

North Texas USAFA Parents' Club  
Bylaws

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## **ARTICLE I – NAME**

**1.01 Name.** The name of this organization shall be the North Texas United States Air Force Academy Parents' Club (hereafter referred to as NTXUSAFAPC)

## **ARTICLE II – PURPOSE**

### **2.01 Assistance to Cadets.**

- *Monetary:* Items such as but not limited to cash, gift cards or "cadet checks," as well as supporting monetarily cadet activities at and away from the academy grounds.
- *Social:* Annual events such as but not limited to participation and assistance with the ALO Grassroots Breakfast, the NTX Coalition of United Service Academies Holiday Ball, and the ALO/AOG Summer Send-Off Picnic.
- *Goodie Boxes:* Prepared by parents for member cadet families several times a year to coincide with cadet exams or other major academic events.

### **2.02 Assistance to Academy and Liaison Officers.**

- *Stimulate interest* in the Academy and understanding through publicity and education
- *Promote Academy:* Shall support and promote the Academy at all levels through volunteers, financial aid, local community involvement and parental understanding of the objectives of the Academy program.
- *Cooperation with Academy administration :* Dedicated to following guidelines, goals or requests set forth for parent clubs by either the Academy directly or through the Academy Parents' Liaison

**2.03 Mutual assistance** in the form of information, fellowship and guidance to parents, guardians and families of cadets as well as and prospective cadets.

## **ARTICLE III – MEMBERSHIP, DUES FOR MEMBERSHIP, VOTING POWERS**

**3.01 Regular Members.** Parents and guardians of US Air Force Academy cadets from the current cadet classes, appointees who are residents of the State of Texas, and appointed by the State of Texas are eligible to be Regular Members. The annual dues for a regular membership (cadet family members) will be determined by the Executive Committee and will remain the same for each particular cadet class during their tenure at the academy. Regular Membership dues are due and payable at the beginning of the cadet year or NTXUSAFAPC fiscal year (as determined by the Executive Committee), for each year of membership. Pro-rating of membership for new transfer families as well as pre-paid four-year memberships are made available at the discretion of the Executive Committee. Members will be listed in the NTXUSAFAPC directory and may receive other benefits throughout the year. The voting powers shall be two votes per family for Regular Members.

**3.02 Associate Members.** Parents and guardians of former cadets, USAFA Liaison Officers, and all parties interested in the objectives of the organization and approved by the membership committee. Associate members shall be entitled to all benefits of this organization except that of holding office, voting or any membership discounts that may apply. The dues for an associate member of this organization shall be as deemed appropriate by the Executive Committee.

**3.03 Corporate Members.** Businesses or corporations who are interested in the objectives of the organization and who desire to support the cadets of the USAFA from the North Texas area may be entitled to membership. Corporate members shall be entitled to all benefits of this organization, except that of holding office or voting; including but not limited to recognition by organization members, advertisement in organization publications, sponsorship of programs to further the objectives of the organization or other activities to further the goals of the USAFA and its' cadets. The dues for a corporate membership shall be a minimum of one hundred (\$100.00) dollars per year or any sum in excess thereof that said corporate member chooses to expend and/ or donate.

**3.04 Membership Year.** The membership year shall be June 1 to May 31.

## **ARTICLE IV – MEETINGS**

**4.01 General Meetings.** There shall be a minimum of four regular meetings of this organization yearly, to be held quarterly at intervals not exceeding four months. The place and exact date of each such meeting shall be designated by the executive committee as hereinafter set forth, except that the meeting for election of officers shall always be held in May or June.

**4.02 Roberts Rules of Order.** All meetings of the Executive Board and Committees and General Meetings shall be conducted pursuant to Roberts Rules of Order as set forth in the latest revision.

**4.03 Quorum and Voting.** In order to transact business, a quorum shall consist of twenty (20) members, excluding the President who shall only vote in case of a tie. Voting shall be decided by the simple majority of attending members.

**4.04 Annual Meeting.** The annual membership meeting shall be held in May or June of each year and the business to be conducted at that meeting shall include, in addition to regular club business, the election of officers for the following year. All club members shall receive prior electronic notice of such meeting along with the proposed slate of officers.

**4.05 Special Meetings.** The place and exact date of each such meeting shall be designated by the executive committee and prior notice will be given electronically to all members.

