

## BYLAWS

### UNITED STATES AIR FORCE ACADEMY PARENTS CLUB OF CENTRAL-WESTERN OKLAHOMA

*Adopted 8/16/2014  
Amended 8/20/2017*

#### ARTICLE I - MEMBERSHIP ELIGIBILITY

##### SECTION 1: REGULAR MEMBERSHIP

Members of the family of each Academy cadet, cadet candidate, or Prep School student shall be eligible for regular membership on an individual basis. Persons interested in the objective of the Club, including but not limited to: parents of Academy graduates, graduates of the Academy, and parents of prospective Academy cadet candidates shall also be eligible for regular membership.

##### SECTION 2: EX OFFICIO MEMBERSHIP

U.S. Air Force Academy Liaison Officers assigned to the Oklahoma area and other official Academy representatives shall be ex-officio members of the Club, and shall not be required to pay dues.

#### ARTICLE II - MEMBERSHIP DUES

##### SECTION 1: FISCAL YEAR

The fiscal year for membership shall begin 1 July and end 30 June.

##### SECTION 2: REGULAR MEMBERSHIP DUES

Dues shall be determined annually. All dues for membership are payable at the June meeting of the club. Members paying dues by 1 September will be considered members in good standing for the period covered by the dues. Members in good standing are entitled to receive the latest copy of the Club constitution and bylaws, membership roster and announcements of club meetings and events. Treat boxes are sent twice a year to cadets whose parents are members in good standing. A graduation gift is sent to graduating cadets whose parents are members in good standing three of the four years the cadet attends the Academy. The three years must include the cadet's senior year.

#### ARTICLE III – ORGANIZATION

##### SECTION 1: EXECUTIVE BOARD

The elected officers of the Club, hereinafter specified, together with the past president shall constitute the Executive Board.

##### SECTION 2: CLUB AFFAIRS

The affairs of the Club shall be under the direction of the Executive Board with input and advice from the general membership.

##### SECTION 3: CLUB NAME

The Club may be known as, do business as, and promote itself as the AIR FORCE ACADEMY PARENTS' CLUB OF OKLAHOMA, or alternatively as the USAFA PARENTS' CLUB OF OKLAHOMA.

## ARTICLE IV – OFFICERS

The officers of the Club shall be: president, secretary, treasurer, and website manager. Each officer shall serve for a term of one year, beginning on January 1 and ending the following December 31. If re-elected, officers may serve subsequent terms.

### SECTION 1: PRESIDENT

The president shall preside at all meetings of the Club and Executive Board and in every way promote the interests and purposes of the Association. The president, with the advice of the Executive Board shall:

1. Provide leadership in the planning and execution of all programs and events.
2. Report all matters of business and organization activities at each business meeting.
3. Appoint the membership to committees to carry out Club functions.
4. Call meetings of the Executive Board.
5. Inspect the minutes and financial records maintained by the secretary and treasurer at least once every six months to ensure their accuracy, and sign a statement to that effect to be inserted into the book of minutes.

### SECTION 3: SECRETARY

1. Keep minutes of the meeting of the Club and the Executive Board.
2. Conduct all correspondence with the Club membership and outside agencies having business with the Club.
3. Maintain an accurate list of the paid membership in the Club.
4. Maintain a permanent file of the minutes, financial reports and correspondence of the Club. These records are to be kept in a permanent folder and passed on to the succeeding secretary. Records of the Club over five (5) years old may be destroyed.

### SECTION 4: TREASURER

1. Have charge of all club funds.
2. Report to the Club on the status of the club's finances at each regular meeting of this Club.
3. Keep a complete and accurate list of the members of this club, distinguishing members in good standing from other members and order Club nametags.

### SECTION 5: WEBSITE MANAGER

1. Act as liaison to website host.
2. Maintain website content as approved by the Executive Board.

### SECTION 6: VACATED OFFICE POSITIONS

Any officer of the Club who misses three consecutive meetings of the general membership or Executive Board shall be considered to have vacated the office held.

