

USNA Class of 2003 Bylaws

These bylaws govern the voluntary participation with and between the Class of 2003, United States Naval Academy (USNA), as an entity, and the USNA Alumni Association (USNAAA). There shall be no dues or assessments imposed to condition participation, other than those related to attendance at a class reunion.

Participation in the Class of 2003 is inclusive to (a) individuals that accepted the oath of office on Induction Day 1999 (“**Members**”) that remain in good standing with the USNAAA, (b) Members’ next of kin to (“**Associate Members**”), and (c) other individuals as may be designated by the Executive Committee from time to time. There shall be no dues or assessments imposed or required for participation.

Members’ good standing shall terminate upon expulsion from USNAAA, or other cause of action as determined by majority vote of the Executive Committee.

ARTICLE I

Mission

The mission of the Class of 2003 is to support the USNA, the USNAAA, and Members; facilitate and promote social interaction and communication among Members; support and empower the Brigade of Midshipmen from pre-Commissioning and through their careers; and memorialize deceased classmates.

ARTICLE II

Correspondence

Correspondence relating to business of the Class of 2003 shall be sent by the specific means as the Executive Committee shall determine from time to time and as reasonably notified to the class. If no such means are specifically designated, the [class webpage](http://2003.usnaclassess.net/), <http://2003.usnaclassess.net/>, shall be the medium for communicating class business.

ARTICLE III

Organization

The Class of 2003 will operate with principles consistent with those of a non-profit organization, and will manage its business in accordance with these Bylaws through an Executive Committee.

The Executive Committee shall all be graduate Members of the Class of 2003, and comprise:

- Four Class Officers elected by the Members at large in accordance with Article V;
- The Class Officers shall consist of a President, Vice President, Secretary, and Treasurer with respective duties as described in Article IV; and
- The chair of each Functional Committee, if any, as may be established by a vote of the Class Officers from time to time to support class events and interests. Functional Committee chairs shall be appointed by the President for such duration as established by the Class Officers.

ARTICLE IV

Qualifications and Duties

- 1) The President shall:
 - Be accountable to the Class of 2003 and be responsible for representing the class in all affairs, to include:
 - timely communication to the class at large regarding interactions with the USNA or USNAAA applicable to the class at large,
 - communicating the collective perspective of the Class of 2003 to the USNA or USNAAA;
 - Appoint the chair for any Functional Committee;
 - Appoint, with approval from the Executive Committee, volunteer class members for specific duties; and
 - Create, distribute, and supervise the implementation and execution of a Class Plan, and approve any financial disbursements under the Class Plan or reunion planning.
- 2) The Vice President shall:
 - Act in the place of the President in the event of vacancy, inability, or incapacity to perform the duties described in this Article IV;
 - Coordinate the activities of any Functional Committee with the Class Plan;
 - Solicit input from the class at large reflecting the Class Plan; and
- 3) The Secretary shall:
 - Record, keep custody and maintain access of the minutes for Executive Committee meetings, and ensure records are kept for activities of any Functional Committee impacting the business of the class;
 - Record and publish the minutes of any class meetings;
 - Maintain custody of the class crest;
 - Keep a record of classmate obituaries;
 - Collect, from the class at large, and submit collected content for Shipmate and related appropriate outlets; provided however, the Secretary may delegate, upon approval or ratification by the President, such duties to another individual; and
 - Prepare and publish newsletters, notices, or communication otherwise regarding the activities of the class of 2003 not otherwise assigned to a Functional Committee; provided however, the Secretary may delegate, upon approval or ratification by the President, such duties to another individual.
- 4) The Treasurer shall:
 - Account for and record the expenditure of funds available to the Class of 2003;
 - Generate, under the direction of the Executive Committee, financial plans for the use, or preservation or growth as applicable, of funds available to the Class of 2003;
 - Supervise or make disbursements for costs and expenses under the financial or Class Plan, or other owed by the Class of 2003; and
 - Provide quarterly financial reporting to the Executive Committee.
- 5) Functional Committees.
 - Reunion Committee.
 - The Class Officers shall form a Reunion Committee no later than three years prior to a designated class reunion; at least one elected Class Officer shall serve on the Reunion Committee;

- The President shall appoint a Reunion Chair to lead the Reunion Committee no later than three years prior to a designated class reunion;
- The Reunion Chair shall:
 - Organize the reunion
 - Solicit committee Reunion Committee members, as needed, from the class at large
- Election Committee.
 - The Class Officers shall form an Election Committee no later than twelve months prior to an election date, unless to respond to a vacancy as described in Article VI in which case the Election Committee may form a special election at a date established by the Executive Committee;
 - The President shall appoint an Election Chair from the class at large and exclusive of the then-current Class Officers;
 - The Election Committee shall organize the election, runoffs and other procedures in accordance with and furtherance of Article V
- Additional Committees as the Executive Committee may form or dissolve at their discretion.

ARTICLE V

Election of Class Officers

Election of Class Officers shall be held at least every five years, with election date determined by majority vote of the Executive Committee, and announced to the class at large no later than twelve months prior to the election date.

