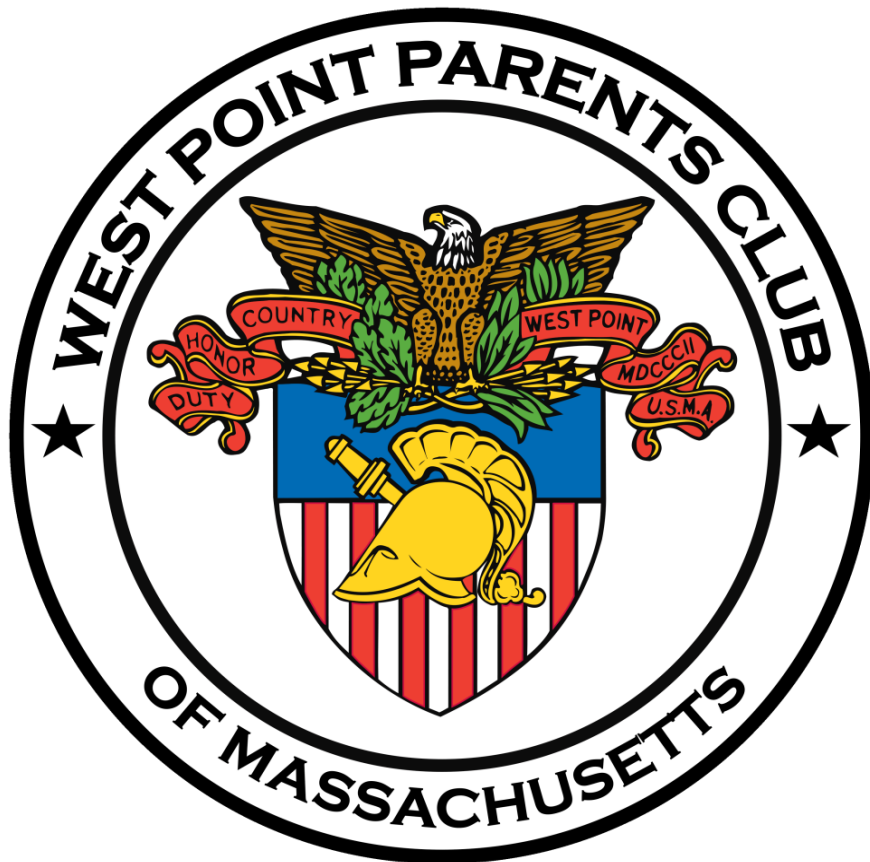


**WEST POINT PARENTS CLUB OF
MASSACHUSETTS, INC.**

CONSTITUTION and BYLAWS



Revision History

Revision	Date	Description
-	18 October 2010	Originated
1	1 February 2018	Refresh to reflect current practice and goals
2	17 September 2023	Updated to reflect current practices, technology, and language

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PREAMBLE

To instill a spirit of patriotism in the lives of our young men and women. To serve the nation by supporting the principles of the United States of America and the United States Military Academy (USMA), West Point, New York. To help educate the public on the meaning of the USMA's motto: "Duty, Honor, Country." To assist the USMA cadets, their parents/guardians, the Academy, and the members of the military establishment of the United States of America.

ARTICLE I - NAME

The name of this non-profit organization shall be:

West Point Parents Club of Massachusetts, Inc. - W.P.P.C. of Mass.

ARTICLE II - MISSION AND PURPOSE

1. To promote and encourage students, young men and women, to attend the United States Military Academy to pursue a military career in the Regular Army.
2. To promote an exchange of information, knowledge, and experiences to help cadets and their parents/guardians benefit from the assistance of those who have been there.
3. To help build and maintain good feelings toward the military and West Point among the public.

ARTICLE III - OBJECTIVES

1. To enhance the image of the USMA in the State of Massachusetts through public relations in schools and the community.
2. To promote interest among outstanding students in Massachusetts to attend USMA.
3. To bring about closer communication between the Academy, the cadets, the parents/guardians of cadets, liaison officers, and field representatives.
4. To institute fellowship programs among parents/guardians whose sons/daughters are undergoing a rugged mental and physical military training program at USMA.
5. To add or delete objectives when thought beneficial to the club.

