

USMMA NATIONAL PARENTS ASSOCIATION, INC. HANDBOOK

A GUIDE TO LOCAL CHAPTER DEVELOPMENT



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ABOUT US

The United States Merchant Marine Academy USMMA National Parents Association, Inc. was created in 1991, incorporated in 2008 and is a 501C4 with the mission to promote and support the Academy, its goals, programs and objectives, its Regiment of Midshipmen, faculty, staff and alumni. The Association serves as a support organization for Plebe Candidates, their families and all Midshipmen and their families during their years at the Academy.

The Association assists and supports the activities of the Parents Association Chapters throughout the country. It shall foster and encourage development of local parent association chapters and foster working relationships with the USMMA Alumni Foundation on a national and local level.

PURPOSE

This handbook is intended to serve as a guide for the Parents Association Chapter Presidents and/or any parents seeking to establish a new chapter. It was created from material written by the Alumni Staff at Babson Center utilizing the experiences of Alumni Chapter successes. Its aim is to mirror the structure and activities of the Alumni Association in order to result in a closer working relationship between Parent and Alumni Association Chapters. This handbook contains information relevant to all existing and future Parent Association Chapters.

PARENTS' ASSOCIATION ASSISTANCE

The Parents' Association provides aid and services to chapters through the National Parents Association Executive Board. Service and assistance available to chapters include, but are not limited to the following:

- Provide when requested, and as available, liaison between the USMMA Staff, USMMA Alumni Foundation and Parent Association Chapters.
- Provide each Parent Association Chapter with the Parents Association Handbook.
- Maintaining a National Parents website at <http://kpparents.com>
- Maintaining a National Parents Facebook page at <http://www.facebook.com/USMMAPARENTS>.
- Maintaining current and historical reference files of Parent Association Chapters including names and addresses of chapter officers and membership rosters.
- Provide a forum for discussion and exchange of ideas through the annual Parents Association Presidents' Conference held annually (usually in September)

STARTING A PARENTS ASSOCIATION CHAPTER

WHEN TO ORGANIZE A PARENTS ASSOCIATION CHAPTER

More than 60 Parents Association Chapters have been organized throughout the United States. A parent or friend of Kings Point who wishes to belong to a Parents Association Chapter should first determine if there is a Chapter in his or her state. If there is a chapter in their state they should contact the President of said chapter and join. Parents' Association Chapters are listed at <http://kpparents.com>. If no Parents' Association Chapter exists in the state, any group of Regular Members of the Parents Association may form a Parents Association Chapter and are encouraged to do so.

HOW TO ORGANIZE A NEW PARENTS' ASSOCIATION CHAPTER.....

It is strongly recommended that those parents wishing to establish a new Parents Association Chapter utilize the following procedures and avail themselves of the support that the National Parents Association can provide. The following facts, tips and suggestions may be useful:

1. Parents who wish to form a new Chapter must contact the National Association Parents Association Chair to discuss the possibility and need of forming a new chapter. Organizers should also contact the responsible Regional Vice President to learn how other chapters in the region are organized, what they offer their members and what advice/assistance he or she can provide.
2. Five or more Regular Members of the Parents Association may form a Chapter by submitting an application (See Annex E) for a Chapter Charter Approval. (A Regular Member of the Parents Association is any person who is the parent of a currently enrolled USMMA Midshipman or a USMMA Midshipman who has graduated from the Academy). When approved, the Chapter will receive a charter.
3. The National Parents Association will provide (when available from USMMA), a roster of names and addresses of parents within the chapters purview and will provide any other advice, support or assistance that may be feasible during the chapter's start up.

ORGANIZING TIPS.....

Organizers should send a letter and membership questionnaire to prospective members. This questionnaire should be sent via email, but if using USPS the chapter should always include a self-addressed envelope for its return.

1. From the beginning the new chapter will require energetic, interested and enthusiastic parents to inspire and direct other members in their initial steps as a chapter. Experience, personality, interest, availability, willingness to work and leadership characteristics will be key to the organizing effort. Position in civilian life

and military rank may not always be the most relevant criteria for choosing these key individuals.

