

**ST. LOUIS AREA  
WEST POINT PARENTS' CLUB**

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**BYLAWS APPROVED FEBRUARY 10, 2008**

**AMENDMENTS MAY BE VOTED UPON AT ANY  
FUTURE MEETING IN ACCORDANCE WITH  
THESE BYLAWS**

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**BYLAWS  
ST. LOUIS AREA  
WEST POINT PARENTS' CLUB**

**ARTICLE I**

**NAME AND PURPOSES**

**Section 1 - Name**

The organization shall be known as “The St. Louis Area West Point Parents’ Club” (hereinafter “WPPC”).

**Section 2 – Purpose**

The WPPC is organized exclusively for charitable, religious, educational, and scientific purposes including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

**Section 3 – Principal Office**

The Principal office of the WPPC shall be located at the home of the elected President for his/her term as outlined in these Bylaws.

#### **Section 4 – Other Offices**

The Club may have other offices at various locations throughout the St. Louis, Missouri area as deemed appropriate by elected WPPC Officers.

#### **Section 5 - Associations**

The WPPC is associated with and recognized as an unofficial support group of the United States Military Academy located at West Point, New York. The WPPC shall be dedicated to furthering the ideals and promoting the welfare of the United States Military Academy and Cadet parents; enhancing the image of the United States Military Academy worldwide; provide a means of communication between the United States Military Academy and Cadet parents; provide fellowship among Cadet parents; and assist in promoting interest in the United States Military Academy at West Point.

### **ARTICLE II**

#### **PURPOSE**

The WPPC shall be operated as a non-profit association under the laws of the State of Missouri and as specified in Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these Articles, the WPPC shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax described in Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the WPPC the remaining assets shall be distributed to a United States Military Academy Non-profit fund, which is founded, organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code and which is established as tax exempt status under that Section, or any corresponding Section of any future Federal Tax Code.

### **ARTICLE III**

#### **MEMBERSHIP**

##### **Section 1- Regular Members:**

Regular Membership shall be limited to parents or guardians of Cadets, former Cadets and Graduates of the United States Military Academy from the Greater St. Louis, Missouri Area, who ascribe to the objectives of the WPPC. Membership shall be defined as dues paying Members. Dues for the Regular Membership shall be set forth by a vote of the Membership.

**Section 2 - Associate Members:**

Associate Membership shall be limited to those former Regular Members who move from or do not live in the St. Louis Area and are parents or guardians of Cadets or graduates; graduates of the United States Military Academy who reside in the Greater St. Louis Area; Members of the West Point Society of the Greater St. Louis Area; those who are closely associated with Cadets such as grandparents, uncles, aunts, brothers or sisters of Cadets who desire to be in the WPPC. Associate Members are not entitled to vote or hold WPPC Office. They may serve on Standing Committees or be appointed to special positions upon the recommendation of the WPPC President. Associate Membership dues shall be set by a vote of the Membership.

**Section 3 - Honorary Lifetime Members:**

The Executive Board may recommend the award of a Honorary Lifetime Membership for persons who have merited such a recognition of distinction. Such Membership shall be conferred upon the vote of two-thirds (2/3) of the Members present at the Meeting at which such Honorary Membership is announced. A Honorary Lifetime Member shall not be obligated to pay dues or entitled to vote.

**ARTICLE IV**

**MANAGEMENT**

The business, property and affairs of the WPPC shall be managed by an Executive Board consisting of the duly elected Officers of the organization.

**ARTICLE V**

**OFFICERS OF THE CLUB**

**Section 1 - Officers**

The elected Officers of the Club shall be President, Vice President and Secretary (Corresponding); Secretary (Recording); and Treasurer. The President, Vice President and Corresponding Secretary shall serve for a period of one (1) Membership year. The Secretary (Recording) and Treasurer shall serve for a period of at least two (2) Membership years. The term of the Officers shall begin and end in February of each calendar year. The outgoing President shall be responsible for providing a slate of nominations that will be announced and voted upon at the February Annual Meeting of the WPPC. No Member shall be elected or appointed to office without indicating a willingness to serve. In the event of a vacancy, the President or in his/her absence, the Vice President, with the unanimous consent of the remaining Officers shall appoint a Member to fill the term of that office.