ARTICLE IV - MEMBERSHIP

1. The following classifications of membership are available to those who pay dues accordingly.
 - a. Regular Member: All parents/guardians of current or graduated cadets sponsored from MA, having graduated from a MA high school or whose parents currently or formerly reside(d) in MA.
 - b. Neighboring State Member: All parents/guardians of current or graduated cadets from a neighboring state.
2. Honorary Member: Persons who have made substantial contributions to the betterment of the Club, the Academy, or the military, and admitted by a majority vote of the membership present at a meeting.
3. Membership shall be available without regard to race, color, creed, or national origin.
4. The Club shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
5. Members may resign or may be dropped if they move to another area; or may be asked to resign for just cause as determined by the Board of Directors.
6. Graduate members are not required to pay dues.

ARTICLE V - DUES

1. The dues structure for each year shall be recommended by the Board of Directors and approved by a majority vote of members present at a meeting.

ARTICLE VI - QUALIFICATION OF VOTERS

1. All family memberships defined as qualified in Article IV are entitled to one vote in all membership meetings.
2. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the club whose current dues are paid.

ARTICLE VII - ACTIVITIES

1. The Club shall cooperate with the Academy to support the improvement of education and training of USMA cadets in becoming officers in ways that will not interfere with the administration of the Academy and shall not seek to control its policies.
2. Help organize attendance at Academy athletic events each year.
3. Assist cadets in securing transportation home during holidays and leave.

4. Help organize appropriate social events for cadets and their families when home or leave, or when visiting USMA.
5. Host a going-away party or event for new USMA appointees.
6. Submit feature articles about cadets in the news media.
7. Assist qualified persons who are interested in obtaining an appointment to USMA.
8. Pursue other activities which will enhance the prestige of the military, USMA, and help parents/guardians of cadets.

ARTICLE VIII - GOVERNMENT

1. The government and management of the Club will be vested in the Board of Directors (hereinafter called the Board), who shall be nominated and elected as prescribed.
2. The Board of Directors shall be comprised of: President, Vice President, Treasurer, and Secretary. The offices of the President and Vice President and Treasurer may be shared positions.

ARTICLE IX - DUTIES OF BOARD OF DIRECTORS

1. President
 - a. Shall be the chief executive officer of the Club.
 - b. Shall preside at all meetings.
 - c. Shall be ex-officio member of all committees.
 - d. Shall appoint committees they feel are necessary.
 - e. Shall sign all written contracts, obligations, and instruments of the Club, unless delegated to another individual, and shall have charge of the general supervision and control of the Club and its management.
 - f. Shall represent the Club at social functions or as required by protocol and good custom.
 - g. Shall enforce all rules and regulations of the Club.
 - h. Shall make annual reports of the status of the Club to the Board and membership.
 - i. Shall coordinate all activities of the Board and make such decisions as do not require approval of the Board.
 - j. Notify members of meetings and social events.
 - k. Shall answer correspondence received by the Club.

2. Vice President

- a. Shall in the absence of the President perform their duties.
- b. Shall perform any other duties assigned by the President.
- c. Shall assure that all required forms for the IRS and the Secretary of State of MA are executed and submitted annually.
- d. Shall oversee the financial activities of the club.

3. Recording Secretary

- a. Shall keep the official copy of the Bylaws.
- b. Shall record the minutes of all meetings of the Club.
- c. Shall seek approval of minutes by distribution to Club membership. Approved and finalized minutes shall be archived and made available to all Members.
- d. Shall keep attendance records of all meetings.
- e. Shall keep an accurate history of the Club.
- f. Shall work with the membership director to maintain an up-to-date membership roster of USMA Cadets and their families.

4. Treasurer

- a. Shall be custodian of all Club funds, depositing them in a depository designated by the Board.
- b. Shall keep an accurate record of all receipts and disbursements with appropriate vouchers to indicate transactions.
- c. Shall submit a Treasurer's report at each meeting and an annual report at the fall meeting. Full supporting documentation shall be provided to the Board along with the annual report.
- d. Shall present a budget for approval of the membership at the spring meeting.
- e. Shall be responsible for the maintenance of books of accounts and records.
- f. Shall produce signature cards for persons authorized to write checks.
- g. Shall perform all duties incident to the office of Treasurer.
- h. Shall submit records for audit at the end of each fiscal year, when they resign, and upon request by the President or Vice President. The annual audit shall be conducted by

an auditor or an auditing committee or not less than three people appointed by the Board, who, satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report.

i. Shall provide the online banking information required for access to account information to the Vice President, or President in the absence of a Vice President, in order that the Vice President may have oversight of the Club's financial activities.

