

West Point Parents Club

**Maryland, Washington, DC and Virginia
WPPC - MDDCVA**

Bylaws

Revised Jan 2014

Index

Paragraph	Page
1. Authority	1
2. Purposes and Goals	1
3. Membership	1
4. Financial Matters	3
5. Organizational Support	4
6. Charitable Donations	5
7. Elections	5
8. Duties of Officers	7
9. Duties of the Directors	11
10. Duties of Committees	14
11. Decision Making	15
Ratification	16
Organization Chart	Exhibit 1

1. Authority

1.1 The West Point Parents Club of Maryland, District of Columbia, and Virginia, Inc. (hereafter referred to as WPPC-MDDCVA or WPPC) is registered by the State Corporation Commission (SCC) of the Commonwealth of Virginia as a non-stock corporation. As of the effective date of these Bylaws, WPPC has an application pending with the Internal Revenue Service for exemption as a 501c3 organization. WPPC is a volunteer organization recognized and supported by the United States Military Academy (USMA) at West point in the state of New York. The WPPC is affiliated with many similar parent clubs around the country, but operates as an independent entity.

1.2 WPPC is a volunteer organization managed by a combination of Officers, Directors and Committee Chairpersons, as depicted in Exhibit 1:

- a. Officers (elected and collectively, the Executive Committee)
- b. Directors (appointed by the President, confirmed by the Officers)
- c. Committee Chairpersons (Appointed by the President, confirmed by the Board)

Officers and Directors together compose the Board (Board). Any Regular Member (defined in Pgh 3) may join any committee, after consultation with the Chairperson and the Vice President to whom the Chairperson reports.

1.3 The WPPC President is the registered agent for all communications with the Virginia State Corporation Commission (VA/SCC). The official mailing address of the organization (for the VA/SCC, IRS, et al) is an address maintained by the President.

2. Purposes and Goals

2.1 Primary ongoing Purposes of the WPPC are: (a) to support cadets and the parents of cadets; (b) to raise charitable funds for cadets; and (c) to provide outreach support to parents of recent graduates and to disabled veterans.

2.2 The Goals of the WPPC are: (a) to enhance the image of the USMA; (b) to complement the communications between the USMA and parents of cadets; (c) to offer opportunities for fellowship and mutual support among parents of cadets; and (d) to promote interest of young people in attending the USMA.

3. Membership

3.1 Regular members shall consist of parents of cadets currently attending the USMA. Regular Members are those, who are current with their dues, as set forth in this section.

3.2 USMAPS members shall consist of parents of cadets currently attending the United States Military Academy Prep School (USMAPS), located at West Point. USMAPS Members are those, who are current with their dues, as set forth in this section. Parents of cadets, who have completed the USMAPS program, and who enter the USMA in the Plebe class, may become Regular Members by paying the Regular Member dues.

3.3 Associate Members shall consist of all those, without a cadet (current), yet interested in supporting the Purposes and Goals of the WPPC, as set forth in these Bylaws. Associate Members are those, who are current with their dues, as set forth in this section. Dues are set for individuals, without regard for marital status.

3.4 Honorary members shall consist of:

- a. Parent Communications Liaison, WP Admissions Office
- b. President of the West Point Society of DC (WPSDC)
- c. President of the West Point Society of Annapolis (WPSA)
- d. Military Academy Liaison Officers within the WPPC area
- e. One representative from each of the current 50 Yr Affiliation Classes
- f. Any others designated by a majority of the Board

3.5 Rights, Privileges and Services entitlements are extended as follows:

Member Type	Elect Ofcr	Board Mmbr	Committee Chair	Name Tag	Bus Discnt	Social Event	Listserv
Regular	X	X	X	X	X	X	X
USMAPS			X		X	X	X
Associate					X	X	X
Honorary						X	X

3.6 Dues for Regular and USMAPS cadets will be allocated by cadet, not by family status (married, separated, divorced, multiple cadet siblings, etc.). The term Effective July 1, 2014 dues are as follows ("year" = Fiscal Year, or 7/1 to 6/30):

Member Type	Dues	Term	Payment Schedule
Regular	\$100/cadet	4 years	all due upon joining

USMAPS	\$25/cadet	1 year	Regular dues required when cadet enters USMA
Associate	\$25/person	1 year	renewed annually on 7/1
Honorary	none		

3.7 Discounts on charter bus tickets are benefits offered to Regular and USMAPS members to encourage ridership and to partially offset the burden of dues. Prices and discounts are evaluated and adjusted from time to time by the Board. Revised ticket prices and discounts are published with trip reservation announcements.

