CONSTITUTION

of the

UNITED STATES NAVAL ACADEMY PARENTS' CLUB OF NORTHERN VIRGINIA

ARTICLE I- NAME

The name of the organization shall be: United States Naval Academy Parents' Club of Northern Virginia; hereinafter referred to as the "Parents' Club of Northern Virginia ". The geographic region of interest served by the Parents' Club of Northern Virginia is defined as the northern region of the Commonwealth of Virginia (the area generally from the Rapidan/Rappahannock rivers north to the Potomac and west to the West Virginia border) and the District of Columbia.

ARTICLE II- PURPOSE

The Parents' Club of Northern Virginia is a non-profit organization and shall not financially benefit the officers or other members of the Parents' Club of Northern Virginia.

The purpose of the Parents' Club of Northern Virginia is to promote a better understanding of the United States Naval Academy, hereinafter referred to as the "Academy" among members, prospective members and non-members and to provide a system of mutual support among the parents of Midshipmen; past, present and future. To achieve this purpose, the Parents' Club of Northern Virginia provides:

a. Information, encouragement, assistance, and support to:

Each of its members in matters pertaining to midshipmen; the midshipmen sons and daughters of members; and parents of prospective midshipmen.

b. Recruiting assistance to the Naval Academy Blue & Gold Officers assigned to the National Capital Area.

c. A variety of meetings, forums and information distribution formats during which the Parents' Club of Northern Virginia business is conducted, information exchanges among members on matters of common interest are facilitated, and social interaction is encouraged.

ARTICLE III- GOVERNANCE

The Parents' Club of Northern Virginia shall be governed by an executive body consisting of Elected Officers, Directors, and Appointed Representatives as defined in the By-Laws, and shall be known as the Board of Directors.

ARTICLE IV- MEMBERSHIP

The following individuals who reside in the geographic area served shall be eligible for membership in the Parents' Club of Northern Virginia as further defined in the By-Laws:

1. Any parent or guardian of an appointee, Midshipman, or graduate of the Academy.

2. Any parent or guardian of a student accepted into or attending the United States Naval Academy Preparatory School or any other Naval Academy Foundation sponsored preparatory school.

Other individuals may request membership in the Parents' Club of Northern Virginia through the Board of Directors or may be extended an Honorary Membership in accordance with the By-Laws.

Individual membership may be revoked by the Board of Directors for cause.

ARTICLE V – DUES

Under the direction of the Board of Directors, the dues, as stipulated in the By-Laws, and any other income shall be used to defray the expenses made necessary in the proper conduct of the affairs of the Parents' Club of Northern Virginia.

ARTICLE VI-AMENDMENTS

Amendments to the Constitution or By-Laws may be made according to the terms outlined in the By-Laws.

ARTICLE VII-ENDORSEMENTS

No member of the Board of Directors or General Membership may use the name or pledge the support of the Parents' Club of Northern Virginia to any project or activity without the approval of the Board of Directors.

ARTICLE VIII-DISSOLUTION

In the event it becomes necessary to dissolve the Parents' Club of Northern Virginia, the following shall apply:

1. In order to initiate the dissolution of the Parents' Club of Northern Virginia, a dissolution petition signed by 10% (ten percent) of the Parents' Club of Northern Virginia regular members, as defined in the By-Laws, must be submitted to the Board of Directors.

2. The Board of Directors shall determine whether or not the required number of qualified Members has signed the dissolution resolution.

3. If the Board of Directors determines that the required number of qualified Members has not signed the dissolution petition, the petition shall be returned to the submitting Members without further action.

4. If the Board of Directors determines that the required number of qualified members has signed the dissolution petition, the Secretary shall expeditiously mail a ballot containing a resolution calling for the dissolution of the Parents' Club of Northern Virginia to all voting Members of the Parents' Club of Northern Virginia who are in good standing. Completed ballots must be returned to the Secretary within thirty (30) days of postmark. Complete dissolution of the Parents' Club of Northern Virginia must be approved by a two-thirds (2/3) plurality of the ballots cast. Upon approval, dissolution will become effective ten (10) days following the ballot deadline.

