

CONSTITUTION
SOUTHEAST TEXAS UNITED STATES AIR FORCE
ACADEMY PARENTS' ASSOCIATION
Adopted May 2005

ARTICLE I NAME:

The name of the organization shall be: Southeast Texas United States Air Force Academy Parent's Association (abbreviated as SeTxUSAFA Parents' Assn.)

ARTICLE II PURPOSE:

The SeTxUSAFA Parents' Assn. shall act as a not-for-profit association providing assistance, encouragement, and support to cadets from the Southeast Texas region; information assistance to members in matters pertaining to Cadets; and assistance to the Academy Liaison Officers.

ARTICLE III MEMBERSHIP:

Any parent (or relative) of a Cadet, Prep School Attendee, Alumni, or Appointee for admission to the U.S. Air Force Academy (or Prep School), may become a member of SeTxUSAFA Parents' Assn. upon application for membership and after paying dues for one fiscal year. Area Liaison Officers are considered honorary members.

ARTICLE IV BY-LAWS:

The by-laws of SeTxUSAFA Parents' Assn. shall constitute the administrative laws of the Association.

ARTICLE V FISCAL YEAR AND CALENDAR OF EVENTS:

The Association fiscal year shall begin January 1 and end December 31.

BY-LAWS
SOUTHEAST TEXAS UNITED STATES AIR FORCE
ACADEMY PARENTS' ASSOCIATION

CHAPTER I MEMBERSHIP:

Section 1 Members in good standing:

Subsection 1 Requirements

A member in good standing shall be one who has met the requirements for membership stated in Article III and is not delinquent in the payment of any financial obligation to

SeTxUSAFA Parents' Assn. as of October 1. Membership is renewed annually at the July Meeting.

Subsection 2 Rights/Responsibilities

Members in good standing are entitled to: participate in all Association functions, receive copies of the Association newsletter and other Association publications, and one vote which may be cast in any call for vote among the membership.

Section 2 Alumni Membership:

Members may become alumni members after graduation of their cadet by applying a one-time fee equal to the current annual dues. Alumni members have all the rights of members in good standing except the right to vote.

Section 3 Liaison Officers:

The area Liaison Director shall appoint one or more Liaison Officers to serve as advisors to the Association. They and the Director shall be considered honorary members - not subject to Association dues and without the right to vote. (They are asked to pay for meals at meetings).

Section 4 Dues:

Dues will be determined annually and members are considered delinquent if not paid by April 1 in the current fiscal year.

CHAPTER II MEETINGS:

Section 1 Regular Meetings:

There shall be four regular meetings of the SeTxUSAFA Parents' Assn. each fiscal year. The meetings will be held in January, April, July and October.

Section 2 Parents' Weekend Tailgate:

The President shall call for a vote of the members in good standing attending the April regular meeting as to their willingness to sponsor a tailgate party in conjunction with the Academy football game on the Saturday of Parent's Weekend. If the majority of the members present at the meeting vote for the tailgate, the Administrative Vice President shall form a committee, to be in place by the July regular meeting, to organize it in accordance with the Chapter V, Section 1, Subsection I of the By-Laws.

Section 3 New Appointee Send-Off Party:

At the April regular meeting, the President shall form a committee to plan a send-off party to be held in June for new appointees.

Section 4 A Special Meeting:

The majority of board members of SeTxUSAFA Parents' Assn. may call a special meeting of the SeTxUSAFA Parents'

Assn. if, in their opinion, the need for such a meeting should arise. Members in good standing may also request that the board call for a special meeting. The notice shall be distributed to all members in good standing in accordance with Section 5, Subsection IV of this chapter.

Section 5 Notice of Meetings:

Subsection I Regular Meetings

Notice of regular meetings and instruction for making reservations shall appear in the Association newsletter or invitation. One of these shall be published and mailed at least two weeks prior to the meeting date.

Subsection II Parents' Weekend Tailgate

The chairman of the Tailgate committee shall coordinate with the Association Secretary and Treasurer to notify all members in good standing of the arrangement for the tailgate at least two weeks prior to Parent's Weekend. Notification may be by mail, telephone, and/or computer. Although official notification is made to members in good standing, all families from the Southeast Texas area (and their guests) are welcomed to make reservations and attend the Tailgate Party.

