

COAST GUARD ACADEMY PARENTS ASSOCIATION

Executive Council Meeting

USCGA, Alumni Center

June 28, 2009

The meeting was called to order at 12:34 pm by President Hollifield.

Members Present: J. David Beshoar, Stephen and Karen Bradley, Cassandra Brown, Edward Collins, Dan and Helen Crump, Harold Gracey, Kaye Hollifield, Bill and Elizabeth Korn, Lizann Miller, Kelly Morgan, Craig Nielsen, Duncan Pitcairn, Stephanie Prefer, Frank Rodino, Nancy Stevens, Krishna Subramanian, Bill Van Cleave, Tim Van Cleef, Greg and Jeannette Watka

Guests: Mary Sue Hamlet, Julie Jefferson, Debra March, Tari Utahara

Alumni Association Staff: Andy Krupa, John Maxham

Council Officer Reports:

President. In an overview of the past year, Kaye Hollifield reported on several activities that have improved the operations of the PA, including the transition from class listservs to message boards and processes to have more cohesiveness between the PA and the local chapters. She noted that the PA website and the message lists are “everything” to this organization and gave many thanks to Ken Winterberger for his work on the website and the lists.

Hollifield also accepted the resignation of Rich and Peggy Vihonski from the Executive Council. She then appointed Jo Ann Lane to replace them on the Council; the appointment was confirmed by the Council.

Hollifield thanked Kelly Morgan and Dan Crump for their 3+ years of service as PA Officers.

Vice President. Cassandra Brown introduced Karen Bradley as the 2013 Interim Listmaster and thanked her for all the great work she had done on the listserv.

The Nominating Committee presented the following slate of officers for the 2009-10, which was accepted by the Executive Council:

President---Cassandra Brown
Vice President---Craig Nielsen
Recording Secretary---Lizann Miller
Corresponding Secretary---Jo Ann Lane
Treasurer---Duncan Pitcairn

Corresponding Secretary. Craig Nielsen provided statistics on the successful use of the class message lists and also thanked Karen Bradley for being the Interim Listmaster for the Class of 2013.

Recording Secretary. Dan Crump noted that the February 28, 2009 minutes were approved electronically (16-0) by the Executive Council and have already been placed on the PA website.

Treasurer. Kelly Morgan provided updated financial information for the PA.

Treasurer's Report

\$13,230.00	2008 PA Dues Paid
805.00	2008 PA Income
12,216.23	2008 Expenses (newsletters, meeting refreshments, awards, pins, etc.)
\$ 2,649.00	2009 PA Dues Paid
0.00	2009 PA Income
1,059.78	2009 Expenses (newsletter, meeting refreshments, awards, pins, etc.)
	Fund Balances (as of 6/23/09)
\$122,565.02	Parents Gift Fund Balance *
00.00	Challenge Coin Fund
147,051.89	Parents Cadet Transportation Endowment **
155,116.76	Parents Cadet Activities Endowment ***
	*Large Expenditures from Gift Fund 2008
	2008
\$ 80,000.00	Transfer of \$40,000 to each of the two Parents Endowments
53,697.51	Cadet Activities for Van Maintenance/Copier Service
6,099.84	Purchase new refrigerators for dayrooms (used funds from chapters that had been placed in Parents Gift Fund
6,309.88	Purchase new furniture for Parents Lounge
3,000.00	Help with purchases for Leamy Hall Student Game Room
	2009
49,356.64	Cadet Activities for Van Maintenance/Copier Service
\$4,386.00	**Funds available to be distributed from Parents Cadet Transportation Endowment in Calendar Year 2009 Funds spent YTD: \$0.00
\$5,224.00	***Funds available to be distributed from Parents Cadet Activities Endowment in Calendar Year 2009 Funds spent YTD: \$0.00

A motion was made and approved to accept the Treasurer's Report.

Morgan recommended that \$80,000 be transferred to the two endowments and to a Leadership 44 Fund. The action was deferred until New Business.

Webmaster's Report:

Ken Winterberger ("one of the webmasters") gave a presentation in regards to the work being done on the PA pages on the Alumni Association website:

- Using the same system (I Module) that the Alumni Association uses.
- Will allow for site consistency; easier for PA web team to maintain pages and easier for chapters to maintain chapter pages.
- Working on branding to be able to identify the PA pages of the website.

