



# CONSTITUTION & BY-LAWS

of the

## Coast Guard Academy Parents Association

**Adopted**  
12 March 1972

1 August 1975,  
1 October 1977,  
1 July 1979,

25 October 1997,  
23 March 2003,  
1 November 2006,

**Revised**  
2 June 1973,

22 October 1982,  
14 October 1988,

26 September 2009,  
15 October, 2011

### Article I – Name

The name of the organization shall be the Coast Guard Academy Parents Association, hereafter referred to as CGAPA or the Parents Association.

### Article II – Purpose / Objectives

**Purpose.** The Parents Association exists for the sole purpose of supporting the U.S. Coast Guard Academy, the Corps of Cadets and the association’s membership.

**Objectives.** The Parents Association has identified several key objectives that provide direction and focus to its ongoing efforts to achieve this purpose. These include:

- to expand parent, guardian and public understanding, interest, and appreciation of the Academy
- to assist with the orientation of new cadets and their parents or guardians
- to promote communication and cooperation between parents, Academy staff and partners, and United States Coast Guard Academy Alumni Association, hereafter referred to as the Alumni Association
- to raise funds, particularly through its local chapters, that help to support the special and recurring needs of the Corps of Cadets
- to encourage well-qualified young men and women to apply for appointments as cadets

The spirit of the U.S. Coast Guard Academy Mission Statement will guide all intentions, activities, and workings of the Parents Association.

## Article III – Organization & Guidelines

**General organization.** The Coast Guard Academy Parents Association is a national level, non-profit organization associated with the US Coast Guard Academy to support the needs of the cadets and their parents. It is comprised of three components - the General Membership, the Executive Council, and the local Chapters. The Executive Council provides the overall leadership of the Parents Association. Its members are composed of 1) Class and At-Large Representatives; 2) all local Chapter Presidents; and 3) all living Past Presidents of the Parents Association. The Executive Council annually elects the officers of the Parents Association from among the current Council members.

**Non-profit status.** The Parents Association shall operate as a non-profit organization devoted exclusively to benefiting all members of the Corps of Cadets of the United States Coast Guard Academy within the guidelines of the Alumni Association and within the meaning of Section 501(c)(3) of the Internal Revenue Code. While the Parents Association is an autonomous organization – all fiscal and fundraising transactions, outside of that done at the local chapter level, are conducted through the support and structure of the Alumni Association. No parts of the revenues shall inure to benefit any individual, its members, officers or any private persons, except as reasonable compensation for necessary services rendered.

**Coordination.** Any projects undertaken by the Parents Association for the enrichment of the cadet education experience or the improvement of Academy facilities shall be coordinated, as necessary, through the Alumni Association and shall comply with the policies of the Commandant, US Coast Guard, regarding philanthropic support of the Academy.

**Political involvement.** The Parents Association shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate in political campaigns.

**Expenditure limits.** Operating and non-operating expenditures, including cadet support and other special gifts directed to the Academy, must be approved, in advance, by the Executive Council. This is done by Council approval of an annual CGAPA budget. Expenditures that exceed budgeted amounts are brought to the Executive Council for approval. Each year, the Executive Council shall establish an upper limit for disbursements that may be processed without such prior approval.

**Fiscal year.** The official fiscal year for Parents Association and chapter reporting purposes is January 1 through December 31; however, budgeting for cadet support is done on a Academy Academic Year basis.

**Annual report.** The Executive Council shall prepare an annual report as of Parents Weekend of each year, reporting on operations and major accomplishments (including those of the CGAPA chapters) during the previous Academy Academic Year (prior year July 1<sup>st</sup> through current year June 30<sup>th</sup>). This report shall include a financial accounting for the past Academy year and a presentation of the Council-approved budget for the current year.

## Article IV – Membership

**Regular membership.** This membership shall be available to parents or guardians of all current cadets and graduates of the U.S. Coast Guard Academy. Regular members shall be further identified by their affiliation to a serving member of the U.S. Coast Guard – either cadet or graduate. If a regular member is affiliated with a cadet and a graduate simultaneously, affiliation with the cadet shall take precedence in membership status. The period of membership for regular members affiliated with a cadet shall continue for as long as the cadet is

enrolled at the Academy or on a sabbatical approved by the Academy. For parents/guardians of (1/c) First Class cadets, CGAPA membership continues through the Parents Weekend following their cadet's graduation. The period of membership for regular members affiliated with a graduate will be for a five (5) year period commencing upon the date a dues payment is received and posted. Regular members affiliated with graduates may renew their membership for five (5) year intervals.