5. All Officers

a. Shall perform duties prescribed and incident to their office.

b. Shall deliver to their successors all official material not later than 15 days following the election of their successors.

c. Shall receive no salary nor other compensation except as provided by the Club.

ARTICLE X - EXECUTIVE COMMITTEE

1. Shall consist of the Board of Directors and the committee chairs.

2. Shall transact all necessary business in the intervals between membership meetings.

3. Shall present reports to the membership and gain approval for major expenditures.

4. Shall hold meetings as called by the President or a majority of the committee.

5. Recommend changes or revisions in the Bylaws and present them for membership approval.

6. Can oust by $\frac{3}{4}$ vote any officer or chairman not satisfactorily performing their duties.

7. Each member of the Executive Committee shall have one vote, a simple majority of those present ruling.

ARTICLE XI - COMMITTEES

1. Year Liaison/Plebe Mentor Committee: Shall represent each class by acting as a liaison between the Class parent community in general and the Club. May pair upper class mentors with Plebe parents, regardless of membership status; shall encourage new parents/guardians to join WPPC of MA.

2. Events Committee: Shall recommend social activities for the Club and supervise/plan them; shall assist cadets in social activities while home or leave. While at events, encourage new families to actively participate in the Club and join as members.

3. WPPC of MA Website/Social Media Committee: Shall maintain the Club website and update the information as necessary.

4. Firstie Gifts Committee: Shall verify status of Firstie Cadets; shall procure gifts and arrange delivery.

5. Membership Committee: Shall process new memberships and manage membership data. Shall make available to membership a directory of current cadet families.

6. Nominating Committee: Refer to Article XIII, 2.0.

7. The President shall appoint the chair of each committee. They shall create or disband committees as deemed necessary. They shall be an ex-officio member of all committees except the Nominating Committee (refer to Article XIII, 2.0). No committee has the right to obligate the Club in excess of budgeted funds authorized by the Board. The Chair of each committee will be a member of the Executive Committee and shall present plans of work for approval.

ARTICLE XII - MEETINGS

1. Regular membership meetings of the Club shall be held in the fall, winter, and spring of each year, the exact date, time and place to be designated by the President and the Board. Additional meetings and social events will be announced if planned.

2. The annual meeting of the Club for the election of officers will be held in the spring.

3. All members of the Club shall be notified of meetings and social events.

4. The transaction of business at all meetings will be by majority vote of members present.

ARTICLE XIII - ELECTION OF BOARD OF DIRECTORS

1. Directors will be voting members as prescribed in Article VI.

2. Nominating Committee: At all fall meetings the president shall appoint a nominating committee consisting of at least three members (one director and two members). The committee will select its chair. They shall select a slate of candidates to be presented to the membership prior to election at the annual spring meeting. Only those persons who have consented to serve shall be nominated. Nominations from the floor by the membership may be made at the annual spring meeting.

3. Directors will be elected by ballot annually at the spring meeting. If there is only one nominee for any office, the recording secretary shall cast the elective ballot. The existing Board will conduct the election and their tabulation of the ballots will be considered final. In the case of a tie, the winner shall be determined by the flip of a coin by the President. Members must be present to vote and no vote may be cast by proxy.

4. The term of office of said directors shall be from their election until the election and qualification of their successors, for a term of one year.

5. All directors must be re-elected each year to continue in the same position.

6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Board (notice of such election having been given). In case a vacancy occurs in the office of President, the Vice President shall have the option to hold the office of President until the next election.

ARTICLE XIV - GENERAL

1. The fiscal year shall end July 31.
2. Neither salary nor other compensation shall be paid to any officer or director of the Club except as specifically provided by the Board and membership.
3. These Bylaws may be amended or revised by a majority vote of the membership in good standing in attendance at any regular meeting, or at a special meeting called for that purpose, provided that such proposed amendments or revisions are stated in the call for the meeting.

ARTICLE XV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this club in all cases in which they are applicable and which are not in conflict with these Bylaws.

ARTICLE XVI - BYLAW RATIFICATION

These Bylaws and Constitution will be effective immediately following their adoption by a majority vote of the members present at a meeting duly called for that purpose, and when adopted shall supersede previous constitution, bylaws, and amendments thereto which are hereby annulled.

ARTICLE XVII - DISSOLUTION

The Club may be dissolved at any time by a majority vote of members present at a meeting. All members must be informed at least four weeks prior to such a vote. After settlement of all accounts payable, all assets, including cash and accounts receivable shall be donated to any non-profit or charitable organization as voted upon by the members at said meeting.