3.8 Proration of dues is allowed for families moving into or out of the area, or if a cadet leaves the USMA. Proration is calculated on a 47 month base, and rounded to nearest dollar. Example: a family, whose cadet is in his 3rd year, joins on Nov 1st; dues would be paid for 19 months remaining, or $19/47 \times \$100 = 40.43$, rounded to \$40. Refunds of dues for reasons other than above are allowed at the discretion of the President.

3.9 Proration of dues is allowed for Associate Members, based on half years (fiscal year). Example 1: Mrs. Smith wants to join on Feb 20th; her dues for the remaining portion of the fiscal year are half of the annual dues amount. To renew on July 1st, she would pay the full annual amount. Example 2: Mr. Jones wants to join on October 18th; his dues would be the full annual amount. Refunds of Associate Member dues for early termination are allowed at the discretion of the Board.

4. Financial Matters

4.1 The Fiscal Year begins July 1st and ends on the following June 30th, so that financial reporting best matches the operating cycle of the WPPC. Terminology relates to the end of the year. As an example, the FY 2015 Budget begins July 1, 2014 and ends on June 30, 2015. Reporting periods are as follows:

Q1	July 1 – Sep 30
Q2	Oct 1 – Dec 31
Q3	Jan 1 – Mar 31
Q4	Apr 1 – Jun 30

4.2 A Fiscal Year Budget for the upcoming year is prepared by the Treasurer and presented to the Board for approval. Approval requires a minimum of 2/3 of the Board. All Board members must vote, whether in person, or by written, printable proxy. The Board approves the upcoming FY Budget no later than May 31. As an example, the FY 2015 Budget, for the period of 7/1/14 – 6/30/15, must be approved by a 2/3 majority of the Board, no later than May 31, 2014.

4.3 The Board reviews the Budget at each quarterly meeting to discuss any departures from the approved Budget. The Treasurer notes all variances on a printed spreadsheet analysis, distributed to all Board members for review at least 7 days prior to the Board meeting. Significant departures (variances) must be approved by at least a 75% majority of the Board, per Pgh 11.

4.4 Payments of expenditures are controlled in the following ways: (a) All expenditures in excess of \$500, must have been included in the FY Budget previously approved by the Board; and (b) payment vouchers must include written approvals of fund payments as follows:

Up to \$1,500	No additional authorization required
\$1,500 to \$3,000	2 of: Treasurer, VP or President
Over \$3,000	Treasurer, a VP, and President (3 total)

4.5 A checking account is maintained with a regional banking company. The President and Treasurer maintain WPPC credit/debit cards.

4.6 WPPC revenue comes from 4 sources: dues, bus ticket sales, merchandise sales, and afghan sales. Net profits from afghan sales are donated as charitable gifts. All other revenues are commingled and utilized for the operations of the WPPC.

4.7 Dues revenue may be used by the WPPC, at the discretion of the Board, for any and all expenses or donations of the organization. These expenditures include, but are not limited to the following: (a) routine operating expenses; (b) deposits of significant activities and projects, such as afghan orders, grad luncheon deposits, bus charter deposits, etc.; (c) cash reserves; (d) social event subsidies; (e) merchandise inventory; (f) member name tags; and (g) charitable donations.

5. Organizational Support

5.1 WPPC relies upon WP-ORG, Inc for certain support services. WPPC pays WP-ORG, Inc. a 5% fee of all processed payments as compensation for services rendered. Services provided include:

- a. Website hosting for WPPC's website
- b. Listserv services to enable communications among members
- c. Event registrations and payment processing
- d. Charter bus reservations and payment processing
- e. Email communications between WPPC and USMA alumni

5.2 WPPC relies upon the West Point Association of Graduates (WPAOG) for website hosting for promotion and sales of afghans and merchandise. WPPC pays WPAOG 5% of all processed payments as compensation for services rendered.

