

BY-LAWS  
OF  
UNITED STATES AIR FORCE ACADEMY PARENTS' ASSOCIATION  
OF THE NATIONAL CAPITAL AREA

Adopted May 1987; Amended December 1994; Revised May 1998; Amended May 2000

**ARTICLE 1 - MEMBERSHIP ELIGIBILITY**

**SECTION 1: MEMBERSHIP YEAR**

The Association's Membership Year shall begin on 1 June of each year and shall end on 31 May of the following year. Dues for the current membership year are payable not later than 1 September.

**SECTION 2: MEMBERSHIP CATEGORIES**

Association shall offer the following categories of Membership:

1. Regular Membership
2. Alumni Membership
3. Associate Membership
4. Ex-Official Membership

The Executive Board of Directors may approve policy statements that address special circumstances associated with any of these Membership Categories.

**SECTION 3: REGULAR MEMBERSHIP**

The following individuals who reside in the National Capital Area shall be eligible for Regular Membership in the Association:

1. Any parent or guardian of an appointee or cadet of the Academy.
2. Any parent or guardian of a student accepted into or attending one of the Academy/Falcon Foundation Preparatory Schools.

The Executive Board of Directors may grant Regular Membership status to other persons interested in the purpose and objective of the Association.

Each individual Regular Member in Good Standing shall have voting rights on all Association business matters.

Regular Membership status during Stop Out. "Stop Out" occurs when a cadet elects to interrupt Academy attendance for a 1 or 2 year period. (For example, the cadet participates in a church-related mission assignment.)

1. While the member's cadet is on Stop Out, his or her Regular Membership can either be extended by paying annual membership dues during the Stop Out period or be put into a temporary hold status with no annual dues.
2. In the first case the Member retains all rights and privileges of Regular Membership.
3. In the second case the Member shall have no voting rights. The Executive Board of Directors shall determine the level of access to Association functions of services during this hold period.

#### **SECTION 4: *ALUMNI MEMBERSHIP***

Any parent or guardian of a graduate of the Academy who resides in the National Capital Area shall be eligible for Alumni Membership in the Association.

Each individual Alumni Member in Good Standing shall have voting rights on all Association business matters.

Alumni Members who have maintained their membership for five consecutive years qualify for Ex-Officio Membership. Ex-Officio status for alumni members is maintained by a yearly request.

#### **SECTION 5: *ASSOCIATE MEMBERSHIP***

The Executive Board of Directors may grant Associate Membership status to persons who are interested in the purpose and objective of the Association but who are not otherwise eligible for Regular or Alumni Membership. The Executive Board of Directors shall determine which Association functions are open to Associate Members and which services will be provided. Associate Members shall have no voting rights.

#### **SECTION 6: *EX-OFFICIO MEMBERSHIP***

Qualifying alumni members may become Ex-Officio Members.

U. S. Air Force Academy Liaison Officers assigned to the National Capital Area and other official Academy representatives shall be Ex-Officio Members of the Association at the invitation of the Executive Board of Directors.

Ex-Officio Members shall not be required to pay dues. All Association functions are open to Ex-Officio Members. The Executive Board of Directors shall determine which Association services will be provided to Ex-Officio Members. Ex-Officio Members shall have no voting rights.

#### **SECTION 7: *MEMBERS IN GOOD STANDING***

A Member in Good Standing shall be any Member who is not delinquent in the payment of any official obligation to this Association.

## **ARTICLE II - MEMBERSHIP DUES**

### **SECTION I: MEMBERSHIP DUES COVERAGE**

Membership dues cover up to two parents and/or guardians who reside at the same permanent address. Each parent and/or guardian, who is covered by membership dues is each considered to be a member of this Association.

In those cases where parents and/or guardians permanently reside at different addresses and maintain separate households (e.g. because of separation, divorce, or remarriage), each household must establish a separate membership and pay separate membership dues.

The Executive Board of Directors shall make policy decisions concerning membership dues coverage in all other cases and may grant exceptions to the preceding policies on a case-by-case basis.