- Will not be maintaining the current look and feel of the PA site---proposing new seal, logo and title.
- Local chapters will be a subgroup of the PA website
- Will include pictures that emphasize cadet activities
- The message lists will be maintained on our current site with a link from the iModule site to our own site
- Message lists membership
 - 2009---approximately 200
 - 2010---150
 - 2011---160
 - 2012---250
 - Swab (2013)---150 (noted that there have been about 14 messages/day)
- New web design (anticipated completion) by the end of the summer

A motion was made and approved to go with the new designs for the PA website

Old Business:

Membership Committee Report

Craig Nielsen presented the Membership Committee Report as a follow-up to recommendations made by the committee at the spring meeting. The report included proposed Constitution/By-Laws recommendations (listed as an appendix to these minutes---the changes are bolded and underlined in the text), including:

- Changing By-Laws, Article VII from “Chapter Development” to “Chapter Operations”
- Making chapters subsidiary to the Parents Association
- Increasing Parents Association membership dues to include chapter dues. Upon enrollment, parents will select a chapter to join – dues will be forwarded directly to the chapter. This will eliminate the need for chapters to collect dues, while also ensuring Parents Association membership is established prior to chapter affiliation.
- Modifying electronic application so that individuals will select a chapter; this includes a provision for an e-chapter
- Requiring that chapter reports (including a list of current officers and a financial statement) be presented to the Recording Secretary at, or prior to, the winter meeting of the Executive Council
- Amending Article VI of the Constitution to be consistent with the By-Laws

Comments:

- The membership money designated to chapters will be used for chapter operations and will be accounted for in the annual chapter financial statements.
- There is no definition of what constitutes a “year” (i.e. when does it start).
- The dollar amount for membership dues is not stated in the Constitution/By-Laws as a specific amount would necessitate an amendment any time there is a change in the amount.
- It would be good to have a set of instructions to be sent out to the chapters on how to fill out the annual report.

- On the membership form, you will have to select a chapter (important as a portion of the dues will be designated to each chapter).
- Any designation of dues to chapters from the PA membership dues will be effective for dues collected from the Class of 2014 and thereafter.

A motion was made and approved that the proposed amendments to the Constitution and By-Laws be presented for approval by the general PA membership at the General Membership meeting during Parents Weekend (September 26, 2009) with a copy of the proposed amendments to be included in the PA Newsletter to be sent out during August 2009.

A motion was made and approved to establish the PA membership dues to be \$200, effective for the Class of 2014.

Admissions Support and Partner Program Update

Hollifield gave a report provided from the USCGA Admissions Office:

- 290 students reporting in for the Class of 2013
- 30% female
- 16% underrepresented minorities
- Seven international cadets from Azerbaijan, Belize, Honduras, Lithuania, Panama, Romania and Tunisia.

The Admissions Office also wants to express thanks to the PA for funding light snacks to visitors who come to the USCGA Admissions Office, for hosting Swab Send Off events as well as holiday events for cadets and their families (the Office receives so much positive feedback on these events). The Office also gives a thank you to all those parents who are also Academy Admissions Partners---there are currently 101 Parent Partners.

Challenge Coins

Kaye Hollifield noted that the Florida and Upstate New York chapters had coordinated Challenge Coin sales in previous years. The Challenge Coins were presented this year by the Parents Association in memory of all parents lost to members of the graduating class who are not with us today to honor the academy graduation of their son or daughter. She suggested that the cost (estimated at \$1100) be picked up by the Parents Association in subsequent years in memory of these parents. She also mentioned the need to use a licensed vendor and noted that the person to contact in regards to licensing questions is Sue Fage in the CGA Alumni Association office.

Leadership 44/Sail Leadership Program

Kelly Morgan provided an update on the program, noting that the current CGA leaders are 40+ years old, are difficult to maintain, and there are not enough for all the cadets to use. He discussed the progress of the procurement committee (including the CGA Commandant, head of the CGA Sailing Program, and representatives from the Alumni Association, Foundation, and PA) which has been looking at solutions. The committee had contracted with a naval architect to modify the US Naval Academy boat model for CGA purposes. The proposal went out to 12 potential bidders (with four declining to bid). There was an extensive review of the remaining eight with a narrowing down to three candidates. A decision is due by mid-July and the decision

will be announced at the Alumni Association board meeting on July 24. The target is for the first boat to be ready in 2010. The cost of each boat is approximately \$715,000 to \$815,000 and there is the potential for the Coast Guard to pick up the cost of an estimated \$110,000 per boat). The Alumni Association has committed to fund four boats and the Foundation has committed to the funding of an additional two boats.

