



CONSTITUTION and BYLAWS
of the
USNA HUDSON VALLEY PARENTS' GROUP



2016-2017 USNAHVPG Officers

President Sharon Maguire

Vice-President Lauren Smith

Secretary Marianne McKenon

Treasurer Guy Buonocore

Area Coordinator Dave Terwilliger

Article I

The name of the Organization shall be the USNA Hudson Valley Parents' Group (USNAHVPG).

Article II

PURPOSE OF THE ORGANIZATION

The organization shall promote a better understanding of the UNITED STATES Naval Academy among members and non-members in the Hudson Valley of New York State.

This organization shall establish a strong link of fellowship between the parents and/or guardians of UNITED STATES Naval Academy (USNA) appointees, Midshipmen, Naval Academy Preparatory School (NAPS) and Foundation students -- past, present, and future -- in all matters of common interest, provide assistance if requested or the need is apparent.

The organization shall assist the UNITED STATES Naval Academy Administration and the UNITED STATES Naval Academy Alumni Association in the dissemination of information.

The organization shall acquire (by gift, fundraising, donations, device, or membership) contributions to propagate the foregoing methods and to perform any and all other actions and functions allowed by the laws of the State of New York to achieve this goal.

The organization shall be organized exclusively for charitable and educational purposes, including the distribution to organizations that qualify as "exempt" under Section 501(c)3 of the Internal Revenue Code or the corresponding section of any future tax code.

The organization shall not engage in any political or lobbying activities.

Article III

REGULAR MEMBERSHIP

Any parent or guardian of any Midshipman or alumnus of the UNITED STATES Naval Academy may become a regular member of this organization upon application for membership and payment of the current dues. While it is intended that this organization is primarily concerned with the Midshipmen from New York's Hudson Valley and their parents, no other parent or guardian of any Midshipman shall be excluded.

Regular membership shall be by the family unit; therefore, in a family unit with two parents or guardians, the membership will be a dual membership with each person considered a regular member. Where the

parents or guardians are separated or divorced, each parent or guardian each will be eligible for membership. In the event that a parent or guardian remarries, a dual membership will apply to the newly formed family unit; but each parent or guardian (from the individual units) must apply separately for membership.

ASSOCIATE MEMBERSHIP

All parties within the New York Hudson Valley, who are interested in the objectives of this organization and the objectives of the UNITED STATES Naval Academy, can become associate members. Entitlements of associate members shall include all of the benefits of USNAHVPG, except for voting and holding elected offices.

EX-OFFICIO MEMBERSHIP

All Naval Academy Information Officers and Naval Academy Alumni Organization Liaison Officers, who are assigned to the area for support and advice, shall be considered to be non-voting ex-officio members.

HONORARY MEMBERSHIP

With the approval of the USNAHVPG members, the Board may grant honorary membership status to those individuals who are graduates of the United States Naval Academy and in recognition of others who have served and exemplified the standards and values of the Academy and the USNAHVPG. The State of New York Hudson Valley Area Coordinator for the Naval Academy Information Officers shall receive honorary membership status. Honorary members shall have voting privileges but may not hold elected office.

MEMBERS IN GOOD STANDING

A member in good standing shall be a member who is not delinquent in the payment of any financial obligation to this organization.

REINSTATEMENT of MEMBERSHIP

Any person who has allowed his/her membership to lapse and then wishes to have the membership reinstated may do so by completing an Application for Membership and by paying the current year's dues.

Article IV

VOTING

Regular membership shall be by the family. The family of each Midshipman shall constitute a dual membership, and each parent is entitled to one vote. A single parent shall be entitled to a single vote.

Article V

MEMBERSHIP DUES AND ASSESSMENTS

Registration for membership in the USNAHVPG, will be held in the Spring. Payment of membership fees must accompany registration. The cost for membership fees will be decided at the beginning of each fiscal year.

Any changes in the nonrefundable annual dues shall be presented by the Board and approved by the membership before taking effect. The dues structure may vary among the membership types.

STATEMENT OF DUES

A statement of dues shall be distributed by the Treasurer no later than June 1 of each year. Any member who is not current in annual dues and assessments by October 1 will be removed from the membership list and all other activities.

Membership Dues for the 2014-2015 year will be free to all participants.

Article VI

FISCAL YEAR

The fiscal year shall run from January 1 to December 31 of the following year.

Article VII

ORGANIZATION

The affairs of the Organization shall be managed by the Board, which will consist of the officers of the organization, the immediate past president, and the editor of HV Scuttlebutt. All other past presidents of the organization will be non-voting members of the Board. The officer who is named the Area Coordinator for the United States Naval Academy Information Officers (Blue & Gold) shall also be a voting member of the Board.

Article VIII

ELECTED OFFICERS OF THE ORGANIZATION

The elected officers of the organization shall be:

- President
- Vice President/President Elect
- Secretary
- Treasurer

Any person who holds a regular membership in the

organization may hold any office within the organization. If a membership is a dual membership, then each of the dual members will share the responsibilities of the office.

Additional offices may be established or deleted by a majority vote at any regular meeting of the general membership of the organization.

President. The President shall preside at all meetings of the general membership of the organization and the Board.

Vice President. The Vice President shall preside at all meetings of the organization during the absence of the duly elected President.

Secretary. The Secretary shall generate minutes and maintain a permanent record of all meetings of the Organization and the Board.

Treasurer. The Treasurer shall disperse the funds of the Organization and shall make a report of same at each Board meeting.

The Treasurer shall prepare a report of organization funds showing earnings and expenditures for the year. This report shall be presented to the regular membership. The presentation may be either through the Fall newsletter or at the regular Fall meeting.

The Treasurer shall maintain a list (including the whereabouts) of the physical assets of the organization. The Treasurer shall release financial records for an annual review performed by at least one non-board member.