2. Organizers should have a slate of officers (Chapter Organization Page 8) to propose to the membership. In most instances the minimum requirement for chapter officers is a President, Vice-President, Secretary, Treasurer, and Fundraising Chair. Some Chapters combine the positions of Secretary and Treasurer. Other important positions that may be filled are Membership Chair, Cookie Café Coordinator, Boodle Bag Coordinator, Webmaster. Suggested duties for the above positions are outlined in the Chapter Organization Section (Page 8)
3. Although a chapter may begin without a formal Constitution and By-Laws, experience has shown that the successful chapter eventually needs the formal structure that this organizational document provides. A suggested document is provided on Page 13 and, with few additions or changes may be used by any Parents' Association Chapter as presented. The sample follows the by-laws of the National Parents' Association and State Chapters are required to use the same bylaws.
4. It is important that the chapter leadership view the chapter in a supportive relationship with the National Parents Association, the Academy and the USMMA Alumni Foundation as well as in its role as a friendship and mutual support organization.

TIPS FOR A SUCCESSFUL CHAPTER.....

- 😊 Make the members feel special
- 😊 Delegate! People are both capable and willing.
- 😊 Get some new plebe candidate parents involved.
- 😊 Pick up a few new volunteers at each event - Target people.
- 😊 Remember you can't make everyone happy.
- 😊 Make your meetings and events interesting to everyone. If you have a large geographical area, consider meetings via live chat or live video chat so everyone can be involved
- 😊 Remember name tags.
- 😊 Write an article for the chapter to be published in the USMMAF Kings Pointer magazine. Be sure to list the names of new members.
- 😊 Wear a lot of Blue and Gray and other Kings Point items
- 😊 Call them, email them, keep in contact with members

*To survive, your Chapter must grow and change. New blood and new ideas are essential. New leaders are a must. Motivate people. Bring new people in. Rotate old leaders out of office, but find a job for them and keep them involved and active. Accept evolution and growth as a normal part of a healthy Chapter.
Welcome it—don't hinder it!*

-
Voice of Experience

GET PARENTS INVOLVED BY.....

- ✓ Calling them
- ✓ Emailing them
- ✓ Calling them
- ✓ Organize a small event at home or at dinner for planning sessions
- ✓ Emailing them
- ✓ Figure out ways to meet parents through academy events
- ✓ Maintain an up-to-date website
- ✓ Hold regular meetings if geographical area is large, hold regular conference calls or video chat meetings

GET ACTIVE CLUB MEMBERSHIP THROUGH.....

- ✓ Special Mailings and emails
- ✓ Newsletters
- ✓ Up-to-date website
- ✓ Special events
- ✓ Recruiting for Academy Admissions
- ✓ Legislative Activities
- ✓ Membership (dues) drive
- ✓ Joint Activities with the USMMA Alumni Foundation

MAKE IT HAPPEN.....

- ✓ Elect Enthusiastic and dedicated officers

- ✓ Establish an Executive Board
- ✓ Form Committees
- ✓ Publish a calendar of events
- ✓ Establish a bank account
- ✓ Set up constitution and by-laws
- ✓ Establish a Website
- ✓ Build community
- ✓ Make it look easy!!

CHAPTER ACTIVITIES

CHAPTER OBJECTIVES.....

Parents Association Chapters unite parents in all states and internationally. Organized and run by parents, chapter events bring parents and midshipmen together for social interaction and Academy, Parent Association, and Alumni Foundation activities.

Although specific objectives may differ by chapter, some or all of the following are usually included:

- Maintain a local point of contact and strong affiliation for USMMA parents
- Provide opportunities for parents, alumni parents, alumni and midshipmen to meet
- Assist in the recruitment and encouragement of superior students for Kings Point
- Provide a local point of contact with area Congressmen and Senators.
- Provide support for plebe candidates and all midshipmen and their families.
- Host Welcome Aboard events for Plebe Candidates and families.

SCOPE OF ACTIVITIES.....