Each parent and/or guardian of a cadet joins the Parents Association as a **"family unit"** with his/her spouse and, together, they are considered to be a single Regular Member, entitled to just one vote, unless prescribed elsewhere in these By-Laws. It is possible, however, that due to the divorce of his/her parents, a cadet may have two sets of remarried parents – each set of whom joins the CGAPA. In this case, there would be two voting "family units" associated with the cadet, each with two spouses. Any change in the "family unit" and an individual's status as a CGAPA member will be reviewed and handled, as necessary, by the CGAPA President on a case-by-case basis.

**Associate membership.** This membership may be tendered by the Executive Council to any person not eligible for regular membership who is interested in participating and promoting the purposes of the Parents Association.

**Honorary membership.** This membership may be conferred upon civil and military leaders and other persons of distinction who have rendered outstanding services to the Coast Guard Academy, Corps of Cadets, Alumni Association, or the Parents Association. All nominations shall be in writing to the CGAPA President, giving details of the outstanding service the nominee has rendered. The Executive Council shall make the final determination.

## Article V - Dues

**Regular members.** Regular members shall pay dues in an amount to be established by the Executive Council. Regular members affiliated with cadets shall pay a one-time fee for their period of membership. Regular members affiliated with graduates shall pay dues for a five (5) year period of membership. Dues shall be payable in advance for the period of membership.

**Special members.** Honorary members and Associate members shall pay no dues.

**Use of dues.** Dues shall be used to fund the operations of the Parents Association and shall comply with the provisions contained in Article III – Organization & Guidelines.

**Excess dues.** Any excess member dues not needed for operations of the Parents Association, support of CGAPA endowments, or for reasonable reserves, shall be applied to the Academy support projects, through the Alumni Association.

**Reimbursement.** Dues may be reimbursed for cancelled membership on a pro-rata basis, upon written notice of membership cancellation to the CGAPA Treasurer.

**Allocation of dues to chapters.** A portion of the dues collected from each member will be designated by the Executive Council as chapter dues. Each member shall select a chapter to join. Should the selected chapter not be in good standing, the chapter dues will be held until such a time as the chapter is returned to good standing status, or the member designates an alternative chapter. If no chapters exist within reasonable proximity, new chapters can be formed or the member can select another chapter at their discretion.

## **Article VI –General Membership Meeting**

**Annual meeting.** The Executive Council shall hold a General Membership meeting each year at the Coast Guard Academy during Parents Weekend, and at such times as the Council may designate upon thirty (30) days advance notice to the membership. At this annual meeting, the membership will elect Executive Council Representatives; the Executive Council will give the annual report of the CGAPA; the staff of the Academy will be given the opportunity to present information; and the Council will solicit any ideas or concerns from the general membership. All members of the Parents Association are invited to attend such meetings, and any member of the Parents Association may bring questions before the Council at such meetings.

**Procedure to request meeting.** Any member may request a General Membership Meeting by stating in writing its purpose and having obtained the signatures of a minimum of five (5) Executive Council members. Such a request shall be acted upon within a period of sixty (60) days.

## **Article VII – Voting**

**Voting procedures.** Each regular member attending a General Membership meeting is entitled to one vote per “family unit”, including during the election of Council Representatives and the conduct of other official business.

At all CGAPA meetings, voting will be by voice. If it is necessary to determine a majority or hold an election where more than one candidate appears for the same position(s), a paper ballot will be used and tallied by a balloting committee of three members appointed by the presiding officer of the meeting. No one on this committee shall be a candidate for office or shall have a personal interest in the question voted upon. Any member of the body meeting, may attend the meeting (and vote) via teleconferencing.

In addition, the CGAPA may use “distance voting” procedures, using mail and/or electronic techniques (fax, email, or on-line) to conduct elections and/or official business as the situation and needs may warrant. All ballots cast, either by mail or electronic means (fax, email, or online), must be validated with name, address and signature (an email address will serve as a signature by the voting member). All such ballots must reach the CGAPA Recording Secretary (or designee) by the stated deadline.

**Voting privileges.** Only regular members shall be eligible to vote or be a candidate for election to the Executive Council of the Parents Association.