The next phase is fundraising for the boats. Morgan suggested that there be the appointment of a PA funding committee or point person. He also suggested that we stay with our current statement from the PA meeting of September 19, 2008 (“The Parents Association supports the leadership programs of the Academy and strongly endorses the Leadership 44 project. The Association will encourage independent contributions from and through the membership of the Association. This will be separate and distinct from the existing mission of the Association.”) and see what we can do. He noted the PA currently supports immediate needs of the cadets and also dedicates money for endowments (long-term). This would be something in the middle. In regards to funding, Morgan recommended that \$20,000 be transferred to each of the two PA Endowments for a total of \$40,000 and that \$40,000 be transferred to the Leadership 44 campaign (in the name of the PA) as seed money.

A motion was made and approved that \$20,000 be transferred to both the Cadet Transportation and Cadet Activities Endowments (for a total of \$40,000) and that \$40,000 also be transferred to the Leadership 44 Fund.

New Business:

Memorandum of Agreement (MOA) ---Alumni Association and CGA Parents Association

At the February Executive Council meeting, Kelly Morgan volunteered to document the relationship between the PA and the Alumni Association. A Memorandum of Agreement (MOA) was jointly prepared with Jim Sylvester, president of the Alumni Association. The MOA was presented to the Executive Council electronically and approved by a vote of 14-1. It was then signed by representatives of the PA (Kaye Hollifield) and the Alumni Association (Jim Sylvester).

Election of Officers for 2009-2010

The slate of officers presented (and approved) earlier in this meeting was unanimously elected.

Cadet Activities Funding Request Review

The annual funding request was presented from the Commandant (via the PA Treasurer). Morgan noted that twice during the year, the Commandant will send a bill/invoice for expenses.

A motion was made and approved to accept and fund the PA Support Request of \$62,040 from the Commandant.

PA Support Request Summary, 2009-10				
	2009-10 Funding Request	2008-09 Funding	2007-08 Funding	2006-07 Funding
Copier and Printer Supplies	\$13,600	\$11,300	\$11,800	\$16,760
Cadet Van Maintenance and Gas	20,000	20,000	17,000	14,000
Cadet-Wide Morale (Cadet Activities Council &	20,000	20,000	20,000	10,000

Regimental Morale				
Sponsor Family Program Trainings & “Meet and Greet” Dinner	3,000	3,000	3,000	
Sponsor Family Program Trainings				1,000
Cable TV	1,440	1,200	1,200	1,500
Summer Cadet <i>Eagle</i> Morale (INCONUS 10 & 08, OUTCONUS 09 & 07)	0	3,000	0	0
Summer Cadet CATP Morale (Elizabeth City and Mobile)	4,000	4,000	4,000	3,000
Total Request	62,040			
Total Approved		62,500	57,000	49,260

Clarifications:

- 1) Copier and printer decrease due to end of lease term in 07-08, now only supplies and maintenance agreements for two copiers and eight printers.
- 2) Cadet Van gas costs continue to increase. Our intention is to hold to this budget by expanding the use of the Cadet Livery Service.
- 3) Cadet Activities Council and Regimental Morale planning events
- 4) Sponsor Families Meet & Greet will be during swab summer again and cost will provide meal for sponsor families.
- 5) Cadets on Eagle are very successful profitably selling *Eagle/CG* souvenirs on the ship when INCONUS, only fund morale out of CAF during OUTCONUS years.
- 6) CATP Program is split between two locations and all 2/c cadets participate.

Chapter Reports:

Connecticut---CAPT Foye

Dessert night was very successful---lots of food, but nothing left; 16 incoming cadets---14 came to the welcoming event; eight connections for swabs that had sponsor help for R-Day; Farewell for 14 graduates.

New England

Cookie exchange at Christmas time (along with CT/CAPT Foye chapter); Hail and Farewell for swabs and graduates---record-setting attendance. Looking forward to R-Day picnic; putting a lot of time into the hosting of Holly Ball (in Boston on December 26); process of fundraising for \$10,000; also will continue to host the box lunches for Parents Weekend.

