

## **PURPOSE**

These by-laws provide for the voluntary participation of members of the class of 1993, United States Naval Academy (USNA), as an entity, to support the USNA, The USNA Alumni Association (USNAAA), and the individual members of the class.

## **ARTICLE I**

### **MISSION**

The mission of the Class of 1993, USNA is to:

Facilitate personal and social interaction, communication, and support among Class members, and to support the US Naval Academy through active involvement with the USNAAA and through selective projects.

## **ARTICLE II**

### **ORGANIZATION**

1. The Class of 1993, USNA is a non-profit organization. It can exist only through volunteer service, personal commitment, effort, availability and financial support from class members.
2. The Class shall manage business in accordance with the By-Laws through a strong, active executive committee.
3. There may be such Regional Chapters as is dictated by the geographical distribution of the members of the class. Regional Chapters may be formed in areas which have a sufficient number of members to cause local class business to be conducted.
4. The Greater Annapolis-Washington-Baltimore Chapter (GAWB) shall be defined as including all members who are on duty or reside in Washington, Baltimore or Annapolis, and the environs thereof. In addition, the Chapter shall include members whose residence is near enough to allow regular participation in Chapter proceedings.

## **ARTICLE III**

### **LEADERSHIP AND MANAGEMENT**

The implementation of the mission of the class of 1993, USNA, as delineated in these bylaws, shall be led and managed by the Executive Committee. The Executive Committee shall:

1. Comprise the President, Vice President, Secretary, Treasurer, Reunion Chairperson, Webmaster, Corresponding Secretary, Fund Raising Chairperson and Regional Chapter representatives.
2. Determine the policies and operation of the class.
3. Appoint the following:
  - a. Reunion Chairperson
  - b. Webmaster
  - c. Corresponding Secretary
  - d. Fund Raising Chairperson

#### **ARTICLE IV**

##### QUALIFICATION AND DUTIES OF THE EXECUTIVE COMMITTEE

1. Members of the Executive Committee shall be active members of the USNAAA.
2. The President shall:
  - a. be responsible for the leadership of the class.
  - b. represent the class in all affairs, including the USNA and USNAAA;
  - c. appoint and empower, with the approval of the Executive Committee, other volunteer classmates for specific duties.
3. The Vice President shall:
  - a. succeed to the office of Acting President in the event of a vacancy in that office, or in the incapacity of the President to perform his duties.
  - b. assemble, update and publish the Class Plan
4. The Secretary shall:
  - a. keep a record of the proceedings of the Class and Executive Committee meetings.
  - b. be custodian of all records of the Class

c. be responsible for disseminating the minutes of the Annual Meeting of the Class in the next issue of *Shipmate* and on the Web Page.

d. be responsible for disseminating the minutes of the Executive Committee meetings in the next issue of *Shipmate* and on the Web Page.

e. have custody of the Class Crest.

f. prepare newsletters, as appropriate.

5. The Treasurer shall:

a. be responsible for the financial activity of the Class, under the direction or approval of the Executive Committee;

b. provide a finance report at each Executive Committee meeting;

c. be bonded for such amounts as the Executive Committee may desire.

6. The Reunion Chairperson shall:

a. be responsible for organizing class reunions

b. be appointed by the Executive Committee no later than two years prior to the class reunion;

c. be local to the Annapolis area;

d. recommend reunion committee members to the Executive Committee;

7. The Webmaster shall:

a. update the class web page;

b. disseminate electronic correspondence to the Class as directed by the class officers;

c. work in conjunction with the Corresponding Secretary to conduct elections of the class officers;

8. The Corresponding Secretary shall:

a. submit monthly articles to *Shipmate* and the Webmaster;

b. work in conjunction with the Webmaster to conduct elections of the class officers;

9. The Fund Raising Chairperson shall;
  - a. solicit funds for major class projects on behalf of the USNAAA;
  - b. have no other monetary responsibilities within the class structure;
  - c. be local to the Annapolis Area.

