

BYLAWS OF THE WEST POINT PARENTS CLUB OF MARYLAND, DISTRICT OF COLUMBIA, AND VIRGINIA, INC. (WPPC-MDDCVA)

Revised January 2026

ARTICLE I: NAME

Section 1. The organization shall be known as the West Point Parents Club of Maryland, District of Columbia, and Virginia, Incorporated (WPPC-MDDCVA), a nonprofit corporation incorporated in the Commonwealth of Virginia (the “Club”).

ARTICLE II: PURPOSE

Section 1. The Club is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2. The purpose of the Club shall include:

- a. Furthering the principles, mission, and welfare of the United States Military Academy (USMA).
- b. Supporting cadets, parents, families, and prospective cadets of USMA and the United States Military Academy Preparatory School (USMAPS).
- c. Bridging communication and understanding among USMA, cadets, parents, and the local community.
- d. Promoting fellowship and mutual support among parents, family members, and friends of cadets.
- e. Encouraging local interest in attending the United States Military Academy.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility. Parents and legal guardians of cadets enrolled at USMA or USMAPS are eligible for membership. Yearly membership covers the family unit of the enrolled cadet(s); separate memberships are not required for multiple cadets within one family.

Section 2. Dues. Membership shall be granted upon payment of dues as established pursuant to these bylaws.

Section 3. Voting Rights. Each paid membership shall be entitled to one vote on matters submitted to the general membership, except where otherwise provided by law or these bylaws.

Section 4. Restrictions. No activity of the Club shall:

- a. Participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office;
- b. Restrict membership on the basis of race, color, religion, gender, sexual orientation, national origin, or disability; or
- c. Jeopardize the Club's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: DUES AND FISCAL YEAR

Section 1. Dues. Membership dues for each fiscal year shall be recommended by the Officers and approved by a majority vote of the Board of Directors.

Section 2. Fiscal Year. The fiscal year of the Club shall be the calendar year, January 1 through December 31.

ARTICLE V: GOVERNANCE AND OFFICERS

Section 1. Board of Directors. The affairs of the Club shall be governed by a Board of Directors (the "Board"), consisting of:

- a. The elected Officers;
- b. Appointed Directors as established in Article IX; and
- c. Immediate Past President(s), if any, for one year following their term.

Section 2. Executive Board. The Executive Board shall consist of the elected Officers: President, Vice Presidents, Secretary, Treasurer, Webmaster. The Executive Board may act on behalf of the Board between meetings, subject to ratification by the Board.

Section 3. Voting. Each Board member shall have one vote. A vote can only be executed with at least two-thirds ($\frac{2}{3}$) (a quorum) of the seated members of the board. Unless otherwise specified, the rule of majority vote applies. In the event of a tie, the President's vote will break the tie.

Section 4. Officers and Duties. Officers are expected to attend all Executive Board meetings and provide an update to the board.

PRESIDENT: The President shall preside at all meetings of the Club and the Board; serve as an ex officio member of all committees; and perform duties customary to the office, including maintaining communication with USMA, WPAOG, Admissions, local West Point Societies, other Parents Clubs and attendance at leadership conferences.

VICE PRESIDENT: The Vice President shall perform the duties of the President in the President's absence and assist as directed.

VICE PRESIDENT (OPERATIONS)

The Vice President (Operations) supports the President and Board by overseeing the planning, coordination, and execution of the Club's operational programs and activities, consistent with Board direction and approved budgets. Supports the President by maintaining communication with USMA, WPAOG, Admissions, local West Point Societies, other Parents Clubs and attendance at leadership conferences. Accountable for ensuring that all Officers and Directors affirm compliance with the club Conflict of Interest Policy.

VICE PRESIDENT (ADMINISTRATION)

The Vice President (Administration) supports the President and Board by overseeing internal administrative functions, governance support, and organizational continuity. Provides oversight of all Directors and maintains descriptions of all Director responsibilities.

SECRETARY: The Secretary shall record and maintain minutes of all Board and membership meetings; maintain official Club correspondence and records; and administer official digital records and access.

TREASURER: The Treasurer shall serve as custodian of Club funds; maintain accurate financial records; deposit receipts; pay approved expenditures; reconcile accounts monthly; prepare financial reports; file required government reports to include annual Federal and State Sales taxes; prepare the annual budget; and ensure compliance with generally accepted accounting practices.