Carolinas Icarus

AIM---20 participants from North Carolina and six from South Carolina; Swab Picnic on May 30---20 families came, used Sector Charleston---new ENS Ward was in attendance. Co-hosted a luncheon with Navy League for 150 members of the *Eagle*.

Upstate New York

Welcoming picnic---helo pilots, boat CG Station Oswego; five 5 cadets and one going to Prep School; two swabs got to go on a Search & Rescue mission.

Florida

Tapestry fundraiser (orders on website), didn't hear back from the CGA Exchange on sales possibility; presentation of two checks---\$3000 for the Cadets Activity Fund and \$1000 for the Leadership 44 fund; 21 cadet appointments---seven attended event at Sector St. Petersburg.

Chesapeake & Potomac

Transition time for chapter leadership; every March---host lacrosse teams with rooming and cookouts; 64 appointments; swab picnic---22 cadets attended, doing pre-R-Day social along with Delaware Valley chapter

Greater New York

Hail and Farewell---May 30 Fire Island Station---four swabs in attendance, also new ENS Rodino; will do goody-bags for Merchant Marine game.

Delaware Valley

Approximately 70 active families; hosted crew team at regatta in April; 125 people at going-away picnic at Atlantic City; hosting December 26 Ball along with Merchant Marine.

Golden Gate

March 28 meeting to tour the USCGC *Bertholf*, including anyone interested in CGA (more than 75 attended); June 13 Cadet Welcome on Yerba Buena Island---seven incoming swabs, also AIM and Prep School attendees.

Other:

The Council had a discussion on how to inform parents of swabs about the Parents Association. There is a need to communicate with parents, not students---need to get parents' email. It was also suggested that the PA needs to get information about the organization into the Admissions Acceptance packet. It was also suggested that information about the PA is communicated to Admissions Partners, especially auxiliarists. They are in touch with cadet candidates, but might not know anything about the PA.

The deadline for chapter presidents to contribute articles to the next PA Newsletter is July 31. Chapter presidents need to send articles to editor@cgaalumni.org, plus a copy to Cassandra.

The entire Executive Council expressed their appreciation and gratitude to Kaye Hollifield for her service to the Parents Association, culminating with this year's service as President.



The meeting was adjourned at 3:47.

Respectfully Submitted,

Dan Crump, Recording Secretary

APPENDIX – Proposed changes to the Constitution and By-Laws

(bolded and underlined)



CONSTITUTION AND BY-LAWS **of the Coast Guard Academy Parents Association**

Adopted: 12 March 1972 -- Revised: 2 June 1973, 1 August 1975, 1 October 1977, 1 July 1979, 22 October 1982, 14 October 1988, 25 October 1997, and 23 March 2003, and 1 November 2006

Constitution

Article I - Name

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

Article II - Purposes

The Parents Association exists for the sole purpose of supporting the U.S. Coast Guard Academy and its Corps of Cadets. It seeks to expand parent, guardian and public understanding and appreciation of the Academy; to encourage well-qualified young men and women to apply for appointments as cadets; to assist with the orientation of new cadets and their parents or guardians; to promote communication and to make known to its membership opportunities for participating in Academy and support projects offered by the United States Coast Guard Academy Alumni Association hereafter referred to as the Alumni Association. All intentions, activities, and workings of the Parents Association will be guided by the spirit of the U.S. Coast Guard Academy Mission Statement.

Article III - Membership

Section 1: Regular 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. 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.

Section 2: Associate membership shall be available to any person who is interested in promoting the purposes of the Parents Association but is not eligible for regular membership.

Section 3: Honorary 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, U.S. Coast Guard Academy 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.

Section 4: Only regular members shall be eligible to vote in elections or be a candidate for election to the Executive Council of the Parents Association. Regular members affiliated with graduates may serve in no more than six (6) Members-at-large positions nor serve in a majority of the Executive Council officer positions at any time.

Article IV - Administration

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

Article V - Operations

Section 1: The 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. 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.

Section 2: Any projects undertaken by the Parents Association for the enrichment of the cadet education experience or the improvement of Academy facilities shall be coordinated through the Alumni Association and shall comply with the policies of the Commandant, US Coast Guard, regarding philanthropic support of the Academy.