### **SECTION 2: MEMBERSHIP DUES SCHEDULE**

The Executive Board of Directors shall establish a membership dues schedule for each of the following membership categories:

1. Regular Members
  - a. Four-Year Membership Dues Plan (See Section 3)
  - b. Annual Membership Dues Plans (See Section 4)
2. Alumni Membership Dues Plans (See Section 5)
3. Associate Membership Dues Plan (See Section 6)

Ex-official Members are not required to pay dues.

Dues are not prorated for partial membership years for any membership category.

The Executive Board of Directors may approve policy statements that address special circumstances associated with the Membership Dues Schedule for any of the Membership Categories.

### **SECTION 3: FOUR-YEAR MEMBERSHIP DUES PLAN FOR REGULAR MEMBERS**

The "Four-Year Membership Plan" is the only Membership Dues Plan available to all Regular Members with appointees to the Academy or with cadets currently enrolled in the Academy.

Under this Four-Year Membership Plan, dues are payable in a flat fee for the four years that the cadet is enrolled in the Academy. Membership shall begin upon receipt of the Four-Year Membership Plan dues during the appointee's/cadet's first year and end on 31 May of the cadet's fourth year.

#### Special Four-Year Membership Plan Situations:

1. Cadet "Stop Out." Regular Membership can either be extended for one or two additional years while the cadet is on Stop Out (Cadet elects to interrupt Academy attendance) or the Regular Membership is placed on hold. In the first case, the Member pays additional dues at the rate of 25% of the current Four-Year Membership Plan per year of Stop Out. In the second case no dues are paid. When the cadet returns to the Academy, the member's Regular Membership will be fully reinstated and the original Four-Year Membership Plan resumes.
2. Regular Members who join after their cadet has completed his or her first year at the Academy fall into one of the following categories:
  - a. Members with First Class Cadets will pay 25% of the current Four-Year Membership Plan dues.
  - b. Members with Second Class Cadets will pay 50% of the current Four-Year Membership Plan dues.
  - c. Members with Third Class Cadets will pay 75% of the current Four-Year Membership Plan dues.
3. Members with more than one Cadet. Four-Year Membership Plan is applied to the first cadet to enter the Academy. When this plan has expired four years later, dues for continuing Regular Membership in the Association because of the second cadet who remains at the Academy are prorated in the same manner as if the Member had just moved into the area. (See the preceding paragraph.)

#### Four-Year Membership Plan Refunds:

1. The Executive Board of Directors shall grant refunds only upon written request by the Regular Member.
2. Special Circumstances for Fourth Class Cadets:
  - a. If the Fourth Class Cadet out processes before the Acceptance Parade and the written request is received by 30 September of the Fourth Class year, the Regular Member shall receive a full refund. Otherwise paragraph 3 below applies with the additional stipulation that, unless extenuating circumstances exist, the maximum refund is 75%.
  - b. If a Fourth Class Cadet out processes after the Acceptance Parade, and the written request is received by 31 December of the Fourth Class year, the Regular Member shall receive a 75% refund.
  - c. If a Fourth Class Cadet out processes after the Acceptance Parade, and the written request is received after 31 December but before 31 May of the Fourth Class year, the Regular Member shall receive a 50% refund. Otherwise paragraph 3 below applies.
3. Thereafter, the Executive Board of Directors may grant prorated refunds at its discretion. Decisions are made on an individual basis with the stipulation that the maximum refund granted, unless extenuating circumstances exist, is based upon the Class the Cadet would have been in at the time

that the written request for refund is received. These maximum levels are provided below. If the Executive Board of Directors determines that extenuating circumstances existed, they may grant an exception to these maximum refund levels on an individual basis.

- a. Fourth Class Cadet: Covered by Paragraph 2 above
- b. Third Class Cadet: Maximum of 50% Refund
- c. Second Class Cadet: Maximum of 25% Refund
- d. First Class Cadet: No Refund.

