



MASSACHUSETTS MARITIME ACADEMY
PARENTS ASSOCIATION
(MMA PA)

BY-LAWS

2007-2008 School Year Amended

These by-laws, which were adopted by a vote of the MMA PA membership on May 7, 2008, replace and supersede in their entirety all previously adopted by-laws or constitutions, including the following editions and any others that may exist:

- 1991-1992 school year
- 1992 revision
- 2002-2003 school year revision.

This document, therefore, represents the sole by-laws of the Massachusetts Maritime Academy Parents Association that are in effect as of the date of their adoption.

These by-laws are the product of the appointed By-Law Review Committee and the Executive Board of the MMA PA. Special thanks to the following officers and committee members for their work on this revision:

2007-2008 Executive Board:

Ann Prete, President
Ann Marie Stoica, Vice President
Karen Nahigian, Admissions Liaison

Harry Wood, Treasurer
Beth Sobilloff, Secretary

By-Law Revision Committee:

Pam Condino, Parent '08 and '11
Bill Goodwin, Parent '11
Wendie Howland, Parent '05
Ann Marie Stoica, Parent '09, Chairperson

Pam Ihling, Parent '09
Laurie Kaye, Parent '11
Claire Powers, Parent '11

Special thanks as well to Massachusetts Maritime Academy Trustee Paul F. Kelly for his technical assistance with the parliamentary aspects of this revision.

Mission Statement

The mission of the Massachusetts Maritime Academy Parents Association is to provide information and support to families of regimental cadets at MMA. We do this by promoting and facilitating communication among parents and with the Academy, by sharing information resources, and by raising funds for scholarships. Membership and participation are open to any interested family member, former cadets and family, and MMA employees.

Article 1

Name

The name of this organization shall be the Massachusetts Maritime Academy Parents Association (MMAPA).

Article 2

Purpose

The purpose of the MMAPA is to provide information and support to families of regimental cadets at the Massachusetts Maritime Academy. That is accomplished through the sharing of information and personal experiences among parents and between parents and the Academy. Special emphasis is placed on assisting parents of cadet candidates as they begin their MMA experience. MMAPA maintains a website (www.mmapa.org) of regularly updated information of interest to parents, and operates an email list serve where members can communicate with each other. MMAPA also raises money to provide cadet academic term (which may include the winter term), and sea term scholarships.

Article 3

Membership

Membership in MMAPA is open to parents, guardians and family members of accepted incoming, current or former MMA cadets. Current cadets are not eligible for membership.

There is no fee, form or application for membership to MMAPA. Individuals who fit the criteria above are considered members of the MMAPA and are eligible for participation in our meetings and activities. Eligibility to vote is limited to parents and guardians of incoming, current and former MMA cadets, and is not open to former cadets, MMA employees, alumni or members of the Board of Trustees.

Access to the MMAPA email list serve is not automatic to members, but rather is applied for and approved separately as provided in Article 8 of these by-laws.

Article 4 Meetings

Meetings will be announced in advance via the MMAPA web site and the email list serve. There will be a minimum of four meetings annually, and they typically take place in May, September, December and February. The President may call additional or special meetings, including meetings of a purely social nature, when he or she deems it appropriate, or when petitioned, in writing, to do so by no fewer than five members. The President or his or her designee will post the agenda for each meeting at least one week prior to the meeting.

Members may attend meetings in person or, when available, via teleconference. Members participating via teleconference are generally not eligible to vote on matters raised at the meeting because of the inherent difficulty in maintaining the integrity of any vote made in that manner. If the President determines, in his or her discretion, that a matter coming to vote before the membership is of such importance or controversy that teleconferencing members should be allowed to vote, then those members will be allowed to vote. In that case, the President will determine the procedure for teleconference voting that will maximize the integrity of the voting process.

A quorum for holding a meeting will be at least ten members present either in person or via teleconference, if available, not counting the MMAPA officers.

The final meeting of each school year, which typically will be held in the month of May, will include the annual election of officers to serve the following school year (see Article 6 below).

Article 5 Officers

The Officer positions will include, at least, a President, Vice President, Secretary, and Treasurer, all of whom shall be members of the Executive Board. An Admissions Liaison and Hospitality Chair are encouraged, and if those positions are filled the incumbents will also be part of the Executive Board. Other officer positions may be filled from time to time as the need exists. Term of office is one year, beginning annually with the spring (usually May) election meeting and ending the following year when new elections are held. The members of the Executive Board take primary responsibility for soliciting volunteers from among the membership to assist in the mission of the MMAPA. As examples, the Executive Board members should actively recruit members to help with fund-raising activities and sales, and for special projects that from time to time arise, recent examples being the maintenance of the MMAPA web site, the Parent's Packet, and the FAQs (Frequently Asked Questions).

The Executive Board may, at the discretion of the President or at the request of two or more other Executive Board members, meet in person or via telephone to discuss relevant matters. Such meetings are encouraged prior to each general business meeting to set agenda items and generally to make arrangements for the meeting.