Subsection III New Appointees Send-Off Party

The chairman of the Send-Off party Committee shall coordinate with the President and Area Director of Liaison Officers (LOD) to prepare a list of new appointees. The committee will arrange a location, date, and time and invite the new appointees. The party is for the appointees only and will not be open to the general membership; therefore, the committee will also determine the invitation list.

Subsection IV Special Meetings:

The President (or his/her delegate) shall work with the Class Representatives to distribute to all members in good standing a notice of the forthcoming special meeting. Such notice shall state the time, date, location, and state the nature of the business to be transacted. Notification may be by mail, telephone, and/or computer and shall be sent with as much advanced notice as possible.

CHAPTER III ELECTED OFFICERS

Section 1 Elected Officers:

The Association shall elect the following officers annually:

- President
- Administrative Vice President
- Communications Vice President
- Secretary

- Treasurer
- Webmaster

- Section 2 Eligibility for Office**
Any member in good standing may hold elective office. Members may agree to share the office with other members.
- Section 3 Election of Officers**
- Subsection I Nominating Committee**
At the October regular meeting, the President shall form a Nominating committee to contact interested members in good standing and form a slate of officer candidates. The slate of candidates shall be made available for publication in the January Association newsletter or invitation.
- Subsection II Notice of Slate of Officers**
The Communications Vice President shall publish the slate of candidates in the January Association newsletter or invitation. The President will also call for nominations from the floor prior to casting votes at the January meeting.
- Subsection III Voting**
Members in good standing cast ballots for officers at the January regular meeting. The Chairman of the Nominating Committee shall tally the votes and announce the results to the membership before the end of the January meeting.
- Section 4 Length of Term**
Officers shall serve for one calendar year. Duties will begin at the end of the January meeting and end at the close of the January meeting of the following year.
- Section 5 Assumption of Duties**
New officers elected in January shall assume their duties at the end of the January regular meeting. The period between January and April will be considered as a transition period.
- Section 6 Duties of Officers**
- Subsection I President**
The President shall:
- Preside at all meetings of SeTxUSAFA Parents' Assn.
 - Decide all questions of order and precedence.
 - Form the Nominating Committee at the October regular meeting and the Send-Off Committee at the April regular meeting.
 - Serve as an ex-officio member of all committees of the club, except nominating committee.

- Attend the Club Presidents Meeting at USAFA each year during Parent's Weekend or appoint a representative to represent the Association.

Subsection II Administrative Vice President

The Administrative Vice President shall:

- Preside over club meetings in the absence of the Presidents
- Secure the meeting sites for all regular meetings.
- Provide meat, drinks, and paper goods for all regular meetings.
- Collect reservation information for regular meetings.
- Form and oversee the activities of the Parents' Weekend Tailgate Committee.
- Perform other functions requested by the President.

Subsection III Communication Vice President

The Communications Vice President shall:

- Communicate with the general membership through mass emails on a regular basis as required and at the request of the President.
- Maintain the master membership roster in an Excel file, with backups, and periodically distribute updated copies of the roster to the general membership.
- Publish a newsletter at least two weeks prior to each regular meeting.
- Insure that each newsletter or an invitation contains the location, time, and reservation requirements for the regular meetings and a tentative agenda.
- Produce and submit to Cadet Wing Media the Association's Polaris advertisement to congratulate the cadet members of the graduating class. Officer shall coordinate with the Senior Class Representative to ensure all names are included and spelled correctly. Shall contact the Cadet Wing Media representative for due dates and format.
- Maintain and reproduce the Association information booklets for distribution. These books currently include Tips for Incoming Cadets and Parents and Help! My Cadet Wants to Quit!

- Work with the Freshman Class Representative to produce Recognition Gifts.
- Preside at meetings in the absence of the President or Administrative Vice President.

Subsection IV Secretary

The Secretary shall:

- Keep true and complete records of all matters pertaining to SeTxUSAFA Parents' Assn., including the minutes of meetings.
- Coordinate with the Chairman of the Parents' Weekend Tailgate Committee to notify members in good standing of time, location, and reservation requirements for the tailgate.
- Maintain the Association By-Laws.
- Handle all Association correspondence.