## **Article VIII - Executive Council**

**Responsibility.** The Executive Council shall be responsible for the affairs of the Parents Association, within the guidelines established and approved herein.

**Executive Council members and terms described.** The business of this organization shall be managed by an Executive Council, whose members shall consist of Class Representatives and At-Large Representatives (both elected by regular members at the annual General Membership Meeting), Chapter Representatives (each of the local Chapter Presidents), Past Presidents (all living CGAPA Past Presidents), and the CGAPA officers (elected annually by the Council from its current members). All regular members in good standing are eligible to be elected as Class and At-Large Representatives, including those serving in a local chapter (non-President) officer position. A Class or At-Large Representative that may be elected subsequently as its Chapter President (becoming a Chapter Representative) will continue their “family unit” term, with their spouse continuing in the

Representative position. If there is no spouse, or if they decline, the CGAPA President will fill the vacant position.

- **Class Representatives.** Class Representatives shall be elected at the annual General Membership Meeting of this organization and shall serve for a term of two years. There shall be up to five Class Representatives to represent each currently enrolled class at the Academy for a total of up to twenty Class Representatives. Typically then, each year, the CGAPA membership will elect Class Representatives from members with cadets in the Fourth Class (4/c) and the Second Class (2/c).
- **At-Large Representatives.** There shall be up to four At-Large Representatives elected at the annual General Membership Meeting to represent all regular members (without any particular class affiliation). The At-Large Representatives shall serve for a term of one year. Regular members affiliated with CGA graduates may serve in no more than two of the At-Large Representative positions.
- **Chapter Representatives.** The current President of each local chapter of the CGAPA shall sit as a Chapter Representative on the Executive Council. The number of Chapter Representatives each year may change as the number of local chapters may vary from year-to-year. As a result, there is no minimum or maximum number of Chapter Representatives that sit on the Executive Council at any given time. The term of Chapter Representatives shall be concurrent with their terms as President of their chapter.
- **Past Presidents.** All Past Presidents of the Parents Association are considered lifetime voting members of the Executive Council and ex-officio members of any committees they may wish to serve on. As such, they are not elected, and serve, as they are able, from year to year.

The Executive Council may, on occasion, have cause to reassign Representatives from one class affiliation to another, or to an At-Large Representative classification, or vice versa, to accommodate special circumstances (e.g. cadets on sabbatical, graduation of one child while another remains as a cadet, etc). It is possible therefore that in reassigning a Representative's classification, the Executive Council may authorize an increase in the maximum number of Class or At-Large Representatives stated above. Any vacant Class or At-Large Representative position will be filled as described below.

Terms of all Class and At-Large Representatives will commence immediately following the General Membership Meeting on Parents Weekend. They may be elected to successive terms, so long as they continue to qualify as regular members as defined elsewhere in these By-Laws. They continue to serve out any unexpired term of office, after the graduation of their affiliated cadet, on through to the next Parents Weekend.

**Nomination and election of Representatives.** A nominating committee to select candidates for the Executive Council shall be appointed by the President at the Executive Council Reporting-In Day Meeting and consist of the new CGAPA Vice President, who will serve as its chairperson, and at least two (2) other members who are Past Presidents and/or Representatives whose terms of service extend beyond the upcoming Parents Weekend. The committee will prepare a slate of nominees from the CGAPA regular membership of up to five (2-year term) Class Representative positions affiliated with the incoming Fourth Class (4/c) class, up to five (2-year term) Class Representative positions affiliated with the Second Class (2/c) class, and up to four (1-year term) At-Large Representative positions to represent the Corps of Cadets as a whole. In this regard, the nominating committee should make every effort through both the Class and At-Large Representative nominees, to develop a slate of Representative nominees that reflects the geographic and demographic diversity of the Academy and its Corps of Cadets.

The nominating committee shall present in writing the slate of nominees to the Executive Council and the general membership using US Mail and/or some form of electronic mail thirty (30) days prior to Parents Weekend. The CGAPA Vice President or the committee designee will formally present the slate of proposed

Class and At-Large Representatives at the Council’s Parents Weekend Meeting; and, subsequently, for vote at the annual General Membership Meeting. The committee will provide information about the nominees that includes at minimum their state of residence, affiliated cadet’s name and class, and any relevant qualifications. Nominees are encouraged to attend both the Council and General Membership meetings over Parents Weekend in order to be introduced.