Class Officers shall be elected by vote following a nomination process;

- Class Officers shall be nominated by the class at large, with nomination submissions closing two months prior to the election date;
- Nominated members must receive petition support by fifty members of the class at large at least one month prior to the election date to be an eligible candidate for office;
- Nominated members may post messages related to their candidacy on class correspondence as set by the Election Committee;
- Eligible candidates shall be listed on an applicable ballot by last name alphabetical order, without distinction as to nomination method or petition support;
- Ballots shall be made available to each member of the class at least thirty days prior to the election date, ballots may be submitted at any time prior to the election date.
- Submitted ballots shall be tallied by the Election Committee on the election date and the results announced no later than seven days after the election date;
- The eligible candidate receiving a plurality vote shall be elected as respective Class Officer; in the event of a tie, the Election Committee will organize a runoff vote;
- Incumbent Class Officers may, unless they otherwise notify the Election Committee, automatically be eligible candidates;
- Election results for a given election shall be maintained by the Election Committee until the completion of the following election;

- Each class member shall be entitled to a single ballot; there shall be no proxy voting and a ballot may not be changed once cast, even if the change would be made prior to the election date;
- Voting shall be conducted by electronic correspondence, or as otherwise determined by majority vote by the Executive Committee;
- In the event there are no eligible or nominated candidates for a respective position other than President, the respective incumbent Class Officer shall continue to serve in such position until a secondary election is organized by the Election Committee.
 - If no eligible or nominated candidates are identified for a secondary election, the duly elected President may appoint a Member to such position at the President's sole discretion.
 - If there are no eligible or nominated candidates for President for a secondary election, the then-standing Executive Committee may elect a President by majority vote from among those Class Officers of such duly elected Executive Committee.

ARTICLE VI

Vacancies and Removal of Executive Committee Members

Any executive committee member may resign at any time. Vacancy shall mean any of incapacity, resignation, removal, or other actual or deemed non-participatory status.

In the event of a vacancy of the President, the Vice President shall assume the role and duties of the President.

In the event of a vacancy of the Vice President, the President shall appoint either the Secretary or Treasurer to the role of Vice President at the President's sole discretion.

Any executive committee member may be removed by a majority vote of the members of the Executive Committee.

In the event of a Class Officer vacancy, the remaining Class Officers shall set an election date and form an Election Committee to conduct a special election conforming to the guidance of Article V. Newly elected Class Officers by special election shall serve the remainder of the previous officer's term.

Cause for removal of a member of the Executive Committee may be initiated by special meeting of the Class of 2003.

ARTICLE VII

Executive Committee Meetings

The Executive Committee shall meet at such times and places, to include via teleconferencing tools, as necessary to conduct class business or duties of any then-standing committee, but will meet at least annually, or within three months from the start of a vacancy of Class Officers to establish election procedures for filling the vacancy and appointing interim officers.

The President or Vice President or any two other members of the Executive Committee may call for a meeting of the Executive Committee, and the Secretary shall coordinate the time and place of such called meeting.

Quorum for an Executive Committee meeting shall be met by the attendance of the President, Secretary and at least one other member of the Executive Meeting.

The Secretary shall record any dissent by an Executive Committee member, Executive Committee members are presumed to assent to all matters and actions at an Executive Committee meeting absent such recordation of dissent.

Any action may be taken without a meeting if by unanimous written consent.

ARTICLE VIII Class Meetings

The class of 2003 shall meet at such time and place as per notice from the Executive Committee, but no less than every five years at or prior to a fifth year graduation anniversary, to conduct business as set forth in the notice. Any matter presented at a class meeting will be determined by majority vote of the Members or Associate Members present at the class meeting, or by other means as set forth in the notice.

Quorum at a class meeting shall be satisfied by ten percent of Members, or if no quorum is present by twenty-five percent of Members' written consent to actions at such class meeting.

Special meetings may be called, for any purpose, by the President or at least ten percent of the cumulative Members and Associate Members. Petition for special meeting demonstrating at least ten percent of required assent shall be delivered to the Secretary, and reasonable notice provided to all Members pursuant to Article II at least thirty (30) calendar days before such special meeting detailed the purpose of the special meeting and manner of voting on matters of such special meeting.

Quorum at a special meeting shall be satisfied by ten percent of Members, or if no quorum is present by twenty-five percent of Members' written consent to actions at such special meeting. The Secretary shall preside over and record the minutes of any special meeting.

Members shall be entitled to vote on matters presented at a special meeting, the manner of voting to be established in a notice of such class meeting or special meeting; matters of a special meeting will be determined by a majority vote at the special meeting.

ARTICLE IX Class Funds

Proposals or motions for raising class funds must be submitted to and approved by the Executive Committee.

The Treasurer shall reimburse expenditures made on behalf of the Class from the operating funds in the following manner:

- Amounts less than \$100 may be disbursed according to the Treasurer's discretion.
- Amounts less than \$1,000 may be disbursed by the Treasurer with the President's approval.
- Disbursements over \$1,000 must be approved by the Executive Committee.

ARTICLE X

Amendments to the Bylaws

Any Member or Associate Member may submit in writing to the Executive Committee a proposed amendment to any part of these bylaws. Proposed amendments must be accompanied by a petition of 10 Members, exclusive of the Executive Committee.

The Executive Committee may adopt any proposed amendment by unanimous consent.