A signed petition of fifty percent (50%) of the general membership may recall any officer of the Club. Vacancies in offices shall be filled by appointment by the remaining. Such appointments shall be for the remainder of the vacated office term.

## ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

### SECTION 1: NOMINATING PROCEDURE

The current board officers shall prepare a slate of candidates for the coming year and verify each candidate's willingness to serve. The names of the candidates nominated will be provided to the secretary for inclusion in the notice of the December meeting. Write-in candidates will be accepted at the meeting upon verification of willingness to serve if elected.

### SECTION 2: ELECTION PROCEDURE

The election shall be held at the December meeting of the general membership with each member present at the meeting to cast one vote.

ARTICLE VI – MEETINGS

**SECTION 1: ORGANIZATIONAL MEETING**

The annual meeting for the election of officers, and other business as prescribed in the bylaws, shall be held during the general membership meeting during the month of December. Except in an emergency, members shall be notified of the meeting not less than two weeks in advance. A quorum at any meeting shall consist of those regular members present.

**SECTION 2: ADDITIONAL MEETINGS**

Additional meetings may be called by the president or upon the written request of five (5) or more members. The president shall convene the special meeting no later than thirty (30) days after receipt of the request. The same conditions for a quorum and meeting notice shall prevail as specified in Section I of this article.

ARTICLE VII - EXECUTIVE BOARD

The Executive Board shall meet on call by the president. All meetings are open to any member of the Club. The Executive Board shall conduct the business of the Club, within the guidelines specified in the constitution and bylaws, and keep the membership advised of actions taken.

ARTICLE VIII – COMMITTEES

**SECTION 1: COMMITTEES**

This club may from time to time establish committees for special functions and may charge the committees with such general or special duties as are necessary to accomplish the purpose of which the committees was established.

ARTICLE IX – AMENDMENTS

**SECTION 1: METHOD OF CHANGE**

The Executive Board shall provide any changes or amendments in the constitution and/or bylaws to the secretary for distribution to the general membership not later than twenty-one (21) days prior to the meeting at which action is to be taken.

The secretary shall distribute copies of changes or amendments proposed to the voting members at least fourteen (14) days before the meeting.

**SECTION 3: EFFECTIVE DATE OF AMENDMENTS**

Amendments or changes in the constitution or bylaws passed by a majority vote of the members shall take effect fourteen (14) days after passage unless otherwise stipulated in the amendments.

Approved by a majority vote of the members on \_\_\_\_\_

Approved by two principal officers:   Name                      Title                      Date

**CONSTITUTION**

**UNITED STATE AIR FORCE ACADEMY PARENTS' CLUB  
OF CENTRAL-WESTERN OKLAHOMA, INC., ADOPTED *August 24, 2001***

**ARTICLE I-NAME**

The name of the Association shall be United State Air Force Academy Parents Club of Central-Western Oklahoma; hereinafter referred to as the Club.

**ARTICLE II -PURPOSE**

The United States Air Force Academy Parents Club of Central-Western Oklahoma is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code). In furtherance of these purposes the organization will provide assistance, encouragement and support to the cadet sons and daughters of members, provide information and assistance to each other in matters pertaining to cadets, provide information and encouragement to parents of prospective cadets, and provide assistance to the Academy Liaison Officers assigned to the Oklahoma area.

No part of the net earnings of the corporation/organization shall inure to the benefit of, or be distributable to its members trustees, directors, officers or any private persons, except that the corporation/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the corporation/organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation/organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of , or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the corporation/organization shall not carry on any other activities not permitted to be carried on, (a) by a corporation/organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or, (b) by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

**ARTICLE III - MEMBERSHIP**

Any parent or guardian of an U. S. Air Force Academy cadet, graduate, cadet candidate, Preparatory School student and Liaison Officers residing in Oklahoma or adjoining areas shall be eligible for membership in the Club as defined in the bylaws.

**ARTICLE IV - BYLAWS**

The bylaws of this club shall constitute the administrative laws of this club.

**ARTICLE V – DISSOLUTION**

Upon dissolution of this organization assets AND after resolving all debts the organization shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.