**Representative attendance.** Each Representative is expected to attend at a minimum one Executive Council meeting each year. Anyone not in compliance will be asked to increase participation or consider resignation. Any Class or At-Large Representative not in compliance may be removed by a majority vote of the Executive Council.

**Filling of vacant Class/At-Large Representative position.** Any Class or At-Large Representative who is unable or doesn’t desire to continue in service may resign their position by notifying the CGAPA President via oral, written or electronic means. The CGAPA President may then appoint, with subsequent confirmation by the Executive Council, another parent or guardian of the same affiliated class or at-large area to fill the vacancy.

**Committees.** The CGAPA President shall appoint all committees of this organization and their term of office shall be for a period of one year, or less, if terminated by action of the Executive Council. The current CGAPA President and all Past Presidents may serve as ex-officio voting members of any committee.

**Authority defined.** The Executive Council shall have the full authority to implement such rules and regulations as have been provided by the Constitution and By-Laws.

## **Article IX– Officers**

**Officers and terms defined.** The Executive Council shall elect the officers of the Parents Association, who then serve at the pleasure of the Council. The elections will be held no later than the Council’s Reporting-In Day Meeting. The officers shall be:

President	Corresponding Secretary
Vice President	Treasurer
Recording Secretary	Immediate Past President ( <i>not elected</i> )

The CGAPA officers shall serve a one-year term, to begin at the close of the Reporting-In Day Meeting of the Executive Council. CGAPA officers, including the CGAPA President, may be elected to serve successive terms. The positions of CGAPA Recording Secretary or CGAPA Corresponding Secretary and the CGAPA Treasurer may be held by the same family unit. Council members affiliated with graduates (including Past Presidents), may not serve in a majority of the officer positions at any time.

**Nomination of officers.** A CGAPA officer nominating committee shall be assembled at the Executive Council Winter Meeting and consist of: three (3) or more Representatives affiliated with a graduating First Class (1/c) cadet; one (1) or more past CGAPA Presidents (if available); and the outgoing CGAPA President. None of the members may be a candidate for a Council officer position. The nominating committee will solicit Council members for their suggestions and subsequently discuss and prepare a slate of candidates to serve as CGAPA officers for the upcoming year. There is no specific assumption that the CGAPA Vice President ascends to be CGAPA President. The committee will submit this slate of CGAPA officer candidates to the current Executive Council at least 30 days prior to the Council’s Reporting-In Day Meeting. The nominating committee is discouraged from including a current or incoming Chapter President on the slate of CGAPA officer candidates, so as to avoid any potential conflict of interest in the leadership of the Parents Association.

**Election of officers.** The Council will consider the proposed slate of CGAPA officers at the Reporting-In Day Meeting and if no further nominations are proposed, the slate will be approved with a majority voice vote of those present. Should any additional nominations be made and seconded from the floor, a confidential paper ballot shall be used to elect the CGAPA officers.

**Duties and responsibilities of officers.** As a general guideline, the officers of the Parents Association are assigned the following duties and responsibilities:

The duties and responsibilities of the CGAPA **President** are:

- to preside at all General Membership and Council meetings
- to present an annual report of the work of the CGAPA at the annual General Membership Meeting
- to appoint all committees, temporary or permanent, and assign chairperson responsibility
- to serve as an ex-officio member of all CGAPA committees
- to ensure all CGAPA officers have the necessary support and adequately perform their duties and responsibilities
- to communicate as appropriate with the Superintendent, the CGAPA Liaison Officer, other Academy staff, and the Alumni Association to ensure a fluid and open exchange of events and information.
- to review all monthly financial reports provided by the Alumni Association and annual financial reports submitted by each of the local chapters

The duties and responsibilities of the CGAPA **Vice President** are:

- in the event of the CGAPA President's absence or inability to serve, to be empowered with the authority and responsibility of the CGAPA President's position and to perform the CGAPA President's duties as necessary. This may be a temporary role, for instance to fill in running a meeting, or become a permanent role should it be necessary with the resignation or vacancy in the position of the CGAPA President.
- to serve as the chairperson of the nominating committee for the election of Class and At-Large Representatives
- to serve in various leadership capacities as assigned by the CGAPA President

The duties and responsibilities of the CGAPA **Recording Secretary** are:

- to keep a record of the proceedings of all official meetings of the Parents Association and the Executive Council and to maintain files of the Parents Association as directed
- to gather from each chapter at the end of the calendar year, an annual report, as described elsewhere in these By-Laws; to forward chapter fiscal reports to the CGAPA Treasurer and; to forward both chapter fiscal and activity reports to the CGAPA President.
- to maintain accurate lists of Parents Association members, Council members, and chapter officers; to share this information with Webmaster in order to keep current the Parents Association web pages.
- to coordinate with Alumni Association to confirm new dues-paying regular members and to ensure their names, contact information and chapter dues are forwarded to the appropriate local chapter in a timely manner.
- to prepare electronic ballots, as needed, for a vote or an election; to verify that each person who voted is a member of the Parents Association; and, to count the ballots and report the outcome to the Council.

The duties and responsibilities of the CGAPA **Corresponding Secretary** are:

- to handle all correspondence on routine matters including those pertaining to each class email list and shall bring all correspondence to the attention of the appropriate members of the Parents Association.
- to coordinate with the Parents Association Webmaster on any issues or needs for the CGAPA website

- to select, maintain contact, and monitor the work of each class message list listmaster.
- to coordinate and communicate with the Alumni Association to verify member names (paid) in order to transfer members on the message list from “swab summer” status (no cost) to their official Parent Association (paid) membership status; and, to verify and resolve official membership issues related to the approved use of the message lists.

The duties and responsibilities of the CGAPA **Treasurer** are:

- to maintain routine communication with the Alumni Association officials necessary to understand and coordinate the fiscal business of the Parents Association as managed and supported through their non-profit operation as described in Article XII of these By-Laws.
- to monitor each deposit received and approve any disbursements made by the Alumni Association on behalf of the Parents Association
- to coordinate with the Alumni Association regards the collection and allocation received from the annual parents pledge drive and from any special parent fundraising efforts and report on same to the Council
- to coordinate with Cadet Administration regards the nature and amount of annual cadet funding needs.
- to prepare an annual budget, per Article III, that includes cadet funding needs and operational expenses of the Parents Association.
- to coordinate with each local chapter to receive and transmit all chapter gift funds to the Alumni Association and ensure they are acknowledged and applied as directed by the local Chapter President.
- to provide a written account of the finances of the Parents Association, including the Parents Association endowments, at each Council meeting, General Membership Meeting and other times as may be requested. Ensure that these financial reports are affixed to the minutes of the appropriate meeting.
- to recommend to the Council an appropriate amount of transfer to the Parents Association endowments of any balances excess to projected funding and operational needs
- to serve as a voting member on all Parents Association fundraising committees

The duties and responsibilities of the CGAPA **Immediate Past President** are:

- to participate as ex-officio member on all Council committees
- to attend Council meetings to counsel current CGAPA officers and Representatives so as to provide the continuity and historical perspective necessary to maintain consistency in the fundamental direction and principles of the Parents Association.

**Past-president status.** All Past-Presidents of the Parents Association are afforded lifetime Council member status and are ex-officio members of all Committees and are afforded full voting rights in both capacities.

**Modifying duties of officers.** Executive Directive may modify the duties and responsibilities of any of the CGAPA officers as appropriate, upon agreement of the Executive Council, without requiring a change to these By-Laws.

**Officer attendance.** As the leaders of the Parents Association, the CGAPA officers are expected to attend the annual General Membership Meeting, unless excused. In addition, all officers are expected and encouraged to attend each Council meeting. The Council may remove any officer for continued, unexcused absences.

## **Article X – Business Meetings / Procedure & Voting**

**Executive Council meetings.** The Executive Council shall hold three business meetings each year:

- 1.) Parents Weekend Meeting (prior to the General Membership Meeting);
- 2.) Winter Meeting (usually in February on Cadet Musical Weekend);
- 3.) Reporting-In Day Meeting (held on weekend prior to R-Day).
- 4.) Special business meetings may be called by the CGAPA President, upon notice to Council members, if a situation requiring immediate action shall arise. The Council may conduct such special meetings using teleconferencing or other electronic means.

**Quorum.** The presence of not less than ten (10) Council members shall constitute a quorum, which shall be necessary to conduct the business of this organization. At any meeting where a quorum doesn't exist, the meeting will be adjourned to a later date at the request of any two Council members present. Any Council member phoning in to an onsite meeting and participating via teleconferencing is considered to be "in attendance".