The duties of the officers are as follows:

President: The President's duties include, but are not limited to, presiding at meetings, calling regular or special meetings of the Executive Board or membership as needed, and serving as the first line of contact between the MMAPA and the MMA administration. The President serves, *ex officio*, on the Board of the MMA Foundation. The President approves applications, or delegates approval authority to another officer, for access to the MMAPA email list serve, and performs other functions that are commonly accepted presidential duties. The President may delegate to the Vice President or other Executive Board member such official or other duties as may be necessary for the conduct of business.

Vice President: The Vice President's duties include, but are not limited to, serving in the capacity of President if the President is unable or unavailable to perform his or her duties, assisting the other officers as needed, and performing other functions that are commonly accepted vice presidential duties. The President may delegate some of his or her customary duties to the Vice President. The Vice President, in the event of the President's resignation or incapacity to serve, shall succeed to the office until the next regular election of officers.

Secretary: The Secretary's duties include, but are not limited to, maintaining minutes of the business meetings, making the minutes available in draft form for acceptance at the following business meeting, making arrangements for approved minutes to be posted on the MMAPA web site, and performing other functions that are commonly accepted secretarial duties.

Treasurer: The Treasurer handles the cash and maintains the financial records of the MMAPA. The Treasurer has primary responsibility for the integrity of all the MMAPA's fiscal matters. Duties include, but are not limited to, holding cash at fund-raising events, the timely deposit of incoming funds, assuring that the MMAPA's authorized expenditures are made in a timely manner, and keeping accurate records of the income and expenditures of the MMAPA. The Treasurer advises the membership, through a report at each general business meeting, about the finances of the MMAPA. The Treasurer maintains inventory of goods for sale for fund-raising purposes, reorders when necessary and makes an annual recommendation as to the amount of funds to be donated for cadet scholarships. The Treasurer also performs other functions that are commonly accepted treasurer duties.

If there are two Co-Treasurers, the duties will be divided or shared between them, with a preference for one Treasurer being in charge of funds and the other of inventory. Co-Treasurers must not be related to each other by blood or marriage.

Admissions Liaison: The Admissions Liaison works with the Massachusetts Maritime Academy Admissions Office to promote the Academy to prospective students and especially to their parents, and assists in the Admissions Office's efforts to attract students. This may include, when requested by the Admissions Office employees, assisting with regional or local Admission Open Houses or at college fairs.

Hospitality Chair: The Hospitality Chair's duties include maintaining accurate and up-to-date suggestions for places appropriate for food and lodging for parents when they are in the area. The Hospitality Chair may, from time to time, solicit businesses in the Buzzards Bay area for discounts for MMAPA members.

Article 6
Election of Officers

Officers are elected annually at the spring general business meeting. Nominations and expressions of interest to seek office may be announced in advance via the email list serve, or may be made from the floor at the election meeting. Election is made by a majority vote of eligible members present. The term of office is one year.

Article 7
Financial Integrity

Maintenance of the integrity of MMAPA's finances is a top priority. To that end, the following fiscal procedures are in place:

- The Treasurer or Co-Treasurer(s) shall be responsible for holding funds at any fund-raising event.
- At the conclusion of any fund-raising event, funds will be counted and recorded by two unrelated (by birth or marriage) members, one being the Treasurer or Co-Treasurer, and preference for the second counter being one of the other eligible members of the Executive Board.
- Checks will be co-signed by the Treasurer or one Co-Treasurer and by one other unrelated (by birth or marriage) officer.
- An annual review of the financial records will be conducted by an audit committee comprised of the Treasurer or Co-Treasurers and at least two other members, one of whom does not hold an office in the MMAPA. The audit committee will report to the President in writing their conclusion as to whether the records appear to be in good order. This audit should be done prior to the business meeting at which the election of new officers takes place.
- Proceeds from fund-raising efforts will be used to provide scholarships for cadets. Any other use must be approved by the membership.

Article 8
MMAPA List Serve

Access to the list serve is open to parents and guardians of incoming, current or former cadets; to MMA employees; graduates; and to the MMA Board of Trustees. Currently enrolled cadets are not eligible for access to the list serve.

Application for access to the list serve is made by following the procedures currently in place, which are set forth on the MMAPA website (www.mmapa.org). Access is granted upon approval of the application by both the Webmaster and the MMAPA President or his or her designee. Such approval will not be unreasonably withheld.

The Chat Group Guidelines that are currently in effect appear on the MMAPA website (www.mmapa.org) and are to be followed by all posters.

Article 9 Amendments

Proposed amendments to these by-laws will be adopted after a two-thirds majority vote of those eligible members present at a full meeting of the MMAPA. Proposals for amendments must be submitted to the Executive Board, through the President, in writing and at least fourteen days prior to the meeting at which the vote on the amendment will be taken. The requested amendment will be posted to the membership via the website, list serve or both, at least one week prior to the meeting at which the vote on the amendment will be taken.

5-7-08