#### **SECTION 4: ANNUAL MEMBERSHIP DUES PLANS FOR REGULAR MEMBERS**

The following individuals shall only be offered a renewable annual membership:

1. Parents or guardians of students accepted into or attending one of the Academy/Falcon Foundation Preparatory Schools. If the son or daughter enters the Academy in a later year, then the dues for these parents or guardians are calculated using the Four-Year Membership Dues Plan in effect at that time.
2. All individuals offered Regular Memberships by the Executive Board of Directors who are not the parent or guardian of an appointee, cadet, or graduate of the Academy or of a student accepted into or attending one of the Academy/Falcon Foundation Preparatory Schools.

Membership shall begin 1 June and end on 31 May of the following year.

Prorated refunds may be granted at the discretion of the Executive Board on an individual basis only upon written request by the Regular Member involved.

#### **SECTION 5: ALUMNI MEMBERSHIP DUES PLANS**

Alumni Members may select one of two Membership Dues Plans.

1. Five-Year Alumni Membership Dues Plan. Membership shall begin 1 June of the first year and end on 31 May of the fifth year.
2. Annual Membership Dues Plan. Membership shall begin 1 June and end on 31 May of the following year.

Prorated refunds may be granted at the discretion of the Executive Board on an individual basis only upon written request by the Alumni Member involved.

#### **SECTION 6: ASSOCIATE MEMBERSHIP**

Associate Members shall only be offered renewable annual memberships. Membership shall begin 1 June and end on 31 May of the following year. Prorated refunds may be granted at the discretion of the Executive Board on an individual basis only upon written request by the Associate Member involved.

## **SECTION 7: PAYMENT OF DUES**

All dues for renewable annual membership are payable not later than 1 September. Individuals must re-apply for membership in the Association if dues are not paid by 1 September.

## **ARTICLE III - ORGANIZATION**

### **SECTION 1: EXECUTIVE BOARD OF DIRECTORS**

The Elected Officers, Elected Directors and Appointed Class Representatives of the Association, hereinafter specified, shall constitute the Executive Board of Directors. The Executive Board of Directors may elect to invite each of the Academy Liaison Officer Commanders (LOC) within the normal membership area of the Association to serve as an Ex-Officio Member of the Executive Board of Directors. If invited, the LOC may elect to designate another Academy Liaison Officer to serve as his or her representative.

### **SECTION 2: EXECUTIVE BOARD OF DIRECTORS MEETINGS**

The Executive Board of Directors shall meet according to a calendar prepared by the President and approved by the Executive Board of Directors. All meetings are open to any Member of the Association. While reasonable attempts will be made to notify the membership of the date, time and location of each Executive Board of Directors Meeting, it is ultimately the responsibility of members wishing to attend these meetings to make these wishes known to the President. In which case the President shall appropriately notify these members of the schedule for each meeting.

### **SECTION 3: ASSOCIATION AFFAIRS**

The Executive Board of Directors shall:

1. Conduct the business of the Association within the guidelines specified in the Constitution and By-Laws;
2. Establish and publish policy statements as required by these By-Laws;
3. Insure that all matters requiring action by the Association membership are presented at Meetings open to the general membership; and
4. Keep the membership advised of actions taken.

## **ARTICLE IV - OFFICERS, DIRECTORS AND REPRESENTATIVES**

The Association shall have the following Elected Officers, Elected Directors and Appointed Representatives.

1. The Elected Officers of the Association shall be:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer.

2. The Elected Directors of the Association shall be:
  - a. Activities Director
  - b. Membership Director
  - c. Information Director
  - d. Alumni Director.
  
3. The Appointed Representatives of the Association shall be:
  - a. Fourth Class Representative for Northern Virginia and Washington, D.C. (VA/DC)
  - b. Fourth Class Representative for Maryland and Delaware (MD/DE).

Each Officer, Director and Representative shall serve for a term of one year, beginning on June 1st following installation and ending the following May 31st.

Elected Officers may succeed themselves in the same office only once. Exceptions to this policy shall be approved by a majority of the votes cast by the General Membership during the nomination proceed hereinafter prescribed. Elected Directors may succeed themselves any number of times.