**Procedure to request meeting.** Any Council member may request an Executive Council meeting by stating in writing its purpose and having obtained the signatures of a minimum of three (3) other Council members. The CGAPA President shall act upon this request within thirty (30) days.

**Meeting procedures.** Parliamentary procedures for all CGAPA meetings shall be as set forth in Robert's Rules of Order Revised, where not contrary to the Constitution and By-Laws of the Parents Association

**Presiding officer.** The CGAPA President shall preside at all meetings of the Executive Council. In his/her absence, the CGAPA Vice President shall preside, and in turn, if they too are absent, a member of the Council, selected by the members present, shall preside. The chairperson, or their designee, shall preside at all CGAPA committee meetings.

**Voting.** Representatives elected by the general membership are considered to include both spouses of the "family unit" elected to the Council, and as such, they continue to serve as a family unit and together are entitled to one vote on the Council. If one of the spouses is subsequently elected as a CGAPA officer or a Chapter President – then the other spouse continues to fill the "family unit" Class or At-Large Representative position and as such is entitled to a vote as well. If each spouse in one family unit is elected to different CGAPA officer positions, such as the CGAPA Treasurer and the CGAPA Recording Secretary, they will each have one Council vote. In such a case, the CGAPA President then would appoint a replacement for the now vacant Class/At-Large Representative position.

## **Article XI – Communications**

**Policy.** The Parents Association acknowledges the importance of maintaining a current, interactive and informative website resource for the parents of prospective cadets, cadets, and CGA graduates – regardless of their membership in the Parents Association. In addition, the Parents Association shall provide to its members a password-protected message list for each cadet class. This "members only" message list service, however, will be provided at no cost to all parents of new cadets from, prior to R-Day, until Parents Weekend – at which time they must join the Parents Association in order to continue use of the message list resource.

**Coordination.** The CGAPA President shall appoint the CGAPA Webmaster and website committee members, who along with the class message list listmasters, will direct and coordinate the Parents Association's web-based resources. With Executive Council support – this committee will also assist and guide the web-based programs of the individual chapters. The Webmaster will work closely with the Alumni Association liaison to maintain the Parents Association's website and to coordinate with, and train, local chapter webmasters in the use of the Parents Association web protocol. The Webmaster will also coordinate regularly with the CGAPA

Corresponding Secretary regarding the selection of class message list listmasters as well as regarding other information, suggestions and needs relevant for discussion at Executive Council meetings.

## **Article XII – Relationship with Academy Alumni Association**

**Relationship and reporting described.** The Alumni Association shall be responsible for receiving all moneys and preparing receipts in the name of the Parents Association, to be signed by the CGAPA Treasurer or President, as appropriate. The Alumni Association will also be responsible to prepare periodic financial reports listing all moneys received in the name of the Parents Association, including annual dues, donations to restricted or unrestricted funds, or any other moneys designated for the Parents Association.

All disbursements will be made by the Alumni Association in the name of the Parents Association upon presentation of authorizing documentation from the Executive Council. Monthly financial reports will be submitted in a timely manner to both the President and the Treasurer of the Parents Association for their review.

## **Article XIII - Relationship with Academy Faculty and Administration**

**Meeting with Academy staff.** The Executive Council shall be prepared to meet and consult with the Superintendent and such members of his faculty and staff as he may designate at least once a year during a Council meeting or at such times as the Superintendent may suggest.

**Encouraging informal communication.** CGAPA officers and members of the Council who have accepted positions of leadership with respect to the various areas of the Parents Association shall establish informal liaison with the Academy staff personnel having responsibilities within these areas, to the end that mutual understanding may be developed and the Parents Association may undertake effective measures tailored to actual needs.

**Official Academy liaison.** In their relations with the Academy Faculty and Administration, the CGAPA officers and members of the Council shall work to coordinate with the designated Parents Association Liaison Officer from the Academy staff.

## **Article XIV – Local Chapters**

**Purpose of chapters.** The local chapters, along with the annual parent pledge campaign, serve as the primary engine whereby the Parents Association raises the funds necessary to support the needs of the Academy cadets. In addition, local chapters provide the grassroots organization necessary to enlist the volunteers to assist both at “back home” CGAPA/chapter events and during special onsite Academy events, such as R-Day and Parents Weekend. The chapters serve as effective networks to enhance parent/CGA communications, the sharing of information, and the recognition of the Corps of Cadets.

