

# **CONSTITUTION**

and

## **BY-LAWS**

of the

### **CLASS of 1968**

#### **UNITED STATES MILITARY ACADEMY**

##### **ARTICLE I: PREAMBLE**

**SECTION 1.** The name of this organization is the United States Military Academy Class Of 1968 (USMA Class of 1968), hereinafter referred to as the Class.

**SECTION 2.** The Class is a non-profit, self-sustaining, private organization, and will exist until the death of its last Regular Member.

**SECTION 3.** The Class is not an instrument of the United States Government. It exists solely to serve the members of the Class and, through the Class, the United States Military Academy. It shall be administered by individuals not acting within their official capacities as officers, employees, or agents of the United States Government.

**SECTION 4.** The Class shall be its members' association supported by contributions or fund-raising activities and shall not be carried on for profit.

##### **ARTICLE II: PURPOSE AND OBJECTIVE**

**SECTION 1.** Purpose. The purpose of this Constitution is to provide a vehicle for the administration of the Class after graduation from the United States Military Academy, and to perpetuate the association of the members begun as Cadets and to support and further the ideals of the United States Military Academy.

**SECTION 2.** Objective. The objectives of this Constitution are to accomplish the following:

- Preserve the unity of the Class of 1968.
- Provide a means of administering class affairs.
- Define membership.
- Deal with Class-related financial matters.

Provide a point of contact, through Class Officers, with the Association of Graduates (AOG), and other organizations, as deemed appropriate by the Class Officers.

### **ARTICLE III: MEMBERSHIP**

**SECTION 1.** The regular membership of the Class of 1968 shall automatically include all graduates of the Class of 1968. In addition, it may include Associate and Honorary Members.

- a. Regular Members shall be all USMA graduates from the year 1968 who are officially recorded by the Association of Graduates, including those cadets who were reassigned to the Class from a higher class and who subsequently completed the requirements for graduation.
- b. Associate Members shall include those persons who were members of the Class of 1968 at the time of acceptance of the Class into the Corps of Cadets but who are not Regular Members. Participation in Class activities by an individual who meets Associate Member constitutes acceptance of membership. No Class organization is under any obligation to solicit Associate Membership.
- c. Honorary Members shall consist of all persons to whom the Standing Committee has offered membership and who have accepted this offer. The Standing Committee must have a majority vote of the quorum to approve an offer for Honorary Membership.

**SECTION 2.** Regular members shall have all rights guaranteed them by this Constitution.

**SECTION 3.** Associate and Honorary members shall have all rights of Regular Members, except the right to vote in class matters.

**SECTION 4.** Resignation. Members of the Class may withdraw from this association, if desired. Resignation will be effective upon receipt by the Standing committee of a letter from a member, the subject of which shall be "Request to Resign from the USMA Class of 1968."

### **ARTICLE IV: CLASS OFFICERS**

**SECTION 1.** Membership. The Class Officers shall be the President, Vice President, Secretary, Treasurer, Information Systems Officer, and Historian/Scribe. These officers shall perform the duties as prescribed by the by-laws and in accordance with the parliamentary authority adopted by the Class.

- a. Election. The Officers shall be elected from the Regular Members of the Class to serve for five (5) year terms, with the election to be held in conjunction with five year reunions, or until their successors are elected at a special meeting, unless they should sooner die, resign, or be removed. Their five-year term of office shall begin immediately at the conclusion of the Class Reunion at which they are elected.
- b. Reelection. Class Officers may be reelected for consecutive terms.
- c. Sequence and Plurality. The members of the class will accomplish elections at the Class Business Meeting during each reunion in attendance at the reunion. A simple majority will be required for election.

- d. Vacancies. The Standing Committee shall fill Class Officer and committee vacancies, as they may occur between Class Business Meetings held in conjunction with each five year reunion, as described below. A simple majority of the quorum constitutes authority to execute this duty.
- Vacancies resulting from the resignation, removal, or death of an Officer may be filled by majority vote of the Standing Committee, and the officer so chosen shall hold office until the next Reunion unless he resigns, is removed, or dies.
  - Should the Presidency become vacant, the Vice President shall assume the office of President, and the vacancy shall exist in the office of the Vice President. The Standing Committee may then fill the Vice President's vacancy.
  - Should any Class Officer become temporarily unable to properly perform his duties as a result of medical condition or physical non-availability, or other condition, the Standing Committee will appoint an interim officer. The Standing Committee shall examine and act upon, on a case-by-case basis, whether an officer can perform his duties. Upon recovery, the officer will petition the Standing Committee for reinstatement.

