

**CONSTITUTION**

**UNITED STATES AIR FORCE ACADEMY PARENTS CLUB  
OF CENTRAL-WESTERN OKLAHOMA** *Adopted 8/24/01*

ARTICLE I – NAME

The name of the Association shall be United States 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.

**BYLAWS**

**UNITED STATES AIR FORCE ACADEMY PARENTS CLUB  
OF CENTRAL-WESTERN OKLAHOMA     *Adopted 8/24/01***

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 January and end 31 December.

**SECTION 2:            REGULAR MEMBERSHIP DUES**

Dues shall be determined annually. All dues for membership are payable at the spring organizational meeting of the Association. Members paying after September will not be included in the annual membership roster. Payment of annual dues entitles the members to receive the latest copy of the Club constitution and bylaws, membership roster, and all announcements from the Club for the period covered by the dues.

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.

ARTICLE IV – OFFICERS

The officers of the Club shall be: president, class vice-presidents, secretary, treasurer, and historian. Each officer shall serve for a term of one year, beginning on January 1 and ending the following December 31, except for the class vice presidents who shall serve from June 1 to May 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 on 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 matter 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 2: CLASS VICE PRESIDENTS**

Class Vice Presidents shall be elected annually in April to represent each current class year currently enrolled at the Academy with an additional vice president to represent the Prep School parents.

1. Be responsible for contacting parents in their class year about Club activities.
2. Determine current parent information, forwarding that information to the secretary.
3. Assist with any Club activities exclusive to that class.

**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) year 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. HISTORIAN**

1. Solicit materials from members and other sources to document the history of the club, its members, and cadets.
2. Maintain an album of club history.

**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 Executive Board. 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 of 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. Election for class vice presidents shall take place in April with each member present able 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 1 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 \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_