**Executive Council authority and subsidiary status of local chapters.** A chapter is defined as an organized local group that operates as a subsidiary of the Parents Association, whose purpose and objectives are the same as outlined in Article II of this Constitution/By-Laws. The Executive Council shall have the final decision on the creation, good standing status, and dissolution of any and all such local chapters. Chapter Presidents shall ensure that prospective chapter members are first regular members of the Parents Association before granting official status in a local chapter. Similarly, all chapter officers must be members of the Parents Association.

**Establishing local chapters.** The Executive Council shall assist in the establishment of local chapters in any locality in which there is sufficient member interest to organize and sustain the operation of a chapter. The Constitution and By-Laws of the Parents Association and other local chapters will be furnished, upon request, to assist the new chapter to get started. A chapter may request from the Parents Association the names and addresses of CGAPA members whose cadet(s) currently attends, or has recently graduated from, the US Coast Guard Academy and who reside within the geographic boundary of the new chapter.

With Council approval, the CGAPA President is authorized to distribute CGAPA funds, as needed, to help defray the initial expenses of starting a new chapter. This allocation shall occur only after the newly organized Chapter has given proof that it has formed an operating committee and that ongoing communication has been established between the Executive Council and the chapter.

**Chapter officers and member involvement.** While chapter-wide elections are encouraged, chapters may select their officers in any manner, as has been their custom. It should be the goal of every chapter, however, to enlist the support and involvement of all Parents Association chapter members by keeping their officer selection process, fiscal procedures, and chapter operations open and transparent – where everyone is afforded ample opportunities to participate as volunteers and/or leaders in chapter activities. Chapter officers generally shall take office between April and August and serve a one-year term or that consistent with chapter by-laws.

**Chapter by-laws.** Individual chapters are encouraged to adopt a set of by-laws to help guide operations and to ensure continuity during the likely change in chapter officers as (1/c) First Class cadets graduate and their parents “move on”.

**Annual reporting and Council participation requirement.** To be considered active and in good standing, chapters are required to report to the CGAPA Recording Secretary with its current list of chapter officers, a summary of the past year activities, and a financial statement, prior to the Executive Council Winter Meeting. In addition, to maintaining “good standing” chapter status, every Chapter President as the Chapter Representative, is expected to attend, at a minimum, one Executive Council meeting each year. If the Chapter President is unable to attend, he may notify the CGAPA President and designate another chapter officer as an alternate to attend and vote as the Chapter Representative.

**Procedures for chapters not in good standing.** Should the CGAPA Recording Secretary fail to receive a chapter annual report by the Winter Meeting, he/she will attempt to find out the reason in order to report on the chapter’s status at the Winter Meeting. Within the subsequent 30 days, the CGAPA President will contact the Chapter President or an another officer to expedite the submission of the report as well as to help coordinate any assistance needed to remedy any potential problems existing with the chapter. Should the annual report not be received, however, by the Executive Council Reporting-In Day Meeting, the chapter no longer will be considered in good standing and any new member CGAPA dues will be withheld until such a time as the annual report is received and the CGAPA President and the CGAPA Recording Secretary agree that they should be returned to active status. If the required report still is not received, the Executive Council shall consider initiating the process of chapter dissolution at its Parents Weekend Meeting.

Likewise, should a Chapter President or a designated officer not attend any one of three consecutive Executive Council meetings, the CGAPA Recording Secretary will notify the CGAPA President, who, will make contact with that chapter to encourage their attendance (in person or by teleconference) at the next Council meeting. However, should no one attend, the chapter no longer will be considered in good standing and the remedial actions stated above will be followed.

**Dissolution.** Upon dissolution of a local chapter, any remaining assets shall be given over to the Parents Association for use in supporting the US Coast Guard Academy, and its Corps of Cadets.

### **Article XV – Amendments**

This Constitution and By-Laws may be amended by a majority vote of the regular members either:

- 1) present and voting at the General Membership Meeting held during Parents Weekend in the Fall, provided that notice and a copy of the proposed amendment(s) shall have been mailed or electronically transmitted to all regular members at least thirty (30) days in advance of the meeting; or
- 2) responding by a mail or electronically transmitted ballot sent to all regular members that provides at least thirty (30) days notice for members to review and submit their ballots.

### **Article XVI – Dissolution**

Upon dissolution of the Parents Association, any remaining assets shall be given over to the Alumni Association for use in the improvement of the facilities and programs of the U.S. Coast Guard Academy.