WEBMASTER: Update the WPPC-MDDCVA website, 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.).

Section 5. Advisory Board: All Executive Board Members are eligible to serve on the advisory board for one year following their term in a non-voting status. The advisory board will continue to receive invitations to the Executive Board Meetings for one year.

Section 6. Conflict of Interest. The Club shall maintain a Conflict of Interest Policy consistent with IRS guidelines. All Officers and Directors shall annually affirm compliance.

ARTICLE VI: ELECTIONS, TERMS, AND VACANCIES

Section 1. Eligibility. All paid members are eligible to hold office. Except for Past President(s), only current parents or guardians of USMA or USMAPS cadets may serve as Officers or Directors.

Section 2. Terms. Officers shall serve two-year terms and may serve a maximum of two consecutive terms unless no other qualified candidate is available. If required to serve beyond two years, the Board must approve by a majority vote, in which case service may continue until the cadet graduates or a successor is elected.

Section 3. Elections. Beginning in January, the membership shall be notified of available positions. Elections will be held no later than March 31st with completion of the transfer of position no later than June 30th. Officers shall be elected by majority vote of the Board unless otherwise determined by the Board. The President may approve exceptions to this timeline.

Section 4. Vacancies. Vacancies in any Officer or Director position may be filled by a candidate approved by the majority vote of the Board for the remainder of the unexpired term.

Section 5. Removal and Resignation. Any Officer or Director may resign by written notice. An Officer or Director may be removed from office with or without cause by a two-thirds ($\frac{2}{3}$) vote of the seated Board of Directors.

ARTICLE VII: FINANCES

Section 1. Budget. The annual budget and budgets for new events shall be approved by the Board. Expenditures exceeding budget by more than \$500 or any single expenditure exceeding \$3,000 shall require prior Board approval.

Section 2. Contracts. All contracts with outside vendors must be approved by majority vote of the Board and signed by both the President and Treasurer.

Section 3. Reimbursements and Contributions. Non-travel documented expenses directly related to approved activities may be reimbursed. Travel expenses for volunteer activities shall generally be the responsibility of the volunteer; however, the Club may provide acknowledgment letters for documented charitable contributions.

ARTICLE VIII: MEETINGS

Section 1. Executive Board Meetings. The Executive Board shall meet the second Saturday of each month. Notice of meetings shall be provided at least seven (7) days in advance.

Section 2. Board Meetings. The Board shall meet virtually the second Saturday of each quarter (January, April, July, and October), in place of the Executive Board Meeting for that month. Notice of meetings shall be provided at least seven (7) days in advance.

Section 3. Special Meetings. Special meetings may be called by the President or a majority of the Board.

Section 4. Quorum. A quorum for Board meetings is a majority of seated Board members. A quorum for membership meetings shall consist of those members present.

ARTICLE IX: DIRECTORS AND PROGRAM LEADERS

Section 1. Appointment. Directors shall be appointed by the Board and serve at its pleasure. Directors shall have voting rights unless otherwise designated by the Board.

Section 2. Duties. Director positions may include, but are not limited to: Membership Director, Fundraising (Afghans) Director, Transportation Director, Social Media Director, Boodle Boxing Director, Grad Luncheon Director, Family Weekend Tailgate Director, Spirit Director, Meet and Greet Director, R-Day Director, Army 10-Miler Director, Joint Service Academy Ball (JSAB) Director, Liaisons to West Point Societies, and USMAPS Director. Detailed role descriptions and operational duties shall be maintained by the Board and updated as necessary.

ARTICLE X: INDEMNIFICATION

Section 1. The Club shall indemnify and hold harmless any Officer, Director, or volunteer to the fullest extent permitted by law for actions taken in good faith on behalf of the Club, except in cases of gross negligence or willful misconduct.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the Board, provided written notice of the proposed amendment is given at least fourteen (14) days prior to the vote.

ARTICLE XII: DISSOLUTION

Section 1. Upon dissolution of the Club, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to a federal, state, or local government for a public purpose.

These bylaws were adopted and approved by the Board of Directors on this 10th day of January, 2026.