6. Charitable Donations

6.1 Each year, WPPC sells afghans interwoven with the class crest of the upcoming graduating class. Upon completion of each, annual sales campaign, the net profit is contributed to the West Point Association of Graduates (WPAOG), with a restriction that the funds be deposited into a separate, class fund designated for the upcoming graduating class.

6.2 Each year, WPPC makes two (2) unrestricted cash donations to WP-ORG, Inc. to assist in the continued operation of that organization.

6.3 Each year, WPPC makes a cash donation to the USMA, restricted for use by the Directorate of Cadet Activities (DCA) for distributions to cadet clubs.

7. Elections

7.1 Elected Officer positions shall be: President, First Vice President, Second Vice President, Treasurer, and Secretary.

7.2 Positions may be held by two people (example: co-Presidents), but no position shall have more than 2 people. Each position shall be allotted only one (1) vote in any decision making process.

7.3 The term of office for all elected positions shall be one (1) calendar year, commencing on January 1st, and terminating on the following December 31st.

7.4 Incumbents may be re-elected for the same office or for a different office. Total time as an officer shall be restricted to three (3) years, regardless of which office(s) are held.

7.5 The First Vice President shall be elected to serve for a period of two (2) years. The first year shall be served as First Vice President. The second year shall be served as President.

7.6 In the event that the President cannot fulfill his/her term of office, the First Vice President shall assume the Presidency and a new First Vice President shall be elected through a special election within 30 days. The special election may occur through a separately called Board meeting or electronically by email. The special election shall be decided by a simple majority of existing Board members. The Secretary, or designated Board member, shall be charged with keeping a record of the special election whether conducted through a Board meeting or electronically. In the event the First Vice President assumes the Presidency before the end of the President's term, the First Vice President shall complete his/her term as President on the date originally scheduled (2 years after the election as First Vice President).

7.7 In the event that the First Vice President cannot fulfill his/her term of office as First Vice President, a new First Vice President shall be elected through a special election within 30 days. The special election may occur through a separately called Board meeting or electronically by email. The special election shall be decided by a simple majority of existing Board members. The Secretary, or designated Board member, shall be charged with keeping a record of the special election, whether conducted through a Board meeting or electronically in permanent files of the Club. If the First Vice President cannot assume the Presidency at the end of his/her first year of service, than elections will be held for both President and First Vice President pursuant to provisions of Section 7.6.

7.8 In the event that the 2nd Vice President, Secretary or Treasurer cannot fulfill his/her term of office, a new 2nd Vice President, Secretary or Treasurer shall be elected through a special election within 30 days. The special election may occur through a separately called Board meeting or electronically by email. The special election shall be decided by a simple majority of existing Board members. The President shall be charged with keeping a record of the special election, whether conducted through a Board meeting or electronically in permanent files of the Club.

7.9 Regular elections shall be scheduled for the 4th Quarter Board meeting, but no later than November 30th. This will allow the newly Elected Officers to organize and establish a new Board of Directors and Committee chairs and commence planning for the following year. If there are no candidates for a particular office as of the election date, voting will proceed for the other offices. A separate election shall be scheduled at a later time, when a candidate, or candidates, is/are identified.

7.10 The outgoing Board shall select Elected Officers for the upcoming year. All Board positions shall be allotted one (1) vote. Elections shall be decided by a simple majority of all outgoing Board members, whether present or not. Written proxy votes, including those which are delivered electronically and printed, shall be allowed, if Board members are unable to attend the election. Such written proxy votes shall be presented to the Board for review and held by the Secretary or a designated Board member in permanent files of the Club. A secret ballot method shall be used, if there are multiple candidates for any office. The Secretary, or a designated Board member, shall conduct secret ballot voting. The election may occur electronically through by email.