## **ARTICLE V – EXECUTIVE COMMITTEE, OFFICERS, ELECTIONS, MEETINGS AND TERMS OF OFFICE**

**5.01 Executive Committee.** The Executive Committee will consist of the President, Vice President, Treasurer, and Secretary. The Parliamentarian will also serve on the Executive Committee. Officers of the Executive Committee may serve one term of office. The business of NTXUSAFAPC shall be managed by an Executive Committee consisting of all the elected officers (hereafter "Executive Committee Members"). This committee shall have control and management of the affairs of NTXUSAFAPC.

**5.02 Eligibility.** All NTXUSAFAPC Regular Members as outlined in 3.01 are eligible to serve as Executive Committee Members. All Executive Committee Members must be members in Good Standing. For purposes of this section, Member in Good Standing means any member who has paid annual dues.

**5.03 Election** of the officers of the Executive Committee for the next year shall be conducted at the annual meeting in the spring. See 5.11 and 5.12.

**5.04 Transfer of Responsibility.** New officers shall take office on the first day of the new fiscal year as defined in 3.04.

**5.05 Term of Office.** Each elected officer's term shall be for two years from June 1 to May 31. Terms may be extended by a majority vote of the Committee.

**5.06 Vacancies.** In the event of a vacancy of an elected office, the vacancy will be filled by appointment approved by majority of the Committee.

**5.07 Removal of Executive Committee Members.** A Committee Member may be removed when sufficient cause exists for such removal by majority vote of the Executive Committee. The membership will be notified either by email or at a meeting within 10 days of removal.

**5.08 Compensation.** No Executive Committee Member or appointed Committee Members shall receive compensation of any kind. Executive Committee Members may be reimbursed for out-of-pocket expenses associated with their service as an Executive Committee Member as approved by the Executive Committee.

**5.09 Meetings.** The Executive Committee may make such rules and regulations regarding its meetings and it may at its' discretion determine necessary a special meeting be called by any two (2) Committee members with no less than 72 hours written notice to all Committee members of the date, time, place and subject matter/agenda of the meeting. Notice may be sent electronically provided that receipt of such notice is confirmed.

**5.10 Quorum and Voting.** A majority of the Executive Committee members shall constitute a quorum. Each Executive Committee Position shall have one vote and voting may be done by proxy. Voting shall be decided by the simple majority.

**5.11 Nominating Committee.** The Nominating Committee shall consist of members who shall be appointed by the Executive Committee no later than February prior to the end of the NTXUSAFAPC's fiscal year and be chaired by the Parliamentarian, if possible.

**5.11a Nominating Committee Responsibilities** - The duties of the nominating committee shall be to form a slate of elective officers for presentation to the general membership at the May or June annual meeting for the purpose of election by a majority of the present voting membership. No one may be nominated for any position without his/her consent.

**5.12 Presentation of Slate and Voting.** The slate of Executive Committee Member nominees shall be presented by the Parliamentarian, if possible and voted upon at the annual membership meeting in May or June. Nominations may also be made from the floor with the prior consent of the nominee. Voting shall be by a show of hands unless there are multiple nominees for any one office in which case voting shall be by written ballot. Executive Committee Members shall be chosen by a simple majority of the members present and voting.

## **ARTICLE VI – DUTIES AND FUNCTIONS OF EXECUTIVE COMMITTEE MEMBERS**

This organization may have the following duly elected officers who will serve from June 1 to May 31 each year. Each position may be served by co-leaders if desired.

### **6.01 President**

- Prepare agenda and preside at all meetings. Assure the management and the operating needs of the club are met.
- The president shall be a member ex-officio of all committees with the exception of the Nominating Committee.
- Appoint all Committee Chairs as the need arises and as deemed necessary to promote the objectives of the NTXUSAFAPC.
- Chair the Budget Committee.
- Authorize the expenditures of funds not included in a schedule set forth in an annual budget which has been approved by a majority vote of the membership.
- Shall have the authority to sign checks on behalf of the NTXUSAFAPC.
- Represent the NTXUSAFAPC in any and all communications with the Academy, ALO and AOG's.
- Coordinates and communicates locations for regular meetings.
- Coordinates speakers for regular meetings as needed.
- Assign committee oversight to other executive committee members as needed.
- Maintain a record of functions performed during the year.
- Transition all newly elected officers on the responsibilities of each office.
- The President will serve only one term.
- The President will serve as Parliamentarian for one additional successive year term.