If the Midshipman of any of the elected officers of USNAHVPG should discontinue attendance at the United States Naval Academy, either by choice or as directed, that officer may submit a letter of resignation.

Article IX

OFFICERS: ELECTION AND TERM OF OFFICE

The election of officers shall be by a written ballot. The ballot will be distributed as a part of the newsletter on or at the June welcome aboard picnic/meeting. If done through the newsletter, all ballots must be received by the Secretary prior to the beginning of the June welcome aboard picnic/meeting. The Secretary shall keep an accurate record of the votes cast.

The term for each office shall be one year. As set forth in this organization, the year shall be from the June meeting each year through the June meeting of the following year.

Any vacancy occurring during the year shall be filled by appointment and subsequent approval of the Board. The President may appoint any members to serve in the vacancy until such time as an election designates the

permanent officer to the post.

Any officer who wishes to resign shall submit a letter of resignation to the President and shall relinquish that office by notifying the President. In the absence of the President, that officer must notify at least one member of the Board. That officer shall deliver to the Board all records and physical property belonging to the USNAHVPG within a 30-day period.

Article X

OFFICERS: REMOVAL AND TERMINATION

Any individual board member may be removed from office by a vote of three-fourths (3/4) of the remaining board members.

Membership shall be terminated automatically when a member ceases to be a member of USNAHVPG, or by a majority vote of the Board for a reason not in keeping with Article III of the Bylaws.

Upon majority vote of the membership in good standing, the organization may (from time to time) establish additional permanent committees and may change the duties of any committee, as appropriate. Ad hoc committees will be established (as needed) by the Board. The current President shall be considered a member of all committees (standing and ad hoc).

Article XI

COMMITTEES

Standing Committees are as follows:

- Social
- Newsletter (HV Scuttlebutt)
- Nominating

Article XII

SOCIAL COMMITTEE

The Social Committee shall be appointed by the President and shall be charged with the following responsibilities:

- In May, Appointees attend *Meet and Greet* for newly appointed Midshipmen and their families. At this session, emphasis is placed on introducing new families to each other and encouraging them to join the USNAHVPG.
- Assist the current officers with the arrangements for and operation of the *Welcome Aboard Picnic*.

- Assist and direct the other social functions as instructed by the President and the Board.

Article XIII

NEWSLETTER COMMITTEE

The Newsletter Committee should consist of at least one family that is appointed by the President.

It is the responsibility of the committee to publish and mail (or email) a periodic newsletter (at least twice per year) to all members in good standing of the USNAHVPG and other designated individuals in the Alumni Organization and the Naval Academy Information Officers.

The current President and the Area Coordinator for the United States Naval Academy Information Officer shall be considered as part of this committee.

Article XIV

NOMINATING COMMITTEE

The Vice President shall appoint a Nominating Committee. The committee shall present a slate of appointees to the Board by the spring meeting. This slate of appointees shall also be presented to the general membership by the Spring meeting. Any member in good standing can nominate additional members for office at the Spring meeting.

Article XV

MEETINGS

Regular Meetings. There shall be three (3) regular meetings of the general membership of this organization during each fiscal year:

- A Fall meeting
- A Spring meeting
- A June meeting

In addition to being a general membership meeting, the June meeting will be a *Welcome Aboard Picnic* to which all of the incoming Midshipmen and their families will be invited.

A notice will be sent to all members in good standing of all membership meetings. Such notices shall state the purpose, time, and location of the meeting.

Board Meetings. A Board Meeting shall be held, as needed. These meetings are open to general

membership.

Special Meetings. Any three (3) officers of the organization may call a special meeting of the general membership if, in their opinion, the need for such a meeting arises. The general membership shall be notified of all special meetings.

Parliamentary Authority. Robert's Rules of Order shall be the Parliamentary Authority used for all meetings.

Quorum. All members present and in good standing at a regular or special meeting of the general membership or at a Board meeting shall constitute a quorum.

Vote of members are invalid unless the membership has received proper notice. The general membership must receive such notices at least two (2) weeks before the scheduled meeting.

Article XVI

POLICY STATEMENTS

Fundraising goals are based on the budgetary needs of USNAHVPG. All monies from every source, for the benefit of USNAHVPG, shall be deposited in bank accounts in the name of the organization; and proper books of account shall be kept of all monies or properties received and disbursements issued. The withdrawal of funds from the bank accounts of the organization shall be voted on and accepted by three-fourths (3/4) of the Board and authorized by the signature of the treasurer or other board member, who has signing privileges.

Article XVII

AMENDING THE CONSTITUTION AND BYLAWS

Amendments to this constitution and these bylaws may be proposed by any officer or member in good standing.

This Constitution and these By-Laws may be amended by a majority vote of the members in good standing, provided that written notice of the proposed amendment is furnished to the voting members. Written notice of the proposed amendment must reach the voting members at least two (2) weeks before a vote is taken. When approved, the amendment will be effective immediately.

Article XVIII

DISSOLUTION

In the event that it becomes necessary to dissolve this organization, the following shall apply:

- Initiation to dissolve must be made by the

Board and be submitted to the regular membership either at a regular meeting or by mail. Each member shall be polled about the action. The Secretary shall keep an accurate record of all members who are polled; and such records shall become part of the action.

- Complete dissolution of this organization shall be approved by at least two-thirds (2/3) of all voting members. Dissolution of the organization shall become effective ten (10) days after all of the ballots have been cast and counted.
- After payment of all debts, any and all remaining funds shall be transferred to the Naval Academy Foundation at Annapolis, Maryland (i.e., National Naval Academy Alumni Organization).

The foregoing Bylaws, as directed herein, were adopted in the meeting of the Board of the USNAHVPG, by a unanimous vote. Said meeting was held on

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