## **SECTION 2. Impeachment Procedures.**

- a. Class Officers may be impeached for the following reasons:
- (1) Extended negligence of duties. Negligence is defined as any dereliction of duty that is related to one's responsibilities.
  - (2) A lack of desire to serve in the best interests of the Class.
  - (3) An inability to perform in the best interest of the Class, or an inability to properly represent the members of the Class.
- b. Any Regular Member may request impeachment proceedings against a Class Officer. Such request must be submitted in writing to the Standing Committee to initiate proceedings. Such request must include explicit reasons for which impeachment procedures are requested.
- c. Within thirty (30) days of receipt of such request, the Standing Committee shall designate a Committee not comprised of any Class Officers to investigate the matter. The Committee shall number no less than five (5), and not more than nine (9) Regular Members.
- d. The Committee shall determine whether sufficient cause exists to impeach the Class Officer. A three-fourths vote of the Committee is required to proceed to a Class vote.
- e. The Class will be notified of the impeachment proceedings by the Class Web site, email, and (for those who specifically request it) postal mail. Notification will include explicit reasons for which impeachment proceedings have been brought against the Class Officer and that the Committee has found sufficient cause to initiate a Class vote.

- f. Voting will be done by ballot. All ballots returned within forty-five (45) days of the ballot posting date on the Class Web site shall constitute a quorum. A two-thirds vote of the quorum is required to remove a Class Officer. The Class Officer against whom impeachment proceedings have been brought may not vote.
- g. In case of removal, the vacant office will be filled in accordance with Article IV, Section 3.b. of the Class Constitution.

## **ARTICLE V: STANDING COMMITTEE**

**SECTION 1.** Membership. As a minimum, the Standing Committee shall consist of the Regular Class Officers, except the President, plus not more than seven Regular Members of the Class. In the event of a tie vote of all members of the Standing Committee, the Class President will cast the deciding vote. Any Class member can be on the Standing Committee providing he is accessible to the meeting location for conducting class business in a timely and efficient manner.

**SECTION 2.** Elections. The Standing Committee will elect a Chairman at intervals to be decided by the committee.

**SECTION 3.** Responsibilities. The Standing Committee is intended to aid the class officers with administration of class duties and functions, and shall have general supervision of the affairs of the Class between its Business Meetings, fix the hour and place of meetings, make recommendations to the Class, and shall perform such other duties as are specified in the Bylaws. The Standing Committee has responsibility for organizing class activities and for directing use of the Class Administration Fund. The Standing Committee shall make a formal report of its activities available to the Class at least once annually. The Standing Committee shall be subject to the orders of the Class, and none of its acts shall conflict with the actions taken by the Class.

**SECTION 4.** Meetings. Unless otherwise determined by the Standing Committee, Class Business Meetings shall be held on the first day of each five year reunion. Standing Committee meetings will be held at least quarterly at the call of the Chairman, and at the direction of the Class President. At least half of the Standing Committee must be in attendance to constitute a Standing Committee meeting quorum. Attendance to accomplish class business may be in the form of telephone or email contact.

## **ARTICLE VI: CLASS HEADQUARTERS AND MEETING**

**SECTION 1.** Class Headquarters. The Class President, with the advice of the Standing Committee will determine the class headquarters.

**SECTION 2.** Class Business Meeting. The Class Business Meeting will be held in conjunction with each five year reunion.

**SECTION 3.** Agenda. The President will report on the status of Class affairs, the Treasurer will report on Class finances, and such other business may be conducted as determined by the Class Officers, Standing Committee, or a majority of Regular Members in attendance.

**SECTION 4.** Special Meetings. The Standing Committee may call for a Special Meeting at any other time it deems appropriate. Class Web site, email and postal mail, or facsimile will provide notices of Special Meetings not less than sixty (60) days prior to the meeting.

**SECTION 5.** Voting. Only Regular Members may vote on Class matters. Any Regular Member may vote on behalf of another Regular Member pursuant to a written proxy, a notarized copy of which must be filed with the Secretary prior to the start of the meeting.

**SECTION 6.** Quorum. For elections and other Class matters at a Regular Meeting, a quorum will consist of the Regular Members in attendance in person and by proxy. For elections, the nominee receiving the most votes will be elected. For all other matters, except in impeachment procedures, a majority of a quorum will be required for action.

**SECTION 7.** The Secretary will have posted a report of each meeting on the Class Web site, and by postal mail to any members who request it.

## **ARTICLE VII: CLASS FUNDS**

**SECTION 1.** Control. The control of Class Funds shall be in the hands of the Class Treasurer and the Standing Committee.

**SECTION 2.** Fund Classification. The Class Treasurer shall control two funds – the Administrative Fund and the General Fund.