Aside from social events, Parents Association Chapters can interact with the National Parents Association and Alumni Foundation in many ways:

- **PARENTS ASSOCIATION EXECUTIVE BOARD:** The USMMA Parents Association Executive Board is the governing body of officers whose purpose is to strengthen the relationship between the parents the Academy, the Maritime Administration and the USMMA Alumni Foundation. One of the Board’s responsibilities is chapter development and the Board provides support to the local chapters through its Regional Vice-Presidents. In addition the Executive Board provides assistance to the chapter officers to ensure smooth operation of chapter activities.
- **ACADEMY ADMISSIONS:** Parents Association Chapters can be an extension of the Academy’s Admissions Department by providing Admission Field Representatives who can assist the Academy in obtaining quality candidates for admission to the Academy and representing the Academy at various recruiting opportunities (e.g. Academy Nights, College Nights, Appointment Presentations, etc.). Some chapters conduct “Applicant Luncheons or Receptions” during January and February each year for applicants and their families at which an Academy Staff Representative is present to meet Applicants and to promote the Academy. Chapters should coordinate all recruiting activities through their respective Academy Admissions’ Coordinator on Campus.

- **MIDSHIPMAN ACTIVITIES:** There are many opportunities for Parents' Association Chapters to support the Regiment of Midshipmen. These activities include but are not limited to
 1. Welcoming events for plebe candidates and their families.
 2. Supporting midshipmen events such as Ring Dance, June Ball, Christmas Ball, Senior Awards, Midshipman Birthday Cards, Joint Service Academy Balls (All balls)
 3. "Gee dunks" or boodle bags during exam week
 4. Supporting varsity athletic and midshipmen club team movements and visits by the T/V Kings Pointer and the Regimental Band. Some of these activities may include providing receptions, meals and berthing.
- **HOST FAMILY PROGRAM:** All Midshipmen are required to complete a 2-6 week internship prior to their first class year that could provide an employment opportunity after graduation. In addition, their sea duty assignments during their third and second class years may leave them in various port cities for a few days while they are "between ships". Chapters are requested to appoint a Host Family Committee Chair to assist midshipmen in obtaining housing and, in some instances transportation, in homes of parents, alumni parents and friends of the Academy at these times. Rosters of volunteers to provide such assistance should be forwarded to the National President who will then forward it to the Office of Professional Development and will be included in the Sea Duty Guide distributed to all Midshipmen.
- **LEGISLATIVE ACTION:** Visit your local Congress and Senators' Offices. Offer to help at their "Academy Days." Invite them as guest speakers at chapter events or ask about becoming an active member of their Academy Selection Committees.
- **PRESIDENTS' CONFERENCE:** Annually, Chapter Presidents, or their designated representatives will be invited to Kings Point for a Conference usually in conjunction with Parents Weekend to learn about what is happening at the Academy and to dialogue with other chapter Presidents about chapter activities, programs and events.

CHAPTER ORGANIZATION

Once a chapter has been authorized to operate as a chapter, it must determine how the organization is to be structured. A formal chapter structure is important, but many variations are possible. The most important single ingredient for a successful organization is not necessarily the structure, but the involvement of individuals who are truly interested in supporting and promoting chapter activities. The basic objective is involvement and commitment on the part of the chapter leadership.

Five key positions are essential in any proposed structure:

1. **President.** Provides the key leadership to any chapter. In small chapters the President may also be the Program Chair.
2. **Vice President.** Important position to plan and implement the chapter activities. Having a Vice-President can be an excellent way to groom a successor.
3. **Secretary.** Keeps chapter meeting minutes.
4. **Treasurer.** Responsible for chapter finances and records.
5. **Website master.** Responsible for keeping the chapter website up to date.

Other important leadership roles that can improve the working organization of a chapter:

1. **Directors.** A number of Directors is often a way to create a sense of responsibility among parents. These officers can oversee and direct as well as serving as chairpersons of committees responsible for particular aspects of the chapter function. The number of Directors is based and determined by the size and number of membership in the chapter.
2. **Membership Chair.** The person responsible for increasing the active membership in the chapter and improving attendance at chapter events. Also responsible for maintaining an up-to-date roster of chapter members that must be forwarded to the National President Annually. The Membership Chair is responsible for regular communication with parents. It is critical for promoting chapter activities, events, meetings etc. In addition, regular contact between members contributes to greater unity between the parents.
3. **Public Relations:** This chapter position is responsible for promoting the Academy and the Midshipmen through public relation releases to the local media. This officer is also responsible for writing and submitting an article for each issue of the USMMAF Kings Pointer magazine. This position will serve as a liaison between the National Parents Association to keep the chapter membership current with legislative activities dealing with the Academy, educating members on the legislative process, developing a chapter network that can communicate legislative participation from the membership and encouraging membership participation on local congressional Academy selection boards.