## **Section 2 – Officer Responsibilities**

The duties of the Elected Officers shall be:

### President

- Preside at all Meetings
- Set the agenda for Meetings
- Attend Annual West Point Presidents’ Meeting held at the Academy
- Assist all other Officers and Committees in the performance of their duties
- Coordinate with Vice President the scheduling of all WPPC Meetings
- Review WPPC Directory and Newsletters
- Ex Officio Member all Committees

### Vice President

- Preside at WPPC Meetings in President’s absence
- Schedule all WPPC Meetings and take reservations
- Keep WPPC United States Flag
- Have United States Flag at all Meetings
- Operate WPPC “Pot of Gold” (in conjunction with WPPC Treasurer)
- Ex Officio Member of Membership Committee

### Secretary (Corresponding)

- Conduct WPPC correspondence with outside organizations
- Maintain records of all correspondence by the WPPC
- Maintain WPPC contact with the United States Military Academy Liaison Officers and the West Point Society of the Greater St. Louis Area
- Send out Birthday Cards
- Order WPPC permanent nametags
- Prepare nametags as needed for WPPC events
- Plan and prepare WPPC Mentor Program List
- Ex Officio Member of the Activities Committee

### Secretary (Recording) (Two year appointment)

- Take WPPC Meeting Minutes
- Prepare and distribute WPPC Newsletter (in coordination with Webmaster)
- Maintain and certify WPPC Bylaws and Amendments

- Distribute electronic WPPC Meeting Notices and United States Military Academy information briefs to WPPC Membership (in coordination with Webmaster)

Treasurer  
(Two year appointment)

- Custodian of WPPC funds
- Manage and conduct WPPC financial business
- Maintain WPPC checking account
- Keep records of all such accounts and transactions
- Pay WPPC bills and obligations approved by the WPPC or President
- Collect WPPC dues
- Maintain WPPC Non-profit/tax exempt status
- Prepare and submit WPPC Budget annually
- Report on the status of WPPC finances at WPPC Meetings
- Ex Officio Member of WPPC Fundraising Committee

The duties of the Appointed Officers:

Webmaster

- Manage and maintain the St. Louis WPPC Website
- Coordinate with WPPC Secretary (Recording) in the preparation and distribution of the WPPC Newsletter
- Coordinate with WPPC Secretary (Recording) in the preparation and distribution of electronic WPPC Meeting Notices and United States Military Academy information briefs to WPPC Membership
- Compile and maintain WPPC Directory in conjunction with the Membership Committee

Historian

- Preserve the present and future of the WPPC
- Document and archive all significant events and milestones pertaining to the WPPC
- Keep the WPPC archives including photos, news articles and other pertinent artifacts as necessary to document WPPC activities and progress

### **Section 3 – Compensation**

All WPPC Officers and Committee Members shall serve without compensation.

## **Section 4 – Removal**

Any Officer or agent elected or appointed to any WPPC position may be removed by the Membership whenever the best interest of the WPPC will be served thereby. Such removal shall be without prejudice to the rights of the person involved. Removal may only be conducted after prior Notice to the affected individual of the reasons for removal and may be done only at a Special Meeting of the Members called in accordance with Article VI, Section 3 of these Bylaws and must be by three-fourths (3/4) of the Members voting at such Special Meeting.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1 - Annual Meeting**

The Annual Meeting shall be held in February of each calendar year, at such time and place as designed by the Executive Board. Notice of the Meeting time and place shall be sent to the Membership at least two (2) weeks prior to the Annual Meeting. WPPC Officer Election shall be held at the Annual Meeting.

#### **Section 2 - General Membership Meetings**

There shall be at least five (5) General Membership Meetings each year to transact such necessary business required for the good of the WPPC; one such Meeting may be the Annual Meeting referred to in Section 1 of this Article. Such other Meetings of the Club will be held as scheduled by the Vice President in consultation with the President and the appropriate Standing Committee.

#### **Section 3 - Special Meetings**

The Executive Board may call Special Meetings as they deem appropriate. Appropriate notice shall be sent to the Membership at least two (2) weeks prior of any such Special Meeting.

#### **Section 4 - Quorum**

At all WPPC Meetings, including Meetings of the Executive Board, the Quorum shall be a majority of the Members voting in person.

## **ARTICLE VII**

### **MANAGEMENT OF THE WPPC**

The Management shall be vested in the elected Officers who will also be the Executive Board.