5. All funds remaining in the treasury on the effective date of dissolution shall be transferred to the United States Naval Academy Alumni Association.

Adopted by the Elected Officers of the United States Naval Academy Parents' Club of Northern Virginia on this the 21st day of March, 2004 at Fairfax, Virginia.

P. K. Landers President

H. M. Leavitt, III Vice-President

Laura Hanley Secretary

Kathy Bonafede Treasurer

BY-LAWS

of the

UNITED STATES NAVAL ACADEMY PARENTS' CLUB OF NORTHERN VIRGINIA

Section 1. Authority

1.1. The United States Naval Academy Parents' Club of Northern Virginia is a volunteer organization recognized and supported by the United States Naval Academy Alumni Association with offices located at Annapolis, Maryland. For the purpose of these By-Laws, hereafter the United States Naval Academy Parents' Club of Northern Virginia is referred to as the Parents' Club of Northern Virginia or abbreviated as USNAPCNVA.

1.2. The USNAPCNVA was founded in 1993 and is currently one of nearly 80 chapters supported by the Alumni Association but operates as a separate and independent organization. The views and activities of the USNAPCNVA do not represent or bind the United States Naval Academy, its administrative leaders, the Brigade of Midshipmen or the United States Naval Academy Alumni Association.

1.3. The USNAPCNVA general membership is comprised of parents of Midshipmen from the northern region of the Commonwealth of Virginia (defined as the area generally from the Rapidan/Rappahannock rivers north to the Potomac and west to the West Virginia border) and from the District of Columbia. The USNAPCNVA welcomes Midshipmen, their parents, and alumni and supports the purpose and goals of the Naval Academy. The USNAPCNVA does not discriminate or deny membership to any eligible party on the basis of race, color, creed, religion, or sexual orientation.

1.4. As an organization under volunteer leadership, the USNAPCNVA is operated based on the general consent of the membership and these By-Laws. The expected performance from each volunteer leader of the USNAPCNVA should be viewed as a valued contribution of personal time and not subjected to undue ridicule, criticism, or otherwise demeaned from either outside or within the organization. The USNAPCNVA will be operated in a professional manner by volunteers.

1.5. The official mailing address of the USNAPCNVA is that of the incumbent President.

Section 2. Purpose and Goals

2.1. The United States Naval Academy is an academically, physically, and emotionally challenging environment. The purpose of the USNAPCNVA is to provide opportunities for mutual support, fellowship and access to authoritative information about the Naval Academy and midshipman life for the parents of Midshipmen.

2.2. The goals of the USNAPCNVA are:

a. To provide a means of authoritative information-sharing between the Academy and parents of Midshipmen.
b. To offer opportunities for fellowship and mutual support among parents whose sons and daughters are undergoing a demanding academic, physical and military training program.
c. To promote interest in attending the Academy by supporting recruiting efforts and information awareness events sponsored by area Blue & Gold Officers.
d. To support the USNA Alumni Association and Naval Academy Foundation.
e. To interact with the USNA Alumni Association-Greater Washington Chapter for local activities designed to enhance the image of the Naval Academy in the community.

Section 3. Membership Rights and Privileges

3.1. The USNAPCNVA offers regular membership, fleet membership, and honorary membership as stated below. Except where specifically addressed in these By-Laws, members including fleet and honorary members are extended all rights, privileges, and services offered by the USNAPCNVA. To be a member in good standing, current dues must be paid.

3.2. Membership is considered to be jointly held by the parents / guardians of the midshipman's immediate family unit. Each parent / guardian has an independent vote. Parents /guardians of midshipmen living in different households will be eligible on an individual basis for full membership rights, privileges, and services of the USNAPCNVA.