Section 3: The Parents Association shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate in political campaigns.

Section 4: Upon dissolution of the Association, any remaining assets shall be given over to the Alumni Association for use in the improvement of the facilities and programs of the US Coast Guard Academy.

Section 5: Non-operating expenditures in excess of \$500.00 must be approved, in advance, by the Executive Council.

Article VI – 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 in the

Fall, provided notice and a copy of the Amendment or Amendments proposed shall have been mailed or electronically transmitted to the entire voting membership at least thirty (30) days in advance of the meeting; or 2) by a mail or electronically transmitted ballot sent to all regular voting members.

All ballots cast, either absentee or entire mail or electronic (fax or email) ballots votes, must be returned showing the name, address and signature (an email address will serve as a signature for email ballots) of the voter(s). All absentee ballots must reach the Recording Secretary (or designee) by the stated deadline.

By-laws

Article I - Dues

Section 1: Regular members shall pay dues the 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.

Section 2: Honorary members and Associate members shall pay no dues.

Section 3: Dues shall be payable in advance for the period of membership.

Section 4: Dues shall be used to fund the operations of the Parents Association and shall comply with the provisions contained in Article V - Operations - Section 1, of the Constitution.

Section 5: Any excess of annual dues not needed for operations of the Association, or for reasonable reserves, shall be applied to the Academy support projects, through the United States Coast Guard Academy Alumni Association.

Section 6: Dues may be reimbursed for cancelled membership on a pro-rata basis, upon written notice of membership cancellation to the Parents Association Council Treasurer.

Section 7: A portion of the dues collected from each member will be designated as Chapter Dues. Each member shall select a chapter to join. If no chapters exist within reasonable proximity new chapters can be formed or the member can select another chapter at their discretion.

Article II - Parents Association Council

Section 1: The Executive Council shall consist of: 1.) the Chapter Presidents (providing the Chapter is in compliance with annual reporting requirements), 2.) up to twenty sets (up to five from each class) of parents or guardians (or individual parents or guardians where two are not available) holding regular membership status, these members will be Members-at-large and 3.) all living Past Presidents, in compliance with provision in Article IV, Section 5 of these By-laws.

Section 2: Terms of elected officers of the Executive Council shall be for one (1) year. All such elected officers shall take office beginning on Reporting In Day. Chapter Presidents shall take office between April and August. The election and terms of Members-at-Large shall be for two (2) years commencing on Parents Weekend, but the terms shall be staggered so that seven (7) new members are elected each year. Executive Council officers, Chapter Presidents and Members-at-Large may be elected to serve successive terms.

Section 3: Any vacancy occurring among Members-at-Large may be filled by appointment by the President with confirmation by the Executive Council

Section 4: Each family unit of the Executive Council shall be entitled to one (1) vote. If two separate members of one family unit are elected to two different Executive Council officer positions, such as Treasurer and Secretary, they will each have one vote for each officer position.

Section 5: The elected officers of the Executive Council shall consist of the President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary and the immediate Past President. The Executive Council shall have the full authority to implement such rules and regulations as have been provided by the Constitution and By-laws.

Section 6: The Parents Association shall assist in the establishment of chapters of the Association in any locality in which there is sufficient parent interest to sustain a chapter.

Section 7: The Executive Council shall prepare an annual report as of Parents Weekend of each year, reporting operations and accomplishments during the previous twelve (12) months. This report shall include a financial accounting for the twelve (12) month period and a proposed budget for the following year.

Article III - Nominations and Elections

The Parents Association Executive Council shall appoint a nominating committee of three (3) members to nominate a slate of at least seven (7) family unit candidates for the seven (7) Members-at-Large positions that become vacant each year. The Nominating Committee Chairman or his designee shall present the slate to the summer (Reporting In Day) meeting of the Executive Council for approval. The recommended slate of nominees shall be announced in the Fall edition of the Parent Newsletter or sent in a notice format to all regular members at least thirty (30) days prior to the General Membership Meeting and voted on by all eligible members in good standing at the Parents Weekend General Membership meeting.

The Nominating Committee Chairman or his designee shall present a slate of prospective Executive Council officers for the upcoming year. Elected officers' terms shall begin at the conclusion of the R Day meeting.