4. **Fundraising Chair.** It is recognized that chapters will require funding to operate their chapters and may charge dues, run raffles or hold fundraising events to pursue this end. Where appropriate, chapters are encouraged to donate surplus funds to various midshipmen activities such as, Ring Dance, June Ball, Christmas Ball, Morale Fund, etc.
5. **Historian.** Historical review of chapter activities, midshipmen activities, photos, parent rosters, midshipmen rosters, graduating seniors is an excellent way to promote the Academy and its midshipmen and to provide a personal perspective to applicants and their families. This is an excellent way to aid in admissions recruiting as well.
6. **Midshipmen Support Chair.** Under this committee are included activities such as pizza parties, gee dunks/boodle bags at exam time or any other activities that provide support and encouragement to midshipmen during their years at Kings Point. This Chair should be responsible for coordinating sending cookies to Cookie Café at the times when the chapter is sponsoring the event.

SPECIFIC ASSIGNMENTS SHOULD BE ENCOURAGED. MANY OF THE POSITIONS CAN BE COMBINED. GOOD IDEAS ARE WELCOME WHEN ACCOMPANIED BY THE WILLINGNESS TO IMPLEMENT THEM!! REMEMBER, COMMITTEES SHOULD REFLECT THE SCOPE AND OBJECTIVES OF THE CHAPTER.

OFFICER SUCCESSION

Of critical importance in chapter development is the concept of succession. The principle of automatic progression through a series of officer and committee Chair positions is very advisable, because it provides continuity and experience in the chapter. A feasible succession plan requires that the chapter organization involve as many parents as possible - in other words, that the chapter has leadership depth.

Progression through the officer ranks should be understood and acknowledged by those who enter into leadership positions. New ideas and fresh thinking will come from feeding new parents into learning positions in the officer hierarchy. Clearly, one of the President's most essential functions is simply planning for competent, motivated and very dedicated successors.

Each chapter should develop an ongoing "plan" that clearly outlines the process of succession.

There is no term limit on State Presidents or other offices, but new members are encouraged to run for office.

SCHEDULING AND PLANNING

EXECUTIVE BOARD MEETINGS.....

An Executive Board composed of the current chapter officers and past presidents / officers (if you so choose) can be helpful in providing support and counsel for the chapter. These individuals offer ideas for the program content, speakers and methods of generating interest in chapter activities.

OBJECTIVES: Regular meetings of the Executive Board should be scheduled. Smaller and newer chapters need this degree of formal contact and mutual support in order to stay viable. Larger chapters need this direction to insure that the program goals are being met. Again, if geographical constraints prohibit face to face meetings, you should schedule a teleconference or a video conference. There are many available programs for this, Skype, Go To Meeting, some of which are free.

Executive Board Meeting objectives should include:

- Keeping lines of communication open among chapter leaders
- Establishing general policies concerning chapter development (e.g., the desired mix of program subjects and content, etc.)
- Reviewing plans for upcoming meetings, obtaining and reinforcing commitment from responsible individuals.
- Providing general guidance to the Committee Chairs
- Having fun!!

FREQUENCY: Chapters vary in terms of the number of Executive Board Meetings scheduled for each year. Some choose to meet monthly; others prefer to get together less often. Regularity is generally the most important factor. Many chapters prefer to conduct these meetings in a less formal atmosphere that is most convenient to all of the board members. It is recommended that a planning meeting be held. By the end of the meeting, the calendar and event assignments (responsibilities) should be completed.

CHAPTER EVENTS

The number of chapter events will depend on the size of the chapter and the interest level of the members. A large chapter would typically have a greater number of programs, whereas a small chapter might have only three or four. The chapter should be careful to coordinate these activities with the Academy and to consult the Regimental Calendar to prevent conflicts.

