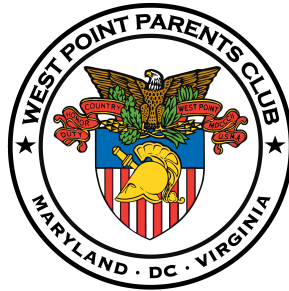


West Point Parents Club
of
Maryland, District of Columbia, and Virginia, Inc. WPPC–MDDCVA



Bylaws
Revised March 2023

ARTICLE I

Name

Section 1. The Club shall be known as the West Point Parents Club of Maryland, District of Columbia, and Virginia Incorporated (WPPC-MDDCVA).

ARTICLE II

Purpose

Section 1. The purpose of the Club shall be:

- a. A club dedicated to furthering the principles and welfare of the United States Military Academy. In accomplishing its purpose, the club endeavors to serve its community, and parents and cadets at the United States Military Academy.
- b. To bridge the gap between the United States Military Academy, cadets, parents, and potential cadets.
- c. To improve fellowship and understanding among parents, family, and friends of cadets enrolled at the United States Military Academy.
- d. To promote local interest in attending the United States Military Academy.

ARTICLE III

Members and Membership

Section 1. Parents and guardians of cadets enrolled at the United States Military Academy at West Point or USMAPS are eligible for membership. Membership is required for each Cadet enrolled.

Section 2. Membership shall be granted to an eligible family or individual upon his or her payment of assigned dues.

Section 3. No activity of the organization shall support political campaigns on behalf of any candidate for public office; restrict membership on the basis of race, religion, gender or national origin; or do anything to disqualify its tax-exempt status pursuant to 503(c)(3) the United States' Internal Revenue Code.

ARTICLE IV

Dues

Section 1. Membership dues for each Club fiscal year shall be recommended by the officers

and approved by a majority vote of the Board.

ARTICLE V

Officers

Section 1. The management of the Club shall be vested in the officers. All officers have an equal vote and the duties of others may be reassigned as needed, requested, or volunteered for.

Section 2. **Elected Officers** and their duties shall be:

- 1) **PRESIDENT:** The President or Co-Presidents shall preside at all meetings; shall be ex-officio members of all committees; and shall perform all duties and exercise all powers consistent with the office.

Presidential duties shall include:

- a. Maintain communication and coordination with the West Point Admissions Office, West Point Parents Club Communications Liaison; WPAOG Parent Relations Manager; the local Academy Admissions Liaison Officers; the local West Point Society; and other parents clubs for mutual club activity initiatives.
- 2) **VICE PRESIDENT:** In the absence of the President, the Vice-President or Co-Vice Presidents shall perform all of the duties of the President.
 - 3) **SECRETARY:** Shall record and maintain minutes of all Board and Membership meetings and have them approved by the Board; Maintenance of all official Club correspondence. Shall be responsible for the administration of the club's Google drive (email; folder access, etc).
 - 4) **TREASURER:** Treasures' duties shall include:
 - a. Custodian of the funds of the Club.
 - b. Conduct all business related to the Club's accounting including:
 - i. The prompt deposit of all receipts, timely payment of approved expenditures, reconciliation of all bank accounts within two weeks of month end, and an accurate accounting of all income and expenditures using acceptable accounting practices. Expenditures that exceed budget by more than \$500, or individual expenditures that exceed \$10,000, must receive Executive Board approval prior to disbursement..
 - ii. Maintenance of accurate and timely financial records to include vendor invoices, reimbursement requests, receipts, and large expenditure approvals.
 - b. Presentation of a written financial report to include the Statement of Financial Position and the Statement of Activity to the Executive Directors and the Board of Directors at their monthly and quarterly meetings, respectively. The quarterly reports shall include variances between budgeted and actual results.

- c. Preparation and on-time filing of government filings to include: the federal tax return, the Virginia SCC reports, the Charitable Solicitation Registration with the Virginia Office of Charitable and Regulatory Programs, and, if applicable, the retail sales tax returns.
 - c. Preparation of an annual budget recommendation, to be presented to the Executive Board (and made available to any member of the Club) before the end of the fiscal year, December 31, for Executive Board approval.
- 5) **PAST PRESIDENT(S)** - Past President(s) serve at their pleasure and maintain voting and presence on the board for one year following their tenure as President(s). Past presidents (s) have equal voting rights and may serve on committees at their pleasure.

ARTICLE VI

Election of Officers

Section 1. All paid members are eligible to hold office.

Section 2. Starting in January, membership will be polled for anyone interested in joining the board.

Section 3. Current Board members holding positions may elect to stay in their current position for a maximum of 2 years unless no other person wishes to assume their office. In this case, they may serve for another term until their cadet graduates.

Section 5. Only Current Academy Cadet Parents may hold board positions with the exception of Past President(s).

Section 6. Current President(s) will become Past President(s) on the incoming board unless they choose not to serve.

ARTICLE

VII

Finance

Section 1. In addition to the annual budget, budgets for new events shall be approved as the calendar is developed and events are selected. Expenditures greater than \$500 over and above the budgeted expense must be approved by a board majority.

Section 2. A majority vote of the board must approve all contracts with outside vendors and both the President and the Treasurer must sign the contract.

Section 3. When members undertake volunteer activities that include travel, such travel costs and expenses will be the members' responsibility, but if they so request, WPPC will issue a letter acknowledging the documented costs and expenses as a charitable contribution to WPPC. If a volunteer activity involves costs and expenses other than travel, such as event entrance fees or similar fees, WPPC will reimburse members for such fees.