All positions shall be filled by Members in Good Standing. In addition:

1. All Elected Officer positions may be filled either by an individual Regular Member or jointly by both family members of a Regular Membership.
2. With the exception of the Alumni Director, all Elected Director and Appointed Representative positions may be filled by one or more Regular Members and/or by one or more sets of family members of a Regular Membership.
3. The Alumni Director position may be filled by one or more Alumni Members and/or by one or more sets of family members of an Alumni Membership
4. The President shall have at least one year's experience as a Regular Member in the Association before assuming this position. While it is not a requirement, it is highly desirable that the President also has at least one year's experience as a member of the Executive Board of Directors.
5. Each Fourth Class Representative shall be a Regular Member who has a son or daughter who is a Fourth Class Cadet at the Academy.

The nomination and election process for the Association's Elected Officers and Elected Directors is hereinafter prescribed.

The general duties and responsibilities of each Elected Officer, Elected Director and Appointed Representative are provided hereinafter. The Executive Board of Directors shall publish a policy statement containing a detailed list of duties and responsibilities for each position.

## **SECTION 1: *PRESIDENT***

The President presides at all meetings of the Association and Executive Board of Directors and (in every way) promotes the interests and purposes of the Association. The President serves as Chairman of the Nominations and Election Committee (See Article V - Committees) or delegates this responsibility to the Vice President and shall be an Ex-Officio member of all other committees of the Association. The President ensures that the Association's financial records are audited at least annually by the Audit Committee (See Article V - Committees) and that a signed statement containing the results of this audit is inserted into the book of minutes. The President performs other duties as assigned by the Executive Board of Directors.

## **SECTION 2: *VICE PRESIDENT***

The Vice President performs all the duties of the President in his absence. The Vice President assists in the planning of the meeting programs and provides information needed for meeting announcements to the Information Director. If the President delegates the responsibility, the Vice President serves as Chairman of the Nominations and Election Committee. The Vice President serves as the Association's Parliamentarian and ensures that other duties assigned by the Executive Board of Directors or the President are carried out.

## **SECTION 3: *SECRETARY***

The Secretary keeps true and complete records of all matters pertaining to this Association, including minutes of all Association's General Membership and Special Meetings and the Executive Board of Director Meetings, prepares correspondence as required with the membership and outside agencies and organizations having business with the Association, is the custodian of all previously prepared minutes and official Association correspondence, and carries out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 4: *TREASURER***

The Treasurer has charge of the collection, distribution and accounting of all Association funds, of the maintenance of all Association checking and savings accounts and of the preparation of comprehensive financial reports for each General Membership and Executive Board of Directors Meeting and carries out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 5: *ACTIVITIES DIRECTOR***

The Activities Director, working in close coordination with the President oversees the scheduling, facility arrangements and the overall execution of all Association sponsored social events and formal Association dinner meetings and carries out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 6: *MEMBERSHIP DIRECTOR***

Membership Director, working in close coordination with the President, oversees the solicitation of all individuals eligible for any category of membership in the Association, prepares and distributes new member packets, maintains a master list of all membership records, publishes and distributes membership directories annually and carries out other duties assigned by the Executive Board of Directors or the President.



## **SECTION 7: *INFORMATION DIRECTOR***

The Information Director, working in close coordination with the President, oversees the collection and timely distribution of information which would be of interest to the Association membership via the most appropriate means of dissemination, edits and publishes the Association's newsletter, oversees and manages any Association sponsored Internet service, and carries out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 8: *ALUMNI DIRECTOR***

The Alumni Director represents the interests and concerns of the parents and guardians of Academy graduates to the Executive Board of Directors, works with the Activities and Information Directors to help integrate the Association's Alumni Members into the meetings and events of the Association, and carries out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 9: *FOURTH CLASS REPRESENTATIVES***

Fourth Class Representatives are appointed by majority vote of the Association's Elected Officers and Directors. The goal is for this appointment to occur on or before 15 July. Whenever possible there will be a Fourth Class Representative position for Northern Virginia and Washington, D.C. and a Fourth Class Representative position for Maryland and Delaware. These Fourth Class Representative positions may be filled by more than one Regular Member (to include more than one set of family members who are Regular Members). The Fourth Class Representatives represent the interests and concerns of the parents and guardians with Fourth Class cadets to the Executive Board of Directors, establish a mutual support system among the Association's Regular Members with Fourth Class cadets, work with the Activities and Information Director to help integrate the Association's Regular Members with Fourth Class cadets into the meetings and events of the Association, and carry out other duties assigned by the Executive Board of Directors or the President.