## **ARTICLE VIII**

### **COMMITTEES**

#### **Section 1 – Committee Appointment**

The President shall appoint Committee Chairpersons and shall assist the Chairpersons in the selection of Committee Members serving for one (1) year terms.

#### **Section 2 – Special Committee**

Special Committees shall be appointed by the President as he or she deems necessary, subject to the ratification of a majority vote by the Members at the next scheduled Regular Meeting.

#### **Section 3 – Committee Voting**

The vote of the majority will be the vote of the Committee but any Committee Member with a dissenting view may publicly voice his or her opinion at the next Regular Meeting.

#### **Section 4 - Standing Committees**

The WPPC Standing Committee shall be: Membership Committee, Activities Committee, Fundraising Committee, and All Academies Ball Committee.

#### **Section 5 – Committee Duties**

The duties of the Committees rest with the Chairperson in conjunction with the designated Ex Officio Club Officer.

#### **Section 6 – Standing Committee Duties**

The specified duties of each Committee are:

Membership Committee  
(Vice President is Ex  
Officio Member)

- Coordinate with Vice President to schedule all WPPC Meetings
- Responsible to coordinate with appropriate United States Military Academy representatives to identify and contact United States Military Academy appointees and New Cadets
- Responsible for planning and presenting the WPPC annual “Hail and Farewell” June Meeting and the annual “Boodle” Meeting
- Assist Treasurer in keeping Membership dues current
- Assist Webmaster in compiling and maintaining the WPPC Directory

Fundraising Committee  
(President and Treasurer are  
Ex Officio Members)

- Plan and conduct all WPPC Fundraising activities other than the “Pot of Gold”
- Coordinate with WPPC Treasurer regarding WPPC finances, obligations and needs
- Coordinate with WPPC President regarding WPPC Fundraising activities
- WPPC President shall work directly with this Committee

Activities Committee  
(Secretary (Corresponding)  
is Ex Officio Member)

- Coordinate all WPPC related projects and activities not related to or outside other Standing Committees
- Primary responsibility for the WPPC ongoing support of “Wheels for Warriors” and “Operation Support Our Troops (OSOT)”
- Maintain the WPPC Mentor Program (in conjunction with Secretary (Corresponding))
- Coordinate with All Academies Ball Sub-Committee

All Academies Ball  
Sub-Committee (President is  
Ex Officio Member)

- Participate with other area Service Academy Parents’ Clubs on the St. Louis Area All Academies Ball Committee
- Assume primary responsibility for the All Academies Ball every third year

- Coordinate All Academies Ball planning with the WPPC President

## **ARTICLE IX**

### **FINANCES**

#### **Section 1**

The Treasurer shall collect all moneys due to the organization and disburse all funds necessary for the operation of the organization.

#### **Section 2**

The Treasurer is authorized to establish and maintain such bank accounts as the Treasurer feels necessary to perform the duties of Treasurer.

#### **Section 3**

The Treasurer will report on the financial status of the organization at every Meeting, a copy of which shall be attached to the minutes.

#### **Section 4**

Dues at an amount set from time to time by a vote of the Membership in an amount sufficient to reasonably finance the operation of the organization, will be due and payable by July 1 of each year.

#### **Section 5**

Dues shall be payable per Membership, as defined in Article III.

## **ARTICLE X**

### **RULES OF ORDER**

#### **Section 1 – Order of Business**

The order of business shall be established by the President.

#### **Section 2 – Rules of Order**

Any rules not covered by the Bylaws will be conducted in accordance with Roberts Rules of Order.

## **ARTICLE XI**

### **AMENDMENTS**

#### **Section 1 - Amendments**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a vote of the Members at any Annual Meeting of Members or any Special Meeting of Members designated for the specific purpose of amending Bylaws when the proposed amendment has been set out in a Notice of such Special Meeting in accordance with these Bylaws.

#### **Section 2 - Voting**

Votes must be in person.

#### **Section 3 – Certification**

The results of any Amendments to the Bylaws shall be certified by the duly elected Recording Secretary of the St. Louis West Point Parents' Club for the year these Amendments are made.

### **CERTIFICATION**

I \_\_\_\_\_, the duly elected Recording Secretary of the St. Louis Area West Point Parents' Club, certify that these Articles of Association and Bylaws set out above are the true and correct Articles of Association and Bylaws of "The St. Louis Area West Point Parents' Club" as of February 10, 2008.

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