EVENT CHECKLIST

It is essential to plan and coordinate any parent activity project. Following are some factors to keep in mind when planning a chapter event:

- **Speaker.** The individual speaking at an event should be contacted well in advance (at least 6-8 weeks) to be sure that he / she is aware of the date and topic of the meeting. Confirmation by letter is always a good idea.
- **Location.** A good location can be difficult to find. The site should be centrally located for easy access by the majority of the membership. In a large chapter area (statewide) it is recommended to move the meetings periodically to give all of the membership an opportunity to attend. The location should be confirmed as early as possible.
- **Pricing.** With rising costs, pricing for events is often a problem for chapters. Experience has shown that pricing can have a direct effect on attendance. Prices should therefore be reasonable, yet they should also cover the cost of the event.
- **Announcement.** Parents should receive the meeting notice at least 3-4 weeks prior to the event. The announcement should highlight the purpose of the meeting and briefly summarize the topic to be presented. It should indicate time, place, price, reservation information and an individual to be contacted if the recipient has any questions.
- **Attendance.** Reservations should be closely monitored to insure a representative turnout. Some chapters charge more for individuals who do not make reservations by a cutoff date, providing an incentive to reply early. If the attendance appears to be less than anticipated, a telephone and email campaign can be an effective way to increase participation on short notice. Experience has shown that telephone and email campaigns should always be used for follow-up.

- Day of Event. The speaker should be contacted just prior to the event. One chapter officer should be assigned to provide necessary transportation and to make introduction to members attending the event. The person responsible for the meeting should handle registration and should bring to the event a list of paid and unpaid registrants, name tags, felt-tip pens, change (for cash payments), blank receipts, the chapter banner and other chapter publicity handouts or materials. The event Chair should always attempt to keep the meeting on schedule, particularly luncheon meetings.
- Following the Event. It is very important to follow up with a thank-you letter to your speaker and to anyone who put forth exceptional effort in making arrangements

CHAPTER CONSTITUTION AND BY-LAWS

Experience has demonstrated that the successful chapter needs the formal structure that a Constitution and By-Laws provide to a chapter. The following example document follows closely those of the National Parents Association as well as those of the National Alumni Foundation Association. The chapter should conform closely to the rules set forth by the national organization.

SAMPLE CONSTITUTION AND BY-LAWS TO BE USED BY STATE CHAPTERS

CONSTITUTION AND BY-LAWS OF THE USMMA _____ PARENTS ASSOCIATION CHAPTER

ARTICLE I. NAME

The name of this organization shall be the USMMA _____ Parents Association Chapter.

ARTICLE II. PURPOSE AND POWERS

The mission of the _____ Chapter (hereinafter called the _____ Parents Association) is to promote and support the Academy, its goals, programs and objectives, its Regiment of Midshipmen, faculty, staff and alumni. The _____ Parents' Association will serve as a support organization for Plebe Candidates, their families, Plebes and all Midshipmen. The primary focus of support will be upon those Midshipmen and families from the State(s) of _____.

The chapter, through its Officers, committees and other duly authorized representatives, shall carry out the purposes set forth in this Article.

ARTICLE III. SEAL, LOGO AND EMBLEM.

Any duly chartered chapter may utilize the Academy Seal, Logo or Emblem for its newsletter, letterhead, banner or other affinity items officially sanctioned by the chapter. No one shall make unauthorized use of the Parents' Association or Academy name, seal, logo or emblem.

ARTICLE IV. MEMBERSHIP

4.1 Classification: Membership shall be Regular, Associate or Honorary.

4.2 **Regular:** Any person who is the parent of a currently enrolled USMMA Midshipman or of a USMMA Midshipman who has graduated from the Academy shall be eligible for Regular Membership. Only regular Members may be elected or appointed to be Officers of the Association. Plebe Candidates or parents of students who obtained a "set-back" during their Plebe year are not eligible for Regular Membership, except with special permission of the USMMA Natl. Parents Assoc., Inc. Executive Board.

4.3 Associate: Any person evidencing favorable interest in the Academy, its Regiment of Midshipmen or this Association may be eligible for Associate Membership. This may include, but is not limited to: Grandparents, siblings, relatives, USMMA Professors or staff, for example. Parents or other individuals who do not meet the qualifications for Regular Membership in Section 2 of this Article are eligible for such Associate Membership.

4.4 Honorary: Any person who has rendered distinguished service to or in advancement of the Academy, its Regiment of Midshipmen or this Association may be elected to Honorary Membership. Such membership may be granted to individuals who are not parents or family of current or graduated Midshipmen.

4.5 Dues: Dues shall be established for each classification of membership by a majority vote of the paid members present during any regularly scheduled meeting of the Association and thereafter may be changed at any annual meeting by a majority of the paid members present. Dues shall be payable at the beginning of each academic year and shall be collected by the Treasurer.