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

3.4. Membership Categories

The USNA Parents' Club of Northern Virginia shall offer the following categories of Membership:

a. Regular Membership

b. Fleet Membership

c. Honorary Membership

The Board of Directors may approve policy statements that address special circumstances associated with any of these membership categories.

3.5. Regular Membership

The following individuals who reside in the geographical area stated in Article 1.3 shall be eligible for Regular Membership in the USNAPCNVA:

a.. Any parent or guardian of an appointee or Midshipman at the U.S. Naval Academy.

b. Any parent or guardian of a student accepted into or attending the Naval Academy Preparatory School or a Naval Academy Foundation sponsored preparatory school.

Members in a Regular membership status that are in good standing are entitled to all the rights, privileges, and services offered by the USNAPCNVA.

3.6. Fleet Membership
Fleet membership is open to Naval Academy alumni and the parents of alumni. Members in a Fleet membership status that are in good standing are entitled to the rights, privileges, and services offered by the USNAPCNVA. Fleet members have no voting rights.

The Board of Directors may grant fleet membership status to other persons interested in the purpose and objectives of the USNAPCNVA.

3.7. Honorary Membership
Honorary membership is extended at the invitation of the USNAPCNVA to: the Parents' Club Coordinator at the Naval Academy Alumni Association; President of the USNA Alumni Association-Greater Washington Chapter; the area Blue & Gold Officer Coordinator; and Blue & Gold Officers serving in the geographic area served by the USNAPCNVA. Honorary Members will be placed on the USNAPCNVA email & mailing distribution list and receive the USNAPCNVA directory. Honorary members have no voting rights.

Section 4 - Membership Dues

4.1. Membership dues cover up to two parents / guardians of a midshipman who reside at the same permanent address. Each parent /guardian, who is covered by membership dues, is considered to be a member of the USNAPCNVA.

In those cases where parents and/or guardians permanently maintain separate households, each household must pay separate membership dues.

Families with more than one midshipman enrolled at the Naval Academy are not required to pay additional dues during the years when their midshipmen are concurrently attending the Academy.

Dues are reviewed by the Board of Directors on an annual basis and adjusted if needed.

Dues are not pro-rated for partial membership years, for any membership category.

The 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.

4.2 Membership Dues Schedule

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

A. Regular Members

(1) Four-year dues plan (see section 4.3)

(2) Annual dues plan (see Section 4.4)

B. Fleet Membership Dues Plan (See Section 4.5)

C. Honorary Membership Dues Plan. No dues will be collected from Honorary Members.

4.3 Four-Year Dues Plan for Regular Members

Regular members, with one Midshipman attending the Academy, who elect to pay for a four-year membership during the first semester of plebe year, will be charged the four-year dues rate established by the Board of Directors.

In the case where a family has more than one Midshipman attending the Academy concurrently, and provided that the family elected the four-year plan beginning in the first semester of the plebe year for the first midshipman, no additional annual dues will be charged for the second midshipman while both are enrolled at the Academy. Dues at the rate equivalent to the current regular member annual rate will be charged for the years following the graduation of the first midshipman when only one midshipman is still attending the academy.

Regular members on the Four-Year Dues Plan will each be given a name tag . Replacement nametags or upon re-issue of nametags under any circumstances (e.g., multiple midshipmen attending) will be charged directly to the regular member (s).

4.4. Annual Dues Plan for Regular Members

Regular members, with one Midshipman attending the Academy, who elect to join the USNAPCNVA for a one-year membership period, will be charged annual dues at a rate established by the Board of Directors.

In the case where a family has more than one Midshipman concurrently attending the Academy, the annual rate will be charged following graduation of the first midshipman for each year while the remaining Midshipman is attending the Academy.

Regular members on the Annual Dues Plan are expected to purchase name tags (approximately $8.00 per nametag) upon joining the USNAPCNVA. The cost of the nametag (s) will not be refunded under any circumstances. Replacement nametags or upon re-issue of nametags under any circumstances (e.g., multiple midshipmen attending) will be charged directly to the regular member (s).