Article IV - Officers

Section 1: The Executive Council shall elect officers to serve the terms of that Council and at the pleasure of the Council. The elections will be held no later than the council meeting held prior to Reporting In Day. The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The officers shall be a family unit, where applicable. The offices of Secretary and Treasurer may be held by the same family

Section 2: The President, Vice President, or in their absence a member of the Council selected by the members present, shall preside at all meetings of the Executive Council.

Section 3: (a) The Recording Secretary shall keep a record of the proceedings of the Association and of the Council and maintain files of the Association as directed. (b) The Corresponding Secretary shall handle all correspondence on routine matters including matters pertaining to each class email list and shall bring all other correspondence to the attention of the appropriate members of the Association.

Section 4: 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 President. 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. Disbursements for operating expenses will be made by the Alumni Association in the name of the Parents Association upon presentation of proper expense documentation, including copies of meeting minutes for expenditures over \$500.00. Monthly financial reports will be submitted in a timely manner to both the President and the Treasurer of the Parents Association for their review.

Section 5: All past Presidents of the Parents Association are to be lifetime Council Members and ex officio members of all Committees.

Section 6: The duties of Vice President, Recording Secretary, Corresponding Secretary and Treasurer may be modified by Executive Directive as appropriate, upon agreement of the Executive Council, without requiring a By-Laws change.

Section 7: All elected officers will be required to attend at least the Annual Meeting, unless excused. If an officer misses all meetings during the year, without being excused, the officer will be asked to resign.

Article V - Business Meetings

Section 1: The Executive Council shall hold an Annual Meeting 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; a quorum of ten (10) voting members is the minimum required to approve appropriations of more than \$500.00 at any business meeting. All members of the Association are invited to attend such meetings, and any member of the Association may bring questions before the Council at such meetings.

Section 2: Special business meetings may be called by the Executive Council upon notice to Council Members, if a situation requiring immediate action shall arise.

Section 3: Any member may request a General Membership meeting by stating in writing its purpose and having obtained the signatures of five (5) Executive Council members. Action on such a request shall be acted upon within a period of sixty (60) days..

Section 4: Parliamentary procedures for these meetings shall be as set forth in Robert's Rules of Order Revised, where not contrary to the Constitution and By-Laws of the Association.

Article VI - Relations With Academy Faculty and Administration

Section 1: 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, following the Annual Business Meeting or at such times as the Superintendent may suggest

Section 2: Officers and members of the Council who have accepted positions of leadership with respect to the various mission 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 effective measures tailored to actual needs, may be undertaken by the Association.

Section 3: In their relations with the Academy Faculty and Administration, the officers and members of the Council shall work to coordinate with the designated Parents Association Liaison Officer.

Article VII - Chapter Operations

Section 1: A chapter is defined as an organized group that operates as a subsidiary of the Coast Guard Academy Parents Association, whose purpose is

the same as the CGAPA as outlined in Article 2 of the Constitution. Chapter Presidents shall ensure that prospective chapter members are first members of the CGAPA before granting membership status in a local chapter.

Section 2: The President may allocate up to one hundred dollars (\$100.00) to be distributed as needed to help to defray 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 communication can be established between the Executive Council and the Chapter..

Section 3: The Constitution and By-Laws of other Chapters or of the National Parents Association will be furnished to assist the new Chapter, if requested.

Section 4: To further assist the new Chapter, the Parents Association will provide the names and addresses of cadets currently at the US Coast Guard Academy and those Alumni families located in the proposed Chapter area.

Section 5: To be considered active, chapters are required to report to the CGAPA Recording Secretary its current list of officers and a financial statement, at or prior to the winter meeting of the Executive Council.

Section 6: Upon dissolution of the 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 VIII - 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 in the Fall, provided notice and a copy of the Amendment or Amendments proposed shall have been mailed or electronically transmitted to the entire voting membership at least thirty (30) days in advance of the meeting; or 2) by a mail or electronically transmitted ballot sent to all regular voting members.

All ballots cast, either absentee or entire mail or electronic (fax or email) ballots votes, must be returned showing the name, address and signature (an email address will serve as a signature for email ballots) of the voter(s). All absentee ballots must reach the Corresponding Secretary (or designee) by the stated deadline.