## **SECTION 10: *VACATED ELECTED POSITIONS***

An Elected Officer or Elected Director of the Association may submit a Letter of Resignation to the Executive Board of Directors. The resignation becomes effective upon the date specified in the Letter of Resignation.

Any Elected Officer or Elected Director of the Association may be removed for misconduct by a two-thirds (2/3) vote of the Executive Board of Directors or for any reason by a signed petition of fifty percent (50%) of the Voting Membership.

Any Elected Officer or Elected Director of the Association who misses two (2) consecutive meetings of the General Membership or Executive Board of Directors without explanation shall be considered to have vacated the office held.

Vacancies in offices shall be filled by appointment by majority vote of the remaining Executive Board of Director members. Such appointments shall be for the remainder of the vacated office term.

**ARTICLE V - COMMITTEES**

**SECTION 1: GENERAL**

The Association shall have the following standing commiuees:

<u>Committee</u>	<u>Chairperson</u>	<u>Total Members</u>
Nomination and Election	President (May be Delegated to Vice President)	4-6
Rules	Appointed by President	2-4
Audit	Appointed by President	2-4

The President of the Association each year shall appoint membership of all standing committees.

Ad hoc committees may be appointed by the President for specific purposes and will serve for the time necessary to accomplish the task assigned.

All standing and ad hoc committees shall report and make recommendations to the Executive Board of Directors. Each committee is expected to follow all Constitution and By-Laws provisions and maintain complete files of activities to transmit to succeeding committees.

**SECTION 2: NOMINATION AND ELECTION COMMITTEE**

The Nomination and Election Committee is chaired by the President unless the President delegates this function to the Vice-President.

The policies and procedures to be followed by the Nominations and Elections Committee are provided hereinafter in these By-Laws under the Article on the Nomination and Election of Officers.

**SECTION 3: RULES COMMITTEE**

The Rules Committee shall be responsible for a continuing review of the Constitution and By-Laws of the Association. The policies and procedures to be followed by the Rules Committee are provided hereinafter in these By-Laws under the Article on Amendments.

**SECTION 3: AUDIT COMMITTEE**

The Audit Comminee shall:

1. Conduct an end-of-year audit of the Treasurer's financial records (May-June of each year). The purpose of each audit is to verify that all transactions since the last audit are proper and have been accurately recorded, and that assets and liabilities are correctly stated in the Treasurer's financial reports issued since the last audit. Although not required, additional mid-year audits may be conducted at the discretion of the Audit Committee.

2. Submit a written report of their findings from each audit to the Executive Board of Directors. These findings shall be included in the official Association records maintained by the Secretary.

## **ARTICLE VI - MEETINGS**

### **SECTION 1: GENERAL MEMBERSHIP MEETINGS**

General Membership Meetings of the Association shall be held a minimum of three (3) times a year. Except in an emergency, members shall be notified of General Membership Meetings not less than twenty-one (21) days in advance.

A quorum for all General Membership Meetings shall consist of the smaller of twenty-five percent (25%) of Association's Regular Members in Good Standing or 40 Regular Members in Good Standing. In the absence of a quorum, the responsibility for decisions shall rest with the Executive Board of Directors, unless otherwise prohibited by these By-Laws.

The Business of the Association as prescribed by these By-Laws may be conducted either at an announced General Membership Meeting or by a mailing to all Association members in good standing.

### **SECTION 2: SPECIAL MEETINGS**

Special meetings may be called by the President or upon the submission of a written petition endorsed by 5% or more of the current Regular and Alumni Members. The President shall convene the special meeting no later than thirty (30) days after receipt of the petition.