4.5. Fleet Membership Dues

Fleet members will be charged a multi-year, flat fee rate established by the Board of Directors. Fleet members are encouraged to purchase a USNAPCNVA nametag.

4.6. Refunds of Membership Dues.
The Board of Directors shall grant refunds only upon written request of the regular member.

For regular members that joined under the four-year membership plan provided in paragraph 4.3, the maximum refund would be based on the Midshipman's rank on the date of separation as follows:

Midshipman Fourth Class	75%
Midshipman Third Class	50%
Midshipman Second Class	25%
Midshipman First Class	No refund

In the case where regular membership dues were assessed based on the annual membership plan described in paragraph 4.4, there will be no refund once the academic year begins.

Example of membership dues refund calculation:
-The parents of a third-class midshipman, who paid for a four-year membership, would be entitled to a fifty percent (50%) refund of dues upon separation of their midshipman at any time during the Third Class year.

Section 5 - Organization

5.1 Board of Directors

The Elected Officers, Directors and appointed Class Representatives of the USNAPCNVA , hereinafter specified, shall constitute the Board of Directors.

5.2 Board of Directors (BoD) Meetings

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

5.3 USNAPCNVA Business Affairs

The Board of Directors shall:

a. Conduct the business of the USNAPCNVA within the guidelines specified in the Constitution and By-Laws.
b. Establish and publish policy statements as required by these By-Laws
c. Ensure that all matters requiring action by the USNAPCNVA membership are presented at meetings open to the general membership; and
d. Keep the membership advised of actions taken.

Section 6 - Elected Officers, Directors and Representatives

6.1. The USNAPCNVA shall have the following Elected Officers, Directors and Representatives:

a. Elected Officers of the USNAPCNVA shall be:
   President
   Vice President
   Secretary
   Treasurer

b. Directors of the USNAPCNVA shall be:
   Database Administrator

c. Representatives of the USNAPCNVA shall be:
   First Class Representative (s)
   Second Class Representative (s)
   Third Class Representative (s)
   Fourth Class Representative (s)
   Fleet Representative

6.2. Each elected officer, director, and representative shall serve for a term of one year beginning on May 1st and ending on April 30th of the next year.

6.3. Incumbents may be re-elected or re-appointed to additional terms.

6.4. The Vice President shall be the President-elect and assume the Presidency one year following election of the President if the incumbent President does not seek re-election and/or no other member seeks election to the Presidency. If the President is re-elected, the Vice President position is also subject to election or re-election.

6.5 Elections will be held each year during the annual Business Meeting and Dinner, nominally held in April. Nominations are submitted prior to this event to produce a ballot that will be provided to the regular membership of the USNAPCNVA at least one month prior to the annual Business Meeting and Dinner.

a. Any member may forward in writing a nomination to any Board of Directors member any time prior to the election.

b. Nominations are also taken from the floor immediately prior to the election. A secret ballot will be used if more than one candidate is on the ballot.

6.6. Elections are decided by a simple majority vote of all regular members present who are in good standing.

6.7. Any challenge to an election must be made in writing to the President, with copies to all other members of the Board of Directors. Upon receipt of the challenge the President will, within 30 days, call a special meeting of the full Board of Directors to resolve the matter.

Section 7 - Duties and Responsibilities of Elected Officers

7.1 ***President*** The President shall:

a. Serve as the single point of contact with the USNA Alumni Association Parents' Club Coordinator in planning and directing the affairs of the USNAPCNVA.

b. Appoint members in good standing. He/she shall appoint (and the USNAPCNVA Board of Directors shall Confirm) the appointment of members in good standing to positions on the Board of Directors. New positions may be created or existing position modified to meet the changing needs of the USNAPCNVA. Changes or additions to positions are subject to the approval of the Board of Directors.

c. Approve expedient financial expenditures of the USNAPCNVA when Board of Directors meetings are not practical.

d. Coordinate the club's activities and develop any additional change(s) that may be necessary to accomplish the club's responsibilities.

e. Set the Board of Directors meeting agendas.

f. Preside over and facilitate all meetings.

g. Coordinate special committee assignments.

h. Attend or appoint his/her designee to attend the annual USNA Alumni Association's Parents' Club Officers Conference.

i. Perform additional duties, as required when not specifically addressed otherwise in these By-Laws.

