

# **BYLAWS OF THE UNITED STATES AIR FORCE ACADEMY COLORADO PARENTS' CLUB, INC.**

The mission of the United States Air Force Academy Colorado Parents' Club is to provide an avenue for parents and guardians to enrich the Academy experience of all Colorado cadets and the Academy community.

## **CHAPTER 1 - MEMBERSHIP**

**Section 1: Regular Members** – Parents or guardians of Academy cadets who elect to participate in the Colorado Parents' Club, from here on referred to as the corporation, shall be Regular Members. They shall be required to pay dues (Chapter 1, Section 6) and they shall have full member voting rights while they are Regular Members. Regular Membership shall not be limited to residents of Colorado.

- (a) Regular Membership transitions to Honorary Membership status if a cadet departs USAFA for any reason, including gap year, medical turnback, disenrollment, or graduation.
- (b) Regular Membership is reinstated upon a cadet's return and re-enrollment to the USAFA.

**Section 2: Honorary Members** – Persons interested in the objectives of the corporation whose membership application has been accepted, but who do not have a cadet enrolled at USAFA. Honorary members shall not pay dues nor have voting rights. An Honorary Member must contribute to the success of the corporation to remain in good standing and retain the benefits of membership. These members fall in one of the following categories:

- (a) Adults designated as sponsor families by USAFA.
- (b) Parents, guardians, or designated sponsor families of the Air Force Academy Preparatory School Cadet Candidates.
- (c) Alumni parents.
- (d) Alumni (graduates of USAFA).

**Section 3: Ex-Officio Members** – Official Academy Representatives shall be Ex-Officio Members of the corporation at the invitation of the Executive Board and shall not be required to pay dues nor have voting rights. Official Academy Representatives are employed by USAFA or are recognized as Official Volunteers at USAFA.

**Section 4: Dues** – Regular Membership requires a one-time payment regardless of the class their cadet is a part of at the time of joining. Dues shall be determined by majority vote of the Executive Board (Chapter III, Section 4) and are payable at the time of joining the corporation. Dues are Non-refundable after a Basic Cadet is accepted into the Cadet Wing which occurs on Acceptance Day.

## **CHAPTER II – MEETINGS**

**Section 1: Membership Meeting** – There shall be a minimum of two (2) general membership meetings of the corporation each calendar year (Fall and Spring), on dates designated by the Executive Board. The date for each subsequent meeting shall be designated at the completion of the current meeting. At each Spring Membership Meeting, date to be determined by the Executive Board, of each year, the following officers shall be elected: President, Vice-President, Secretary, Treasurer, Membership Coordinator, Event Coordinator and Fundraising ~~Chairperson~~ Coordinator. (Chapter III, Section 3).

**Section 2: Executive Board Meeting** - Any two (2) officers of the corporation may call an Executive Board meeting

if, in their opinion, the need for such a meeting should arise. Notice of such meetings shall be given by the initiating officers, in writing, to all members of the Executive Board at least two (2) calendar weeks in advance of the meeting. In the event of an emergency where time is critical, the notice in writing provision may be waived if the elected officials agree verbally to waive such written notice. Any action taken shall be reported for review and approval at the next scheduled General Membership meeting – to be determined by the Executive Board.

**Section 3: General Membership Meetings** – The Secretary shall, not less than two (2) calendar weeks prior to any General Membership meeting, post notice of the meeting on the USAFA CPC website. Such notice shall state the time, date, and location of the meeting, and shall state the nature of the business to be transacted at said meeting.

**Section 4: Vote** – The attending regular members and sustaining members with voting privileges of the corporation shall constitute a quorum of the said membership. Seventy-five percent (75%) of the Executive Board shall constitute a quorum of said Executive Board. A vote of either body shall be carried by a simple majority of the quorum. No vote of the eligible voting membership shall be valid unless notice of the meeting shall have been sent as provided by Sections 2 and 3 of this chapter.

### CHAPTER III – OFFICERS

**Section 1: Officers** – At the Spring meeting of each year, the following officers will be elected: President, Vice-President, Secretary, Treasurer, Membership Coordinator, Event Coordinator and Fundraising Coordinator. The term of office for all officers shall be from the date of USAFA graduation in the year officers are elected, for one year, and/or until the new officers have been instated. Only Regular Members shall be eligible to serve as officers of this corporation. The current President and the President-elect shall participate in all graduation functions. The elected officers shall also be referred to as Directors of the corporation. All officers will be entitled to vote as an Executive Board member OR as a Regular member (when applicable) – therefore they shall have only one vote per motion. If an Officer position has not been appointed/accepted or the elected official cannot fulfill his/her duties, the Executive Board can call an emergency meeting and fill that position for that calendar year with a majority vote from the Executive Board.