### **6.02 Vice President**

- Assume the duties of the President in the absence of the President or at the direction of the President.
- Assist President in appointing all Committee Chairs and in all other matters as requested.
- Co-chair the Nominating Committee with the Parliamentarian.
- Oversee the recruiting of new members into the club.
- Maintain membership database and directory
- Attend all recruiting events as requested by Executive Committee.
- Coordinate the recognition of C4C Cadets at the first meeting of the year.
- Coordinate the recognition of C1C Cadets at the last meeting of the year.
- Maintain a record of functions performed during the year.
- Must be a C3C Cadet Parent.

### **6.03 Secretary**

- Record the minutes of all meetings.
- Responsible for maintaining all club and academy information as well as literature provided to member and prospective member families of cadets and prep school attendees. Coordinates this with President.
- Provide a copy of the prior meeting's minutes to the Executive Committee members prior to the next month's meeting.
- Provide minutes of the prior month's meeting at each general membership meeting for approval by membership.
- Maintain a record of functions performed during the year.

### **6.04 Treasurer**

- Maintain financial records for all the NTXUSAFAPC activities.

- Responsible for accounting and depositing all monies such as but not limited to membership dues, raffle proceeds, and dinner ticket sales.
- Responsible for paying all authorized purchases.
- Render at minimum detailed quarterly financial report including revenue, disbursements and assets to the Executive Committee Members
- Render at minimum quarterly financial report to the organization at the regularly scheduled general meetings.
- Have authority to sign checks on behalf of NTXUSAFAPC as determined by the Executive Committee.
- Maintain a record of functions performed during the year.

### **6.05 Parliamentarian**

- The immediate past President will serve as the Parliamentarian and will be a non-voting member of the Executive Committee.
- Have Parliamentary authority at all meetings.
- Ensure the organization is functioning according to the NTXUSAFAPC Bylaws as adopted and/or amended.
- Ensure that a Quorum is met for all meetings.
- Make recommendations for amendments to the bylaws as the need arises.
- Co-Chair the Nominating Committee with the Vice President and present slate of nominations for voting at Annual Meeting
- Secure volunteers for the Audit Committee and present the results to the Executive Committee.
- Review the Club Bylaws and make recommendations for amendments as the need arises.

## **ARTICLE VII – STANDING COMMITTEES**

**7.01 Overview.** All committees of this organization shall be appointed by the Executive Committee Members and may be filled if desired by the Executive Committee.

- Committees - The following are recommended standing committees but may be changed by the Executive Committee as the need arises and as is necessary to achieve the objectives of the organization without amendment to the bylaws.
- Attendances at Meetings - Standing Committee chairpersons are expected to attend the regular general membership meetings. If unable to attend, a written report should be delivered to the appropriate Executive Committee Member for presentation.
- Committee Members - The Chair has the authority to choose their own committee members if they desire any.
- Terms of Position. Each Chair shall serve for one year, or as determined by the Executive Committee.
- Record keeping. Chairpersons shall maintain a working notebook with a timeline for Committee work and suggestions to pass on to their successors.

### **7.02 Committees & Responsibilities**

**(a) Audit.** Conducts review of financial records within 60 days of the fiscal year end. Consists of three (3) persons not involved with disbursement or control of the finances of NTXUSAFAPC. Members of this committee do not need to be members of the organization.

**(b) NTX Coalition of Service Academies Holiday Ball** – liaison and volunteers. Updates membership at each regular meeting and coordinates with President and Membership committee on invitations, donations for ball, and other issues as deemed necessary and seen fit by President.

**(c) Cadet Correspondence** – Coordinates mailing of birthday cards, get well, “beat the beast” postcards and other to our member cadets during the academic year. Secures boxes and labels for cadet “goodie box” meetings. Coordinates with Membership Committee.

**(d) Membership** – Assists Vice President in recruiting new members to the club. Maintains complete membership records, database and coordinates through this committee the annual membership directory. Coordinates with Treasurers to assure all monies are collected and recorded appropriately. Orders and distribute name tags for all new members. Attend all recruiting events as requested/available. Maintains bulletin boards of Club Cadets.