7.2 ***Vice-President.*** The Vice-President shall:

a. Organize and coordinate activities for the annual new candidate welcome aboard picnic prior to Induction Day.

b. Oversee all activities regarding recruitment, membership, plebe parent mentoring, and special activities.

c. Serve in the absence of the President and in any of the President's duties.

7.3 ***Secretary***. The Secretary shall:

a. Record results of Board of Directors meetings.

b. Ensure the approved minutes of the Board of Directors meetings are posted on the website.

c. Place the order for cookies to the midshipmen of regular members prior to the end of semester exam weeks.

7.4 ***Treasurer.*** The Treasurer shall:

a. Receive membership applications and membership dues.

b. Maintain accurate financial accounts and records. Deposit all funds.

c. Disburse funds for authorized expenditures.

d. Publish and disseminate a financial accounting report at each Board of Directors meeting.

e. Provide an annual report (as of the end of the previous calendar year) to the membership through email and at the annual Business Meeting and Dinner.

f. Provide periodic reports, as requested by the club officers.

g. Order name tags for new members as indicated on their membership application and ensure delivery to the members.

h. Coordinate ordering and delivery to each USNAPCNVA affiliated Academy graduate, a U.S. flag flown over the U.S. Capitol on Graduation Day.

Section 8 - Directors and Representatives

8.1 ***Database Administrator.*** The Database Administrator shall:

a. Publish the annual directory of club membership no later than October 30th of each year.

b. Maintain a complete listing of all regular members, fleet members and honorary members.

The membership roster will include: date updated, and as a minimum the following information about parents / guardians: first and last names and titles, mailing address, phone number, email address(es), type of dues plan, and actual dues paid to date.

The membership roster will include the following information about Midshipmen: first and last name (if different from parents); class year; and company assigned.

The membership directory will be considered a sensitive item and provided on a need to know basis only to members in good standing.

8.2 ***Representatives.*** Each class will have a minimum of two representatives that will be appointed as members of the Board of Directors. Class Representatives shall: assist in the business & social activities of the club; support the Plebe parent mentoring program; and provide periodic updates of class-related activities and special events to the Board of Directors for approval and posting on the USNAPCNVA website. One Fleet representative may be appointed as a member of the Board of Directors.

Section 9 - Board of Directors

9.1. The Elected Officers, Directors and appointed Representatives cited in Paragraph 6.1 constitute the Board of Directors of the USNAPCNVA. The Board of Directors is empowered to make decisions on activities and expenditures. All members of the Board of Directors are expected to keep records appropriate to their positions, and pass those records on to their successors so as to maintain a historical record of club activities.

9.2. Only members in good standing with Midshipmen currently enrolled in the Academy (or the parent /guardian of an alumni in the case of the Fleet Representative) may hold an elected Officer position. Responsibilities associated with a Director or Representative position may be jointly held by the spouses in the household, each being entitled to an independent vote regarding business matters considered by the Board of Directors.

9.3. Elected and appointed officers may solicit and receive assistance in the execution of their duties from any other member in good standing.

9.4. All members of the Board of Directors are expected to attend the Board of Directors meetings.

9.5. If unable to attend an Board of Directors meeting, an elected officer, director or representative should submit a written report to be included in the Board of Directors meeting minutes.

9.6. Board of Directors members who have difficulty fulfilling the duties of their position, may voluntarily resign by submitting a letter to the Board of Directors. Any elected officer, director or representative, who fails to fulfill the duties of their position, may be removed by a two-thirds vote of the Board of Directors.