**Section 2: Duties of Officers** – All officers will serve on the Executive Board. After appropriate turn over, Executive Board members will destroy CPC proprietary information off their personal accounts and devices. The duties of the officers of this corporation shall be as follows:

- (a) **President** - The President shall preside at all General Membership and Executive Board meetings as the Executive Director of the corporation, shall decide all questions of order and precedence, and shall be an ex-officio member of all committees of this corporation. The President shall serve as the official representative and contact point for the corporation.
- (b) **Vice-President** – The Vice-President shall serve as the Assistant Executive Director of the corporation and preside at all General Membership and Executive Board meetings of the corporation in the absence of the President. Supervise all public relations initiatives within the CPC network to include purchasing of all branded items, assist with creation of the corporation’s marking materials, and serve as administrator for all CPC social media outlets. Additional duties of this position include overseeing activities of the Webmaster, Videographer/Photographer, and Tailgate Chair. The Vice President will also plan and coordinate the Fall and Spring General Membership meetings.
- (c) **Secretary** – The Secretary shall keep true and complete records of all matters pertaining to the corporation, including minutes of all Executive Board meetings and all General Membership meetings, excluding financial records; shall manage all incoming and outgoing correspondence, to include the postal box; shall manage all web-based communications tools (I.E., Constant Contact); and shall serve notice of meetings via internet and/or website for General Membership, Executive Board, and Operations meetings.
- (d) **Treasurer** – The Treasurer will have charge of all corporation funds, shall report to the corporation on the status of the corporation finances at each General Membership meeting of the corporation, such

report to include the then current balance in the corporation's treasury. The Treasurer will have a current financial statement available to all Executive Board members at the end of each quarter. The Treasurer is responsible for filing yearly tax forms and keeping up with the corporation's tax-exempt status.

- (e) **Membership Coordinator** – The Membership Coordinator shall keep true and complete records of all matters pertaining to the membership; shall keep a complete and accurate list of members, their addresses, and their membership standing; shall manage all orders and deliveries for membership materials; and shall manage and maintain all volunteer rosters for the club.
- (f) **Event Coordinator** – The Event Coordinator will have responsibility for overseeing all major events sponsored by the corporation and provide support to the chairs for all assigned events. This may include providing guidance to committee chairs, overseeing volunteer needs for events, booking facilities, planning menus, booking speakers, providing pre- and post-event support, and just overall helping to make sure each event runs smoothly.
- (g) **Fundraising Coordinator** – The Fundraising Coordinator shall take the lead on all efforts by the corporation to plan and execute events related to raising funds used by the corporation to support planned events throughout the year.

**Section 3: Election of Officers** – The following officers shall be elected during the annual Spring General Membership Meeting, date to be determined by the Executive Board: President, Vice-President, Secretary, Treasurer, Membership Coordinator, Event Coordinator and Fundraising Coordinator. The candidate with the majority votes is elected to serve in that position. The official term of office for all officers shall begin immediately following the USAFA Graduation for one year and/or until the new officers have been instated. Any officer may succeed themselves.

**Section 4: Executive Board** – The Executive Board shall be composed of all elected officers, as well as the immediate Past President by invitation only, and shall have the responsibility of doing all things necessary to accomplish the corporation's declaration of purpose. Executive Board members and their family members shall not receive compensation for time rendered to the USAFA Colorado Parents' Club, nor will they be eligible to receive funds resulting from fundraising projects or any other events sponsored by the USAFA Colorado Parents' Club. Each member of the Executive Board is a voting member. If an Executive Board member position has not been appointed/accepted or the elected official cannot fulfill his/her duties, the board can call an emergency meeting and fill that position for that calendar year with a majority vote from the Executive Board (could be electronic).