Subsection V Treasurer

The Treasurer shall:

- Maintain the Association bank account and make quarterly reports of income and expenses at each regular meeting.
- Collect annual dues, regular meeting fees, and any special payments to SeTxUSAFA Parents' Assn. for deposit in the bank account.
- Pay all Association debts/expenses and maintain a record of receipts.
- Maintain an annual budget to provide for Polaris ad, Second Lieutenant's Bars, Recognition gifts, and all publications.
- Have the President call for approval of the size Polaris ad based on budget allowances at the April meeting.
- Provide information on current members in good standing.
- Order publications sold to Association members and collect the fees for those sales. Currently, the Association orders the *Cadet Handbook* from the Colorado Parents' Club and the *Guide for Appointees* from the USAFA Visitors Center.
- Collect fees for and order the permanent Association nametags.

Subsection VI Webmaster

The Webmaster shall:

- Maintain an Association Website for the dissemination of information to the general membership and prospective members.
- Publish to the Website the Quarterly Newsletter produced by the Communications Vice President in a timely fashion at least one week prior to the quarterly meeting.
- Maintain documentation of Website construction and other appropriate documentation in order to pass the job of Webmaster on to a new Webmaster.

CHAPTER IV CLASS REPRESENTATIVES

Class Representatives are members who agree to represent all the members with cadets in the same current class year as their cadet, or who have a cadet at the Prep School and agree to represent Prep School members, or whose cadet has graduated and agree to represent all alumni (regardless of graduation date).

Section 1 Selection

The President shall appoint representatives for each class.

Section 2 Eligibility

Any member in good standing with a cadet in the current class, the Prep School, or graduated.

Section 3 Length of Term

Class Representatives shall serve for one fiscal year.

Section 4 Responsibilities

Subsection I All Class Representatives shall

- Assist in notifying members of their class of special meetings.
- Assist elected officers in contacting parents of appointees to invite them to the April and July meeting.
- Perform other functions requested by the elected officers.

Subsection II Additional Responsibilities for Senior Class Representative(s)

- Order and have engraved the Second Lieutenant's Bars.
- Assist the Communications Vice President and preparing a synopsis of post-graduation plans for the summer newsletter.
- Prepare and give to the Communications Vice President a list of the full names for all graduates to be included in the Polaris ad.

Alumni Class Representative(s)

- Send notice about alumni membership to those whose Cadets graduate each May.

CHAPTER V REGULAR AND SPECIAL COMMITTEES

Section 1 Regular Committees

The Association shall plan for four regular committees: Parents' Weekend Tailgate Party; Nominating; New Appointee Send-Off Party, and Military Ball.

Subsection I Parents' Weekend Tailgate Party Committee

- Formed after approval by vote of the members in good standing attending the July regular meeting.
- Formed under the direction of the Administrative Vice President.
- Responsibilities include securing a site for tailgate, arranging for food/catering, sending notice to the membership, and collecting fees for food.

Subsection II Nominating Committee

- Formed by the President at the October regular meeting.
- Responsibilities include: soliciting volunteers for each of the elected offices, preparing a slate of officers from the volunteers for elections at the January regular meeting, providing the Communications Vice President with the slate of officers for publication in the newsletter or invitation prior to the January regular meeting.

Subsection III New Appointee Send-Off Committee

- Formed by the President at the April regular meeting.
- Responsibilities include: securing a site for the party, arranging for food, sending notice to the new appointees, deciding on which members will attend.

Subsection IV Military Ball Committee

- Formed by the President in January.
- Responsible for coordinating all activities needed to produce the Military Ball working with the Joint Committee guidelines of those participating (USMA, USNA, USCGA, MMA).

Section 2 Special Committees

SeTxUSAFA Parents' Assn. upon majority vote of the board may from time to time establish committees for special functions as is deemed appropriate and may charge the

committee with such general or special duties as are necessary to accomplish the purpose for which the committee was created.

CHAPTER VI

Section

MODIFYING THE CONSTITUTION AND BYLAWS

1 Proposing Changes:

Any member in good standing may propose a change to the SeTxUSAFA Parents' Assn. constitution and/or Bylaws.

Procedure:

- Member makes a motion for change at one of the regular meetings.
- Change is published in the next newsletter or invitation.
- Membership votes on proposed changes at the next regular meeting.
- If approved by the majority of members in good standing at the meeting, the Secretary updates the Constitution and Bylaws and publishes notice of the change in the newsletter.