ARTICLE

VII

Meetings

Section 1. Board Meetings shall be held four (4) times a year, generally on the quarter system. The time, day, and place of the meetings shall be determined by the Board. Board meetings may be held virtually.

Section 2. Additional Board Meetings may be held from time to time at the discretion of the President or the Board.

ARTICLE IX

Director Duties

The Webmaster will:

a. Update the WPPC-MDDCVA website as directed by the Officers, including the creation of sub-pages, online shopping sites, integration with payment methods, and management of other web hosting services (mass email distribution lists, links to key resources, etc.).

The Membership Director will:

- a. Prepare printed and website materials for distribution to prospective members.
- b. Communicate directly with all members regarding any membership issues.
- c. Prepare and present to the Secretary a summary of membership statistics (matrix, showing all classes) at each quarterly Board meeting, emphasizing the progress of registering the incoming class.
- d. Maintain and update the membership database in order as necessary to keep all data current.

- e. Provide a secure means of access to the database for the Officers.
- g. Notify USMAPS of dues requirements upon expiration of previous membership status.

The Afghan Sales Director will:

- a. Coordinate with the cadet class crest officer of the current Cow (3rd year) class and the USMA Director of Licensing to gain approval, prior to the end of Cow year, to use the class crest in the production and sale of afghans. Recommend contact with class crest officer and USMA Director of Licensing (Class Crest Permission Form) should be as soon as the crest is available (plebe parent weekend). With permission, the Class Crest can then also be with merchandise prior to afghan sales.
- b. Coordinate with the vendor to manufacture and deliver an adequate supply of afghans for sales beginning on Aug 1.
- c. Coordinate with Webmaster to provide website hosting of the WPPC afghan sales program; provide photography and the vendor's artist rendering for posting on the website to promote sales; coordinate with Treasurer for processing of purchase orders and payments.
- d. Provide all necessary information to the Treasurer for adequate record keeping, including an annual budget, invoices for vendor payment, and receipts for reimbursements.
- e. Coordinate with the Treasurer for depositing cash payments in a timely manner.
- f. If allowed by Garrison Commander, set up and sell afghans during Ring Weekend activities; supervise all volunteer assistants.
- i. Provide draft budget input to the President and Treasurer for the upcoming year's budget meeting by November 30 each year.

The Transportation Director will:

- a. Evaluate bus charter companies to select the best overall service provider (reliability, safety, price) for transportation of cadets; negotiate the optimal charter contracts; provide copies of all contracts to the Treasurer for record keeping.
- b. Establish, communicate, and implement an annual schedule of cadet trips.
- c. Announce in a timely manner the opening of reservations and the current pricing for each separate trip.
- d. Coordinate with Webmaster for the timely and accurate posting of reservation information.
- e. Coordinate with cadets traveling by bus for en-route progress reports; update the membership of en-route progress.

- f. Solicit, brief and assign member volunteers at each drop-off point, to meet arriving buses and ensure that no cadet is left stranded.
- g. Provide all necessary information to the Treasurer for adequate record keeping, including invoices for vendor payment and receipts for reimbursements.
- h. Coordinate with USMA and USMAPS for authorization to pick up and drop off cadets on post.
- i. Maintain an inventory of bus program information materials to hand out to interested members, cadets, and other interested parties.
- j. Train and supervise assistants, if any; ensure the successor is ready and able to take over all phases of the entire program during any absence or upon completion of the assignment.
- l. Provide draft budget input to the President and Treasurer for the upcoming year's budget meeting by November 30 each year.

The Merchandise Director will:

- a. Coordinate with vendors to keep an adequate inventory of goods available for sale; sales may originate: (1) at events, (2) from WPPC member requests, or (3) from website promotions; inventory items will be purchased to preclude any accounts payable.
- b. Coordinate with Webmaster to post inventory descriptions and photos on the website; coordinate with Treasurer for tracking of orders and payments.
- c. Provide all necessary information to the Treasurer for adequate record keeping, including invoices for vendor payment and receipts for reimbursements.
- d. Reorder inventory as necessary to be ready for future sales.
- e. Store all inventory in a safe place to preserve value and prevent theft or damage.
- f. Ensure timely delivery for items sold through email requests or website transactions.
- g. Emphasize and promote upcoming sales through Web Master and other parent forums prior to holiday periods (i.e. Valentine's, Mother's Day, Father's Day, Graduation, Christmas, etc.).
- h. Provide draft budget input to the President and Treasurer for the upcoming year's budget meeting by November 30 each year.

The USMAPS Director will:

- a. Pursue the mission of helping USMAPS parents support their sons and daughters as they transition from Active Duty, High School, or College and prepare to enter West Point.

- b. Make introductions as the WPPC USMAPS representative, and establish communications with the military and civilian leadership of USMAPS. Maintain current names, phone numbers, and email addresses.
- c. Request and establish a club presence on the USMAPS social media feed to stay up to date with the information provided to the USMAPS parents.
- d. Use the USMAPS social media feed to provide bus information and club activities to the prep school parents.
- e. Attend and represent WPPC at the USMAPS R-Day.
- g. Provide draft budget input to the President and Treasurer for the upcoming year's budget meeting by November 30 each year.

These Bylaws have been adopted and approved by the board this XX day of XX, year XXXX signified by the signing below of the President/Co-Presidents. These bylaws may not be changed without a majority vote and approval by any seated board and must be voted on by a quorum of $\frac{2}{3}$ members not less than 6 members present.

Signatures

President *Anna Wojcik*

Vice President *Justin Dwyer*

Finance Team/Treasurer *Hendri Campbell*

Juie Jooyun Park

Secretary *Marney Lumpkin*