7.11 The First Vice President shall have a minimum of one (1) year of experience at the Board or Elected Officer level. The Second Vice President shall have a minimum of one (1) year of experience at the Committee, Board, or Elected Officer level.

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

8. Duties of Officers

8.1 The President will:

- a. Act as primary point of contact with:
 - Parent Communications Liaison, West Point Admissions Office
 - West Point Association of Graduates (WPAOG)
 - USMA Directorate of Cadet Activities (DCA)
 - West Point Societies (WPS)
 - WP-ORG, Inc.
 - MALO's and Field Force representatives
 - USMA 50 Year Affiliation Class representatives
 - Other WPPC Chapters
 - Vendors, and other Organizations, as appropriate
- b. Appoint members to the Board and to the Committees, with confirmation by the other Officers and Directors
- c. Review and approve/disapprove expenditures per Pgh 4.4
- d. Set/distribute agendas for Officer meetings and Board meetings
- e. Preside over all Officer meetings and Board meetings; ensure that written records of agendas and meeting minutes are reviewed by the Board, corrected as necessary, properly filed, safely stored, and ultimately transferred to the successor President
- f. Originate and distribute WPPC event calendars
- g. Take ultimate responsibility for the accuracy of quarterly financial statements and cash balances, per Pgh 4.3
- h. Ensure that a Budget is properly prepared and approved for the upcoming Fiscal Year, per Pgh 4.2
- i. Represent the WPPC as an honorary member of the WPSDC Board of Governors; present written reports to the WPSDC of recent and upcoming WPPC activities
- j. Attend or appoint a representative to the annual Presidents Leadership Conference at West Point

- k. Attend or appoint another Officer to attend any outside functions, when representation of all members is appropriate (annual gift presentation to AOG, memorial service of a fallen cadet or grad, etc.)
- l. Supervise and counsel Officers and Directors as necessary to ensure their actions are appropriate and effective; ensure that the 1st Vice President is knowledgeable and ready to assume the office of President upon term completion
- m. With the confirmation of the Board, remove any ineffective Officer(s), Director(s), or Committee member(s)
- n. Direct recruiting activities of Officers and Directors in the efforts to recruit prospective members of the incoming Plebe class; ensure effective promotional events (Christmas Brunch, Founders Day Reception, New Candidate Picnic, R-Day, and Summer Pot Lucks)
- o. Oversee the annual review of the Bylaws and supervise any necessary revisions; ensure all Officers and Directors are thoroughly familiar with the current Bylaws
- p. Request a contribution from the WPSDC for funds to offset the cost of Candidate and Cadet lunches at the Picnic

8.2 The 1st Vice President will:

- a. Serve in the absence of the President
- b. Confirm the President's appointments to the Board
- c. Supervise Committee activities in external affairs:
 - Public Relations & Social Media
 - WPPC FaceBook page
 - WPSDC newsletters
 - Photography of WPPC events and special occasions
 - USMAPS Members
 - Cadet Hosting
 - Coffee Hour (hosted at WP, prior to a home football game)
 - R-Day (Ike Hall reception)
 - Wounded Warrior and Service Projects
 - WPSDC Christmas Brunch and Founder's Day Reception

- d. Maintain a good working knowledge of WPPC financial affairs and the WPPC Budget specifically; work directly with Treasurer to develop upcoming FY Budget
- e. Train and supervise successor; ensure a thorough transfer of records and information to successor

8.3 The 2nd Vice President will:

- a. Serve in the absence of the 1st VP and President
- b. Confirm the President's appointments to the Board
- c. Supervise Committee activities in internal affairs:
 - Social events (generally 3/yr)
 - Boodle Bash
 - Grad Luncheon (Ike Hall)
 - New Candidate Picnic
 - Plebe Parent Pot Lucks (generally 2/summer)
 - Army Ten Miler
 - Army/Navy Weekend (hotel room block & tailgate)
 - Joint Services Academy Ball (JSAB)
- d. Train and supervise successor; ensure a thorough transfer of records and information to successor