**Section 5: Committees:** Each committee will have Committee Chair appointed by the Executive Board. The Committee Chair may be either a Regular or Honorary Member and will report directly to the officers on the Executive Board. Each Committee Chairperson will submit a budget for their committee for approval by the board prior to making any purchases over \$200.00. They will remain on budget. In the event they need more money, they will submit a written request (can be by email) for additional funding and receive approval before making additional purchases. If there is no Committee Chairperson, the Executive Board will take on the role of the Committee Chair. The corporation may have the following committees:

- (a) **Audit Committee** – The Audit Committee shall be composed of two or more Regular Members who are appointed for one (1) year by the President. The Audit Committee shall examine the financial records of the corporation to verify that all transactions during the audit period are proper and have been accurately recorded, and that assets and liabilities are correctly stated in the Treasurers closing report. An audit shall be made of the term of the out-going officer slate and the Audit Committee's report shall be submitted to the President no later than June 30<sup>th</sup> annually. The Audit Committee may audit any other period during its tenure it deems appropriate.
- (b) **Administrative Support Committee** – The Administrative Support Committee may be chaired by any officer of the Executive Board and shall provide support to the corporation to include, but not limited to, the following: maintaining legal records; managing information technology; maintaining the corporation's website; managing the corporation's social media presence; capturing and archiving media content (photos, videos, etc.); and updating, publishing, and marketing of any Colorado Parents' Club publications. The Executive Board may create sub-committees as necessary or desired and any

member of the corporation may serve on this committee.

- (c) **Ad-Hoc Committees:** The Executive Board may create ad-hoc committees as it deems necessary or desired to perform such activities as, but not limited to, the following: the New Appointee Event; the In-Processing Picnic; Football Tailgate parties; Goodie Bag assembly and delivery; the Colorado All Service Academy Ball; the End-of-Year Celebration; and equipment logistic management, including equipment and supply storage. These committees, or any other ad-hoc committees created by the Executive Board, serve at the discretion of the Executive Board. Any member of the corporation or non-member may serve on these committees as approved by the Executive Board.

**Section 6: Liaison Officer** – A Liaison Officer, designated by USAFA, may be responsible for the coordination between corporation and Academy activities. The Liaison Officers duties are as follows:

- (a) Serves as a contact point between the Academy and the corporation to foster clear communications and relationships.
- (b) Serves as a mentor to the Executive Board for education and understanding of USAF and USAFA policies and procedures.
- (c) Assists in reserving Academy facilities and equipment to support corporation activities.
- (d) Serves as a contact point with Academy Liaison Officers to assist in providing Academy candidates with Parents Club and Cadet Information as able.

## **CHAPTER IV – DISBURSEMENT OF FUNDS**

Funds may not be distributed in excess of revenue received in the fiscal year without Executive Board approval.

## **CHAPTER V – POLICIES AND PROCEDURES**

The Executive Board shall use Policies and Procedures to provide further guidance on the operations of the organization. Policies and Procedures shall be subservient to, and should never conflict with, the club Bylaws.

## **CHAPTER VI – AMENDMENTS**

**Section 1:** Amendments to the Bylaws may be made at any General Membership Meeting by a majority vote of the corporation's Regular Members, present and voting. Proposed amendments to be voted upon at the General Membership Meeting may be made by any Regular Member provided the proposal, in writing, is submitted to the Secretary at least two (2) weeks prior to the meeting. The Secretary will include the proposed change to the Bylaws for consideration by the members in the notice of the General Membership Meeting. When approved, a proposed amendment shall be effective immediately.

**Section 2:** In the event of an emergency, the Executive Board may request an immediate amendment to the bylaws by the following process: 1) The majority of the Executive Board votes and agrees with the amendment. 2) The secretary will post the request for an amendment to the bylaws on the web site for thirty (30) days (Chapter II Section 3) and the secretary will also post a date, time, and place for that membership meeting at the end of that thirty-day period. 3) If anyone feels a need for discussion, they will contact any officer on the Executive Board and request that the scheduled membership meeting stay as scheduled for discussion. 4) If no one requests the membership meeting to stand, the meeting will be canceled, and the amendment will be approved and shall be effective immediately.

## **CHAPTER VII – DISCONTINUANCE**

In the event the USAFA CPC dissolves its corporation, any remaining funds in the treasury, after all debts have been settled, will be equally divided between the classes currently attending the USAFA via the Association of Graduates.

---BY-LAWS as Amended March 13, 1993, and March 7, 1998---  
---BY-LAWS as Amended April 28, 2000---  
---BY-LAWS as Amended April 28, 2001---  
---BY-LAWS as Amended April 30, 2011---  
---BY-LAWS as Amended April 26, 2014---  
---BY-LAWS as Amended August 23, 2014---  
---BY-LAWS as Amended April 30, 2017---  
---BY-LAWS as Amended April 15, 2018---  
---BY-LAWS as Amended April 28, 2019---  
---BY-LAWS as Amended April 19, 2023---  
---BY-LAWS as Amended April 20, 2024---