

MASSACHUSETTS MARITIME ACADEMY  
PARENTS ASSOCIATION  
(MMAPA)

BYLAWS

2011 - 2012 School Year Amended

These bylaws, which were adopted by a vote of the MMAPA membership on May 11, 2011, replace and supersede in their entirety all previously adopted bylaws or constitutions, including the following editions and any others that may exist:

1991-1992 school years  
1992 revision  
2002-2003 school year revision  
2007-2008 school year revision.

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

These bylaws are the product of the appointed Bylaw Review Committee and the Executive Board of the MMAPA. Special thanks to the following officers and committee members for their work on this revision:

2010 – 2011 Executive Board:

President: Christine Mucciarone:  
Vice President: Bob Knott  
Co-Secretary: Don Austin  
Co-Secretary: Carol Doherty

Co-Treasurer: Christine Gilbert:  
Co-Treasurer: Jeanne Mourey:  
Admissions Liaison: Karen Nahigian:

Bylaw Revision Committee:

Christine Mucciarone, Parent '13  
Bob Knott, Parent '12  
Don Austin, Parent '13  
Karen Nahigian, Parent '11  
Carol Doherty, Parent '12

Marie Burchfield, Parent '12 and '13  
Karyl Wong, Parent '12  
Jeanne Mourey, Parent '13

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 primarily for scholarships.

**Article I**

Name

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

## **Article II**

### Object/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](http://www.mmapa.org)) of regularly updated information of interest to parents, and operates a googlegroups forum where members can communicate with each other. MMAPA also raises money primarily to provide cadet scholarships, both need and/or merit based.

## **Article III**

### Membership and Voting

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. 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 and current MMA cadets. There is no fee, form or application for membership to MMAPA.

## **Article IV**

### Officers

In order to be elected and hold an officer's position the officer must have a currently enrolled cadet. In the event the cadet is no longer enrolled, that officer's position must be vacated.

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.

### Election of Officers

Officers are elected annually at the spring general business meeting. Nominations and expressions of interest to seek office should be submitted to the board in advance via the googlegroups forum with a statement of qualifications within two weeks of the special general business meeting. The candidates and their qualifications will then be posted on the googlegroups forum. A member may also declare his/her candidacy 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. 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

the MMA administration. The President serves, *ex officio*, on the Board of the MMA Foundation. 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/Co-Secretaries:** The Secretary's duties include, but are not limited to, maintaining minutes of the business meetings, making the minutes available in draft form to the board within one week to then be posted in draft form on the website 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/Co-Treasurers:** If there are two Co-Treasurers, the duties will be divided or shared between them. The treasurer(s)' duties include, but are not limited to, handling the cash and maintaining the financial records of the MMAPA. The treasurer(s) has primary responsibility for the integrity of all the MMAPA's fiscal matters. Duties include, holding cash at fundraising 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 and other functions that are commonly accepted treasurer duties. The treasurer(s) informs the board of any incoming funds within 48 hours and advises the membership, through a report at each general business meeting, about the finances of the MMAPA. The treasurer(s) 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. Co-Treasurers must not be related to each other by blood or marriage.

**Admissions Liaison:** The Admissions Liaison works with Members of the Parent Association to recruit volunteers to attend the Academy's Open Houses, Welcome Aboard event and college fairs at the request of the Admissions Office.

**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, as well as organizing the Welcome Back Dinner for parents the evening prior to the ship's return from Sea Term. The Hospitality Chair may, from time to time, solicit businesses in the Buzzards Bay area for discounts for MMAPA members.

## **Article V** Meetings

Meetings will be announced in advance via the MMAPA web site and the googlegroups forum. There will be a minimum of four meetings annually, and they typically take place in September, December, March and May. 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.

The President may call special meetings, when he or she deems it appropriate, or when petitioned, in writing, 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 and/or live video streaming. Members participating via teleconference and /or live video streaming are not eligible to vote on matters raised at the meeting because of the inherent difficulty in maintaining the integrity of any vote.

A quorum for holding a meeting will be at least five members present in person, not counting the MMAPA officers. 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.

## **Article VI**

### 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 over the amount of \$500.00 will be co-signed by the Treasurer or one Co-Treasurer and by one other unrelated (by birth or marriage) officer with the approval of the President.
- 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 or any other use as approved by a vote of the membership. At the discretion of the board funds may also be dispersed for the operating needs of the association of up to \$50.00.

## **Article VII**

### **MMAPA Googlegroups Forum**

Access and membership googlegroups forum 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 or membership to the googlegroups forum.

Application for access and membership to the MMA-Parents googlegroups forum is made by following the procedures currently in place, which are set forth on the MMAPA website ([www.mmapa.org](http://www.mmapa.org)). Access is granted upon approval of the application by the MMAPA President or his/her designee. Such approval will not be unreasonably withheld.

The MMA-Parents forum guidelines that are currently in effect appear on the MMAPA website ([www.mmapa.org](http://www.mmapa.org)) and are to be followed by all posters.

## **Article VIII**

### **Parliamentary Authority**

Robert's Rules of Order shall be the association's final authority on questions and procedures of parliamentary law not covered by the by-laws.

## **Article IX**

### **Amendment of Bylaws**

Proposed amendments to these bylaws 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 MMAPA googlegroups forum at least one week prior to the meeting at which the vote on the amendment will be taken.

5-11-11