8.4 The Treasurer will:

- a. Maintain accurate, timely financial records, per Pgh 4, including vendor files, invoices, large expenditure approvals per Pgh 4.4
- b. Deposit all incoming funds and pay all approved expenses
- c. Present current quarterly financial statements to the Board at quarterly Board meetings
- d. Present a Budget for the upcoming Fiscal Year (FY) to the Board for review, early in the FY Q2, allowing enough time for the Board to develop a final FY Budget and approve it, prior to May 31st
- e. Sign and date the FY Budget, approved by the Board, and disseminate copies to the Officers and Board members
- f. Coordinate with members for proration of dues, per Pgh 3

- g. Train and supervise successor; ensure a thorough transfer of records and information to successor; ensure successor is ready and able to take over upon term completion
- h. Prepare the annual IRS Form 990, disseminate for review by the Officers, then file with the IRS before its due date
- i. Pay the annual VA/SCC registration fee prior to its due date (usually 2/28)
- j. Assist the Membership Director, at all recruiting events, in taking applications and payments for new memberships, using a wireless card swiping device
- k. Assist Director for Afghans in the sales of afghans during Ring Weekend; keep accurate record of those transactions; supply a sufficient amount of petty cash to enable cash transactions on site
- l. Coordinate with the Director of Merchandise to keep an accurate inventory of merchandise and its value; record transactions and deposit cash collected from merchandise sales in a timely manner; assist the Merchandise Director in merchandise sales at events, using a wireless card swiping device
- m. On an annual basis, research, evaluate and present to the Board a recommendation for Directors and Officers (D&O) Insurance; once approved by the Board, contract for such insurance

8.5 The Secretary will:

- a. Record the minutes of all Officer and Board meetings
- b. Ensure that minutes are reviewed and corrected within 1 week of the meeting
- c. Maintain a file of corrected minutes for all meetings and transfer to successor
- d. File the Annual VA/SCC annual report prior to its due date (usually 2/28)
- e. Coordinate with the President make any required revisions to the Bylaws

- f. Assist President in making any required filings and/or responding to any requests for information by the VA/SCC
- g. Train and supervise an assistant; ensure successor is ready and able to take over upon completion of term

9. Duties of the Directors

9.1 The Web Master will:

- a. Coordinate with WP-ORG, Inc. for web hosting support for WPPC
- b. Update the WPPC website as directed by the Officers
- c. Train and supervise assistant; ensure successor is ready and able to take over upon term completion

9.2 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, throughout the year
- c. Prepare and present to the Board a summary of membership statistics (matrix, showing all classes) at each quarterly Board meeting, emphasizing the progress of signing the incoming class
- d. Maintain and update membership database as necessary to keep all data as current as possible
- e. Provide a secure means of access to the database for the Officers
- f. Attend key recruiting events (Founder's Day Reception, Picnic, R-Day, Pot Lucks) to promote and facilitate new memberships; process electronic payments of membership fees using a wireless card swiping device
- g. Train and supervise assistants; ensure successor is ready and able to take over upon term completion
- h. Maintain a separate database of Associate and Honorary Members; notify Associate Members of dues renewal requirements at the beginning of each Fiscal Year (7/1); allow 60 days for payment

9.3 The Director for Afghan and Online Sales will:

- a. Coordinate with the cadet class crest officer of current Cow 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
- b. Coordinate with the vendor to manufacture and deliver an adequate supply of afghans for sales beginning on Aug 1
- c. Coordinate with WPAOG to provide website hosting of the WPPC afghan sales program; provide WPAOG with photography and the vendor's artist rendering for posting on the website to promote sales; coordinate with WPAOG for processing of orders and payments
- d. Train and supervise assistants in fulfillment of orders; ensure that successor is well qualified to take over upon term completion
- e. Provide all necessary information to the Treasurer for adequate record keeping
- f. Deliver all cash payments to the Treasurer for depositing in a timely manner
- g. If allowed by Garrison Commander, set up and sell afghans during Ring Weekend activities; supervise all volunteer assistants
- h. Coordinate with the US Postal Service for pickup of shipments