4.6 Voting: Each paid regular membership shall have one vote on any issue brought before the membership in a regularly called meeting OR a special election meeting either in person, via teleconference, email or other such electronic media.

ARTICLE V. MEETINGS.

5.1 The Association shall meet at least _____ times a year. Written notices shall be mailed or emailed to members and prospective members. The Annual Meeting shall be held in _____ of each year for the election of Officers, Board of Directors and other business as prescribed in the By-Laws.

5.2 A quorum of the organization shall be defined as ten percent of the paid membership of the organization.

5.3 The order of business at meetings of the chapter shall normally be as follows:

5.3a Ascertainment of the presence of a quorum

5.3b Financial Report

5.3c Reading of the minutes of the previous meeting

5.3d Annual report of the preceding year's activities and goals for upcoming year

5.3e Unfinished old business

5.3f Election of Officers

5.3g New Business

5.3h Adjournment

5.4 The order of business at other meetings shall be the same except the annual reports and the election of officers are not included.

ARTICLE VI. EXECUTIVE COMMITTEE

6.1 The governance and management of the organization shall be vested in an Executive body known as the Executive Committee. The Executive Committee shall have the authority to oversee the chapter's treasury in the manner it deems prudent.

6.2 The Chapter President, Vice-President, Secretary, Treasurer and any elected Directors shall be members of the Executive Committee.

6.3 The Executive Committee shall meet at the Annual Meeting. Other meetings may be held as deemed necessary on the call of the President or any two members of the Committee. At such meetings, the business should be confined to that specified in the call for the meeting.

6.4 A quorum of the Executive Committee shall consist of three members.

6.5 The Executive Committee shall establish operating committees as it deems necessary.

6.6 At the Chapter's Annual Meeting, the Executive Committee shall report the affairs of the chapter, the previous year's financial performance and the coming year's budget.

6.7 If a vacancy occurs in the Office of the President, the Vice-President shall assume the office for the remainder of the term.

6.8 If a vacancy occurs in any other office of the Executive Committee, it shall be filled by a majority vote of a quorum of the Committee until the next general election.

6.9 All members of the Executive Committee shall serve for a term of one year but Members are eligible for re-election.

ARTICLE VII. OFFICERS

7.1 The officers of the chapter shall be a President, a Vice-President, a Secretary, a Treasurer and such other officers or directors as the Executive Committee may from time to time determine. Officers shall be Regular Members who meet all of the membership requirements of the chapter.

7.2 All officers shall be elected by a plurality of the voting members of the chapter at the Annual Meeting or such meeting as designated in the Bylaws

7.3. The preferred term of office for State officers shall be 24 months. Each chapter officer term will commence in June with elections held between January 1 and June 1 of that same year. Officer change notification must be made to the National Executive Chair and submitted by the previous State President no later than June 1 of each year."7.3a. There is no term limit on State Presidents or other officers, though new members are encouraged to run for offices

7.4 The President shall preside at all meetings and events of the organization, shall chair Executive meetings of the board following current law with regard to, but not limited to, quorums, roll call, approval of minutes and financial reports, old and new business and appropriate voting procedures.. The President shall sign all written contracts and obligations of the chapter.

7.5 The Vice-President shall have such powers and duties as prescribed by the President and will discharge the duties of the President in his/her absence. The Vice President shall succeed to the presidency in case of vacancy in that office.

7.6 The Secretary shall keep a record of the proceedings of meetings (minutes), conduct the correspondence, keep records and prepare necessary reports. The Secretary shall also notify officers of the chapter of their election. The Secretary shall also keep a roster of all parents in the area of the chapter, and all active paid members of the chapter. It shall also be the responsibility of the Secretary to publish the lists of officers of the chapter, the Constitution and By-Laws, committee members and other items.

7.7 The Treasurer shall be the custodian of the funds of the chapter and shall be responsible for collecting dues and assessments of the chapter, maintaining records of the individuals from whom collections have been made and for what purpose, disbursing funds to defray expenses authorized by the chapter President or the Executive Committee, reporting the status of the funds at each meeting of the chapter and presenting an annual financial report to the members at the Annual Meeting.

ARTICLE VIII. COMMITTEES

8.1 The Executive Committee and President may appoint the following Committees for the purpose of managing the chapter:

8.1.a The Membership Committee shall promote membership in the chapter and shall encourage attendance at all meetings and events.

