There shall be a representative whenever possible from all four classes in attendance at the Academy during each board tenure. Class representatives assist in highlighting issues, concerns and suggestions pertaining to the interest of each level at the Academy (Plebe, Yearling, Cow and Firstie) as well as participate in all club decision making, events, planning etc.
6. **PAST PRESIDENT(S)** - Past President(s) serve at their pleasure and maintain voting and presence on the board for one year following their tenure as President(s). Past President(s) have equal voting rights and may serve on committees at their pleasure.

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Section 3. **Committee Chairs:** Committee Chairs may be, but are not limited to, current board members or paid members of the club who wish to volunteer.

1. **DECORATING COMMITTEE:** Works with board to determine events requiring decoration, plans and executes decorations for all identified events. Forms and maintains committee of paid members to assist.
2. **COMMUNICATIONS COMMITTEE:** Works with board to produce monthly electronic newsletter, maintains and updates Club Facebook Page. Creates events and mailings at the request of the board.
3. **WEST POINT SOCIETY LIAISON:** Works with the West Point Society/ AOG locally and at West Point to coordinate events, enhance cooperative efforts between the clubs for promotion of West Point and designated charities.
4. **EVENT CHAIRS:** Event chairs volunteer to serve as leaders for approved Board Events and work with the board on bringing a successful event to fruition and completion. Event Chairs may perform community outreach, solicit donations for materials/sponsorships and form their committees as needed.

Section 4. The Board of Directors (Board) shall consist of Elected Officers. -All committee chairs are invited to sit in on board meetings and participate and general membership is encouraged to attend and participate with suggestions and thoughts as well.

**ARTICLE VI**

*Election of Officers*

Section 1. All paid members are eligible to hold office.

Section 2. Starting in January, membership will be polled for anyone interested in joining the board.

Section 3. Current Board members holding positions may elect to stay in their current position for a maximum of 2 years, unless no other person wishes to assume their office, in which case they may serve for another term until their cadet graduates.

Section 5. Only Current Academy Cadet Parents may hold board positions with the exception of Past President(s).

## Section 6. Current President(s) will become Past President(s) on the incoming board unless they choose not to serve.

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**ARTICLE VII**

# Meetings

## Section 1. Board Meetings shall be held four (4) times a year, generally on the quarter system. Time, day and place of the meetings shall be determined by the Board. Board meetings may be held virtually via Skype or Conference Call.

Section 2. Additional Board Meetings may be held from time to time at the discretion of the President or the Board.

**ARTICLE VIII**

# Committees

## Section 1. Committees may be formed as needed by the Board.

Section 2. The President shall ask for a Committee Chairperson Volunteer from all paid members. Section 3. The vote of the majority of the members of any Committee shall be the vote of the Committee.

**ARTICLE IX**

# Finance

## Section 1. Budgets for events shall approved as the calendar is developed and events are selected. Expenditures over and above the budgeted expense must be approved by a board majority.

Section 2. All contracts with outside vendors must be approved by a majority vote of the board and the contract must be signed by the President and the Treasurer.

These Bylaws have been adopted and approved by the board this XX day of XX, year XXXX

signified by the signing below of the President/Co-Presidents. These bylaws may not be changed

without majority vote and approval by any seated board and must be voted on by a quorum of 2/3

members not less than 6 members present.

Signatures

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