## **ARTICLE V**

### REGIONAL CHAPTERS

1. There may be Regional Chapters as dictated by the geographical distribution of the members of the Class and delineated in the Class Plan.
2. Each Regional Chapter shall be approved by the Executive Committee and maintain Liaison with the Executive Committee on all matters pertaining to the Class in that region.
3. Regional Chapters may submit requests for funds to the Treasurer for regional class functions.
4. Regional Chapters shall organize as they deem appropriate.

## **ARTICLE VI**

### ELECTION OF CLASS OFFICERS

1. Election of Class Officers will be held every five years and the results announced at the Class Meeting of Major Reunions.
2. Class Officers shall:
  - a. be elected by a plurality vote of the responding membership of the class;
  - b. begin their term at a major reunion;
  - c. be elected for a term of five years.
3. The Election Committee shall be composed of the Corresponding Secretary and the Webmaster. The Election Committee will coordinate the nomination process.
4. Nominations of Class Officers shall be by written petition of fifteen members of the Class.

5. The ballot for Class Officers shall contain the names of all nominees in alphabetical order, without distinction as to the method of nomination. A ballot shall be sent to each member of the Class at least forty-five days prior to the Reunion Meeting. The ballot shall also contain space for write-in candidates.
6. Ballots shall be returned to the Election Committee no later than two weeks preceding the date set for the Reunion Meeting.
7. The Election Committee will count the ballots, and report the results to the Class at the Reunion Meeting.
8. In case of a tie vote, the election shall be decided by a vote of the members of the Executive Committee, excluding the Class Officers.
9. Election Committee shall retain custody of the ballots for five days following the Reunion Meeting and then, unless otherwise directed by the President or the Vice President, shall dispose of them.

## **ARTICLE VII**

### VACANCIES AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

1. Any Executive Committee member shall resign when they feel that they cannot commit the necessary time, thought, or effort to the class to fulfill the duties of their office.
2. Any Executive Committee member may be removed from their position, for cause, by a majority vote of the members of the Executive Committee.
3. In the event of death, resignation, or removal of an officer, a special election to fill the vacant office shall be conducted in accordance with Article VI. Newly elected class Officers will serve the remainder of the current term.

## **ARTICLE VIII**

### EXECUTIVE COMMITTEE MEETINGS

1. Meetings of the Executive Committee shall be held at such times and places as may be necessary to carry out the duties of that committee, but at least annually.
2. Meetings may be called by the President, the Vice President, or any two (2) or more members of the Executive Committee. Members shall be notified by the Secretary by the most expeditious means.

3. Meetings may be conducted by any means approved by the Executive Committee.

## **ARTICLE IX**

### CLASS PLAN

1. The Class Plan will provide the long-range vision and intermediate objectives of the class.
2. The class plan is a working document for conducting the day to day business of the class. It shall be updated as objectives are met or change, and when the environment in which the Class operates so dictates.

## **ARTICLE X**

### CLASS FUNDS

1. The funds are maintained, controlled, and accounted for by the Treasurer.
2. Any proposition or motion which may require the raising, outside of the membership, of additional class funds must be submitted to, and approved by the Executive Committee.
3. Class funds shall be applied solely toward the promotion of the mission of the Class. Expenditures on the behalf of the Class shall be reimbursed by the Treasurer from the operating funds in the following manner:
  - a. The Treasurer may allocate any amount less than \$100.00.
  - b. The Class President must approve any amount from \$100.00 - \$1000.00.
  - c. The Executive Committee must approve any amount greater than \$1000.00.
4. In order to preserve, protect and enhance the net worth of the Class' financial assets, the Executive Committee will require the Treasurer, on a periodic basis, to review the investments of the Class and make recommended changes.
5. A quarterly financial report will be provided for each Class Officer.

## **ARTICLE XI**

### AMENDMENT OF BY-LAWS

1. Any member of the Class may submit in writing to the Executive Committee a proposed Amendment to the By-Laws. All such proposals must be signed by 15 classmates other than Executive Committee members.
2. The Executive Committee may draft and vote on amendments to the By-Laws as it deems necessary.
3. A majority Vote of the Executive Committee is required to adopt and Amendment to the By-Laws.