8.1.b The Admissions and Recruiting Committee shall assist the Academy Director of Admissions in representing Kings Point at college and recruiting functions and presenting appointments to candidates at high school assemblies.

8.1.c The Host Family Committee shall assist midshipmen in obtaining local lodging with parents, alumni parents and friends while completing their internships or while they may be in port cities between ships. The committee shall also assist the Academy with supporting visiting midshipmen activities (e.g. athletic teams, clubs, T/V Kings Pointer, Regimental Band, etc.)

8.1d Other committees may be established as deemed appropriate for the goals and objectives of the chapter.

8.2 All activities of committees established by the Executive Committee shall be presented to the general membership for approval by a majority vote of those present at a regularly scheduled meeting of the organization.

8.3 All activities undertaken on behalf of the organization shall be presented to the general membership for approval by a majority vote of those present at a regularly scheduled meeting of the organization.

ARTICLE IX. Amendments to the By-Laws

9.1 Any member of the Executive Committee may propose amendments to these By-Laws. Such proposed amendments must be approved by the Executive Committee and then presented to the membership in written form as an attachment to the announcement of any regular or special meeting of the organization, provided that the proposed amendment has been made available to the membership at least 10 days prior to that meeting.

9.2 Any paid member of the organization may propose amendments to the Executive Committee for approval in accordance with the terms of Article 9.1 above.

9.3 Amendments thus presented require approval by a two-thirds vote of the voting members present at such a meeting of the organization.

9.3 Amendments shall come into force immediately upon adoption by the Members.

ARTICLE X. COMING INTO FORCE.

On the coming into force of this amended Constitution and By-Laws, the Executive Committee shall cause to be made all necessary changes in the Association’s organization and procedures as may be required to bring same into compliance with said amended Constitution and By-Laws,

ARTICLE XI. DISSOLUTION

In the event of dissolution of the organization, all assets remaining, after meeting all liabilities, shall be distributed to the USMMA Alumni Foundation to be used for the further benefit of the USMMA and its Midshipmen.

This constitution and by-laws were adopted at a meeting of the _____Parents’ Association Chapter on _____ and approved by the members present and voting.

This Constitution and By-Laws went into effect on _____.

DISTINGUISHED CHAPTER AWARD

A. PURPOSE OF THE AWARD

The intent of the award is to recognize those Parent Association Chapters whose distinguished service as characterized by the effectiveness of their activities and programs, significant contributions in support of the Merchant Marine Academy and its Regiment of Midshipmen, and enhancements to the image of Kings Point. Participation is voluntary. To be eligible for a Distinguished Chapter Award a chapter must provide written proof (Form on Page 20) to the National Chair that their chapters have participated in the following activities during the year for which the award is requested. Award year will run from 1 June to 31 May .

B. AWARD CRITERIA

Chapters must perform all Essential Activities, and a minimum of four of the Activities listed below in order to receive the Distinguished Chapter Award. Chapters should make every effort to participate in all the Essential Activities, since they are key to the successful organization of the chapter.

ESSENTIAL ACTIVITIES (MUST PERFORM ALL THESE ACTIVITIES):

- Conduct at least 3 meetings/activities open to full membership. Meetings may be face to face, teleconference and/or video conference meetings.
- Provide the National Chair with a complete list of officers and membership and contact information.
- Provide the National Chair with a list of chapter goals
- Send a representative of the Chapter to attend the National Presidents Conference
- Maintain a chapter website
- Submit minimum one article to USMMAAF Kings Pointer magazine

ACTIVITIES (MUST PERFORM AT LEAST FOUR OF THESE ACTIVITIES):

- Chapter and/or Chapter Members participation in admissions related activities that may include, but not limited to College or Service Academy Nights, Welcome Aboard for newly appointed Plebe Candidates and family or present Academy Appointment at local high school awards ceremony.
- Supporting Academy related activities that may include, but not limited to, athletic teams, band, glee club, clubs and T/V Kings Pointer.
- Chapter sponsorship of Cookie Café at least once during calendar year.