The same conditions for a quorum and meeting notice shall prevail as specified in Section 1 of this Article.

## **ARTICLE VII- NOMINATION AND ELECTION OF OFFICERS**

### **SECTION 1: NOMINATING PROCEDURE**

The chairman of the Nominations and Election Committee shall call a meeting of the Nomination and Election Committee not later than 1 February. The Committee shall review the list of Regular Members in Good Standing and select a slate of candidates for each elected officer position for the coming year. The willingness of all candidates to serve shall be verified.

The names of the candidates nominated by the Committee shall be provided to the Association's membership at either a duly scheduled General Membership Meeting or a Special Meeting or by a membership-wide mailing. Any exceptions to policy shall be presented to and voted upon at this time by the Association's Regular and Alumni membership. Regular and Alumni Members shall be provided the opportunity to nominate Members in Good Standing for any of the Elected Officer positions. These nominations shall be accepted upon verification of each nominee's willingness to serve if elected and upon certification of any additional qualifications as prescribed by these By-Laws.

## **SECTION 2: *ELECTION PROCEDURE***

Ballots shall be mailed as part of a membership-wide mailing not later than April 1st of each year. The deadline for the submission of votes shall be at least fourteen (14) days after the date of the ballot's mailing. Votes may be returned to the Nominations and Election Committee in hardcopy form, electronically or telephonically prior to the established deadline. Write-in candidates shall be accepted upon verification by the Committee of the candidate's willingness to serve if elected and upon certification of any additional qualifications as prescribed by these By-Laws.

The Nominations and Election Comminee shall verify each ballot submitted and tabulate the verified ballots. Those persons receiving the most votes submitted for each office shall be considered elected. The Comminee shall certify to the President the winner for each office.

The President shall install the new officers prior to 1 June at an Association function open to all members.

## **ARTICLE VIII - *AMENDMENTS***

### **SECTION 1: *SUBMISSION OF CHANGES***

All suggestions for amendments or changes in the constitution and/or By-Laws shall be submitted to the Rules Committee Chairperson for consideration by the Rules Committee and Executive Board of Directors. Suggestions may be submitted by the Rules Committee, by any other Association committee, by the Executive Board of Directors or by the individual members.

### **SECTION 2: *METHOD OF CHANGE***

The Rules Committee shall provide any proposed changes or amendments to the Constitution and/or By-Laws to the Secretary for distribution to the General Membership not later than thirty days (30) prior to the day on which action on these proposed changes or amendments is to be taken. The Secretary shall distribute copies of changes or amendments proposed to Regular and Alumni Members at least twenty-one (21) days before the decision date.

The vote on the proposed changes or amendments shall be taken at a duly scheduled General Membership Meeting or at a Special Meeting or by means of a mail ballot to the membership.

1. If the vote on the proposed changes or amendments is taken at a General Membership Meeting or at a Special Meeting, a quorum consisting of the smaller of twenty-five percent (25%) of Association's Regular and Alumni Members in Good Standing or 40 Regular and Alumni Members in Good Standing must be established. If a quorum is not established, no vote on the proposed changes or amendments may be taken. If a quorum is established, then the proposed changes or amendments may be passed by majority vote of those present at the meeting.
2. If the vote on the proposed changes or amendments is taken by mailed ballot to the membership, the closing date for the return of votes shall be not less than twenty-one (21) days after the date of the ballot mailing. Votes may be returned in hard copy form, via email or telephonically. In order for the vote to be validated, the number of votes cast must exceed the

smaller of twenty-five percent (25%) of Association's Regular and Alumni Members in Good Standing or 40 Regular and Regular and Alumni Members in Good Standing. If this vote has been validated, then the proposed changes or amendments may be passed by a majority of the votes cast.

**SECTION 3: *EFFECTIVE DATE OF AMENDMENTS***

Amendments or changes in the Constitution or By-Laws passed by a majority vote of the members shall take effect fourteen (14) days after passage unless otherwise stipulated in the amendments.