Section 10 - Meetings of the Board of Directors

10.1. Board of Directors meetings are held periodically throughout the year, as needed, but no less often than quarterly. Board of Directors meetings are open to all regular, fleet and honorary members.

10.2. The Board of Directors establishes the meeting dates, times and locations and are announced to the USNAPCNVA membership.

10.3. Any member of the Board of Directors may request a special meeting.

10.4. The President establishes the Board of Directors agenda prior to each meeting.

10.5. Any individual wishing to submit an agenda item or new business can contact the President prior to the next Board of Directors meeting. Individuals introducing new agenda topics are encouraged to attend the Board of Directors meeting and if unable, submit the topic in writing to ensure prompt action.

10.6. Sixty percent (60%) of the USNAPCNVA Board of Directors membership must be present at the Board of Directors meeting to approve business of the Board of Directors. Proxy representation and voting is not permitted by members of the Board of Directors.

Section 11 - General Membership Meetings

11.1 An annual Business Meeting and Dinner will be held in April of each year.

11.2 Due to the demographics of the USNAPCNVA membership, general membership meetings will not normally be separately conducted unless deemed necessary by the Board of Directors.

11.3 USNAPCNVA activities such as picnics, dinners, and other social activities, where large numbers of members are assembled, will constitute as general membership meetings for the purpose of these By-Laws.

Section 12 - Standing Subcommittees and Positions

12.1 The following positions and duties are appointed by the President and affirmed by the Board of Directors. Since each year brings new and changing opportunities to support the Academy and the Midshipmen of the USNAPCNVA, new positions may be created and some positions listed below may not be active during any given year. The positions are listed in no particular order.

12.2. ***Joint Services Academy Ball (JSAB) Coordinator.*** The JSAB Coordinator will:

a. Represent the USNAPCNVA on the organizing committee of this annual event. Provide organizational updates to the board on all matters affecting the USNAPCNVA.

b. When the USNAPCNVA hosts the JSAB, (normally every 4th year) the JSAB Coordinator becomes the JSAB Chairperson(s) and plans, organizes, coordinates and executes the JSAB with the representatives from the other service academy parents' clubs. If needed, the JSAB Coordinator will form sub-committees from the membership. Additional support will also be provided by the Board of Directors.

12.3 ***Website Administrator.*** The Website Administrator shall:

a. Maintain the USNAPCNVA website.

b. Post periodic updates provided by the Class Representatives that have been approved by the Board of Directors.

c. Post the BOD Meeting minutes on the club's website.

Section 13 - Decision Making

13.1 The USNAPCNVA values the ideas of all of the members. The USNAPCNVA is a team and seeks to understand the views of all members. Members are encouraged to engage in free and open discussion of all matters brought before them and constantly seek opportunities to improve support to the Academy, our Midshipmen, and one another.

Section 14 - Amendments to the Constitution or By-Laws

14.1 The Board of Directors will review the Constitution and By-Laws as needed.

14.2 All suggestions for amendments to the Constitution or By-Laws of the Parents' Club of Northern Virginia shall be submitted to the Secretary for consideration by the Board of Directors.

14.3 Proposed changes or amendments to the Constitution or By-Laws will be distributed to all club members in good standing within thirty (30) days of the date received. All club members in good standing will be given thirty (30) days to provide comments for consideration by the Board of Directors.

14.4 For the purpose of considering any proposed amendment to the Constitution or By-Laws, seventy-five percent (75%) of the USNAPCNVA Board of Directors will constitute a quorum. A majority vote of the quorum of the Board of Directors is required to pass any proposed amendment to the Constitution or By-Laws.

Adopted by the Elected Officers of the United States Naval Academy Parents' Club of Northern Virginia on this the 21st day of March, 2004 at Fairfax, Virginia.

P. K. Landers President

H. M. Leavitt, III Vice-President

Laura Hanley Secretary

Kathy Bonafede Treasurer