- Legislative Related Activities: include but not limited to participation on congressional selection boards, have a legislator address membership, conduct a letter writing campaign under the direction of the National Parents Association, Inc., National Chair.
- Hosting or Participation in a Joint Service Academy Ball
- Hosting or Participation in a veteran's activity, including official Memorial Day Veterans Day or Maritime Day official ceremonies
- Participating with their local USMMA Alumni Foundation Chapter by either attending Alumni Functions or co-hosting functions with their local Alumni Foundation Chapter.
- Host over 3 meetings during the calendar year
- Midshipmen and Parent Support activities that may not be included in these categories.

CHAPTERS DO NOT COMPETE AGAINST ONE ANOTHER!!

There is no limit to the number of chapters that may receive the award in any given year. All chapters that attain the required activities and submit the proper request will receive the Distinguished Chapter Award. Additionally, there is no limit as to the number of times a chapter may receive the award.

The period of activity on which the award is based is the academic year (1 June to 31 May). The Awards will be announced and will be presented at the Annual Presidents Conference.

B. REPORTING CHAPTER ACTIVITIES AND PROGRAMS

Chapters are responsible for reporting all activities and programs to National Chair by 30 June of the year in which they will receive the award. Final submissions for consideration of the Distinguished Chapter Award must be received no later than 30 June of the year in which the award is earned.

Chapter Activity Report Submission Form

CHAPTER ACTIVITY REPORT

CHAPTER NAME:

ACADEMIC YEAR

President (name & email)

Vice President (name & email):

Secretary (name & email):

Treasurer (name & email):

LIST OTHER OFFICERS NAME AND EMAIL BELOW or other pertinent contact information:

REPORT SUBMITTED BY:

NAME: _____ PHONE: _____ EMAIL

ADDRESS: _____

Chapter Information:

Chapter Web Homepage: _____

Newsletter Name: _____

Membership Roster Annual Submission date: _____

1) ESSENTIAL ACTIVITIES (*must have completed all these activities*)

- Conduct at least 3 meetings/activities open to full membership. Meetings may be face to face, teleconference and/or video conference meetings.
- Provide the National Chair with a complete list of officers and membership and contact information.
- Provide the National Chair with a list of chapter goals
- Send a representative of the Chapter to attend the National Presidents Conference
- Maintain a chapter website (web address): _____
- Submit one article to the USMMAAF Kings Pointer Magazine

2) ACTIVITIES (must have completed a minimum of four of these activities)

- Chapter and/or Chapter Members participation in admissions related activities that may include, but not limited to College or Service Academy Nights, Welcome Aboard for newly appointed Plebe Candidates and family or present Academy Appointment at local high school awards ceremony.

DATE: _____ DATE: _____ DATE: _____

- Supporting Academy related activities that may include, but not limited to, athletic teams, band, glee club, clubs and T/V Kings Pointer.

DATE: _____ DATE: _____ DATE: _____

- Chapter sponsorship of Cookie Café at least once during calendar year.

DATE: _____ DATE: _____ DATE: _____

- Legislative Related Activities: include but not limited to participation on congressional selection boards, have a legislator address membership, conduct a letter writing campaign under the direction of the National Parents Association, Inc., National Chair.

DATE: _____ DATE: _____ DATE: _____

- Hosting or Participation in a Joint Service Academy Ball

DATE: _____ DATE: _____ DATE: _____

- Hosting or Participation in a veteran's activity, including official Memorial Day Veterans Day or Maritime Day activity

DATE: _____ DATE: _____ DATE: _____

- Participating with their local USMMA Alumni Foundation Chapter by either attending Alumni Functions or co-hosting functions with their local Alumni Foundation Chapter.

DATE: _____ DATE: _____ DATE: _____

- Host over 3 meetings during the calendar year

DATE: _____ DATE: _____ DATE: _____

- Midshipmen and Parent Support activities that may not be included in these categories.

DATE: _____ ACTIVITY _____

DATE: _____ ACTIVITY _____

DATE: _____ ACTIVITY _____

USMMA National Parents Association
Chapter Charter Approval
Annex E

State(s) chapter to cover: _____

Chapter Name: _____

Chapter website: _____

Chapter Facebook page name: _____

Number of families: _____

Chapter Presidents Name: _____

Chapter Presidents preferred email: _____

Chapter Presidents cell phone: _____

Chapter President Midshipmen's graduation year: _____

Other Officers name and email:

Title: _____

Name: _____

Contact Information: _____

Title: _____

Name: _____

Contact Information: _____

Title: _____

Name: _____

Contact Information: _____