**(e) Class Representatives** – Each Cadet class will have a representative that will check in members for regular and or special meetings. Will collect any dues, name tag orders, etc. as well as dinner payments for the stated meeting and report to the Treasurer and the Executive Committee. Executive Committee will disseminate information to Membership Committee.

**(f) Raffle coordinator** – Secures items for the regular scheduled dinner meeting raffles, sells and distributes tickets at regular meetings in conjunction with the Treasurer and Executive Committee.

**(g) Fundraising** – Will coordinate any fundraising for the club in conjunction with the Executive Committee.

**(h) Social** – Coordinates any special events along with the President such as tailgate parties for local or other USAFA athletic events, assisting with hosting visiting cadets, mentor picnic, grassroots breakfast, summer send-off picnic, and NTX Holiday Ball, etc.

**(i) Publicity** – Maintains website and other related entities as deemed necessary for the NTXUSAFAPC and by the President.

**(j) Historian** – Maintains and records events, past and present, for the NTXUSAFAPC. This includes but not limited to a continually updated calendar of events for the club, as well as academy events such as In-processing, BCT, Parent’s Weekend.

**(k) Nominating** –handles the interview, selection and recommendation of the slate of officers for presentation to the membership for vote in May or June of each year.

**(l) Senior Recognition** - coordinates with President and Holiday Ball Committee all C1C Cadet information to be presented. Assists Vice President in preparing recognition for C1C Cadets for general meeting prior to graduation for regular club meeting.

**(m) Budget** – All Executive Committee Members form the budget committee.

## **ARTICLE VIII – FISCAL ACTIVITIES**

**8.01 Fiscal Year.** The Fiscal year shall be June1 through May 31.

**8.02 Audits.** The financial records shall be reviewed annually by the Audit Committee after the end of the fiscal year and presented to the Board within 60 days. The results shall be made available to the general membership at the next scheduled meeting after that time. A review may be requested at any other time by a simple majority of the Executive Committee.

**8.03 Budget Committee.** The Budget Committee shall be chaired by the President and be comprised of the entire Executive Committee. The committee shall prepare and present a proposed budget for the following fiscal year no later than 90 days after the beginning of the fiscal year to the next scheduled meeting.

#### **8.04 Disbursements**

**(a) Budgeted Disbursements** - Disbursements approved in the annual budget will not require further approvals.

**(b) Unbudgeted disbursements under \$300** - Unbudgeted disbursements of less than \$300 which are not specifically covered in the annual budget may be authorized in special circumstances by the Executive Committee, providing funds are available.

**(c) Unbudgeted disbursements over \$300** - Unbudgeted disbursements in excess of \$300 must be voted on and approved by the general membership at a regularly scheduled meeting.

**(d) Unbudgeted expenditures between June and August** - Any unbudgeted expenditures in excess of \$100 between the June and August meetings require the unanimous approval of the Executive Committee prior to expenditure or commitment, and then must be reported at the next general meeting.

**(e) Signatures** - All disbursements from the NTXUSAFAPC accounts in excess of \$100 shall require two authorized signatures of unrelated individuals, one of which must always be the Treasurer. Officers authorized to sign on accounts for the NTXUSAFAPC are the President(s), Vice President(s), and Treasurer(s).

**(f) Reimbursement** - officers who purchase items on behalf of the club are required to turn in all receipts within 30 days of expenditure. Failure to do so may result in no reimbursement.

**(f) Net earnings use** - No part of the net earnings of NTXUSAFAPC shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except, that the association shall be authorized and empowered to pay reasonable compensation for services rendered.

**(g) Political and Legislative Activities** - No substantial part of the activities of the NTXUSAFAPC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

**(h) Dissolution & Distribution of Funds** - Pending dissolution of the NTXUSAFAPC, any remaining assets shall be donated to the AOG and/or Rando Fund. Upon the dissolution of the NTXUSAFAPC after paying or adequately providing for the debts and obligations of the

organization, all assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the IRS Code of 1954.

## **ARTICLE IX – AMENDMENTS**

**9.01 *These by-laws may be amended*** at any regular meeting of the organization by a majority vote of the members present and voting, provided that written notice of the proposed amendment contents had been given at least one week in advance of the regular meeting. A quorum must be present, and the President will only vote in case of a tie.