9.4 The Transportation Director will:

- a. Evaluate bus charter companies to select the best overall service provider (reliability, safety, price) for transportation of cadets; negotiate optimal charter contracts; provide copies of all contracts to the Treasurer for record keeping
- b. Establish and implement an annual schedule of cadet trips
- c. Announce in a timely manner the opening of reservations and the current pricing and discounting available for each separate trip

- d. Coordinate with WP-ORG, Inc for timely and accurate processing of reservations and payments
- e. Coordinate with cadets traveling by bus for en route progress reports; update the membership of en route progress via email
- 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. Coordinate with Treasurer for timely payment of bus service vendors
- h. Coordinate with the USMA and USMAPS for authorization to pick up and drop off cadets on post
- i. Maintain an inventory of bus program information materials to handout to interested members, cadets and other interested parties
- j. Coordinate with Treasurer to (a) keep track of unused payment credits and to (b) transfer any long term credits, allocated to graduated cadets, to the WPPC general funds
- k. Train and supervise assistants; ensure successor is ready and able to take over all phases of entire program during any absence

9.5 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 WPAOG website promotions; inventory items will be purchased to preclude any accounts payable
- b. Coordinate with WPAOG to post inventory descriptions and photos on the WPAOG website; coordinate with WPAOG for processing of orders and payments
- c. Coordinate with Treasurer to keep records of inventory costs and sales prices
- d. Set up and operate merchandise sales at events including processing transactions with wireless card swiping device

- e. Make an accurate count of cash collected at events and transfer to Treasurer for timely deposit
- f. Reorder inventory as necessary to be ready for future sales
- g. Store all inventory in a safe place to preserve value and prevent theft and/or damage
- h. Ensure timely delivery for items sold through email requests or website transactions
- i. Emphasize and promote upcoming holiday sales through Parent Forum and the WP Parent Communications Liaison sales prior to holiday periods (Valentines, Graduation, Christmas)
- j. Train and supervise assistants; ensure successor is ready and able to take over upon term completion

9.6 The Director for Parents of Grads Program will:

- a. Coordinate with Membership Director to gather names of parents of recent graduates
- b. Organize and facilitate small, informal group meetings of parents of recent grads to discuss career tracks and any related issues of their sons/daughters
- c. Engender a spirit of cooperation and support for parents of grads

10. Duties of Committees

10.1 Public Relations/Social Media

10.2 USMAPS

10.3 Hosting

10.4 R-Day

10.5 Wounded Warrior/Service Projects

10.6 Boodle Bash

10.7 New Candidate Picnic

10.8 Pot Lucks

10.9 Army Ten Miler

10.10 Socials

10.11 Army/Navy Weekend

10.12 JSAB

10.13 Graduation Luncheon

11. Decision Making

11.1 The Board will meet as follows:

- a. Normal Board meetings will be scheduled for once per calendar quarter
- b. Special meetings of either the Executive Committee (Officers only) or the Board (Officers and Directors) will be called by the President, with five (5) days notice, to deal with specific, time critical issues
- c. Attendance will be recorded by the Secretary, or in the absence of the Secretary, someone appointed by the President
- d. A quorum of the Executive Committee will be four (4) Officers; a quorum of the Board will be 75% of the number of Board members
- e. Decisions by either the Executive Committee or the Board will require a 75% majority
- f. Bylaws may be amended at any time of the year by a 75% majority of a quorum of Board members; a complete review and revision, if necessary, of the Bylaws will be made each year no later than Nov 30th, to allow the incoming Officers and Board the ability to plan and accommodate the revised provisions; any revision of the Bylaws requires a 75% of a quorum of the Board; any revisions to the Bylaws will be evidenced by the signatures of all the current Officers

- g. A position, whether an Officer or Director, is allowed only one (1) vote, regardless of the number of people who hold that position; example: a husband and wife hold the office of President, as “co-Presidents”, only have one vote, not two, in a decision making event

These Bylaws are agreed upon and ratified by the Officers whose signatures follow:

Co-President

Date

1st Vice President

Date

Co- 2nd Vice President

Date

Secretary

Date

Treasurer

Date