**SECTION 3.** Administrative Fund. The Class Treasurer will invest an administrative fund in a tax exempt Savings Account at any bank or savings institution. The Treasurer or Standing Committee is authorized to draw on the account for the following purposes:

- a. Upon the death of a Class member or member of his immediate family the reasonable cost (as directed by the Standing Committee) of an appropriate funeral wreath, flowers, or contribution to a fund or charity of such is designated as the preferred form of remembrance.
- b. To make routine disposition of class funds to defray expenses incident to the conduct of class affairs.
- c. Gifts to sons and daughters who graduate from a service academy.
- d. Other purposes as approved by the Standing Committee.
- e. With the consent of the Class President, the Class Treasurer may levy an additional fee of five (\$5.00) dollars upon each class member to replenish the fund.

**SECTION 4.** The General Fund will be invested in the tax-exempt Association of Graduates administrative account and known as the Class of 1968 Fund. This will allow any gifts to the Class Funds to be tax exempt and tax deductible. Any change in the form of investment of the Class Funds shall be undertaken according to the procedures prescribed in Article VII, paragraph

4 (below), of the Constitution. The purpose of the Class General Fund is to provide such gifts as the Class may determine to the United States Military Academy and the AOG.

**SECTION 5.** Disposition. Any proposal for the major disposition of funds will be submitted to the Class Officers and the Standing Committee for their specific endorsements or objections. Following that, the proposal, containing the endorsements or objections, will be presented for decision to the Class membership in the form of a resolution. This resolution will be posted on the Class web site and be mailed by email and postal mail at the Regular Member's request. A decision will be made in accordance with the desire of the simple majority of the respondents of the living class membership contactable through Association of Graduates' and Class Locator records, with ballots being submitted by email or postal mail. All ballots returned within sixty (60) days of the ballot posting date shall constitute a quorum. A simple majority of the quorum constitutes authority to execute function. A major disposition of funds is any disposition of more than one thousand (\$1,000) dollars of the Administrative Fund, or ten (10) percent of the General Fund. From time to time, the Standing Committee shall establish limits on the Treasurer's authority to withdraw funds from accounts for any expense or series of related expenses without the additional signature of another officer.

**SECTION 6.** Records. Records of the Class General and Administrative Funds, to include all withdrawals and deposits will be maintained by the Class Treasurer. He will keep in contact with the Secretary-Treasurer of the Standing Committee concerning minor expenditures. The Treasurer or a member of the Standing Committee at the Class Business Meeting shall present a report of the Class Funds. A report will be made annually to the Standing Committee and published on the Class Web site.

**SECTION 7.** Fund Dissolution. Dissolution of the Class Funds will be considered at the Class Business Meeting or at any time after the event of no more than fifty (50) members of the Class remaining. The proposal for the dissolution of the Class Funds will be handled in the same manner as a major disposition as prescribed in Article VI, paragraph 4, of this Constitution. Dissolution of the Class Funds shall be automatic upon the death of the last living member. Upon dissolution of the Class Funds, all remaining assets shall be donated to the Association of Graduates for such use as will benefit the United States Military Academy.

### **ARTICLE VIII: CLASS GIFTS TO THE UNITED STATES MILITARY ACADEMY**

The Class in accordance with Article VII of the Constitution will approve class gifts to the United States Military Academy and the AOG. Upon approval of a gift, the Standing Committee may authorize the Treasurer to make specific disbursements from the Class General Fund in fulfillment of such gifts.

### **ARTICLE IX: CLASS CREST AND RING**

**SECTION 1.** Class Crest. The Class Crest shall be the property of the Class. The Class reserves all rights.

**SECTION 2.** Class Ring. The retention and wear of the Class Ring shall be governed by the traditions of the United States Military Academy.

- a. The USMA Class of 1968 Class Ring should be worn only by Regular Members.
- b. The family of any deceased member of the Class may retain the Class Ring. If the family declines to retain the Class Ring, the Class will make every effort to acquire the ring for appropriate donation to USMA.

#### **ARTICLE X: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Robert's Rules of Order** shall govern the Class in all cases to which they are applicable and in which they are not inconsistent with this Constitution, and any special rules of order the Class may adopt.

#### **ARTICLE XI: NOTIFICATION AND VOTING**

The primary means of notifying the class on any matter requiring a vote will be through electronic mail. It is incumbent on every classmate to register his electronic mail address with the Class CIO. Matters to be voted upon will be posted on the Class Web page. Electronic mail notices will be sent to all registered classmates advising them of the subject to be voted upon and the directions for voting. Classmates desiring to participate in voting activities but unwilling or unable to provide an electronic mail address shall advise the Class Secretary in writing and provide a mailing address where they will be contacted via first class mail.

#### **ARTICLE XII: AMENDMENTS**

**SECTION 1.** Resolution Authority. Resolution for amendment to this constitution may be made by any member of the class and submitted to the Standing Committee. Proposed amendments will be submitted by the Standing Committee to Regular Members at the Class Business Meeting for approval, together with a written explanation of the amendment's purpose and a ballot. In case of the need for an amendment to be submitted and acted upon between Regular Meetings, the notice of proposed amendment will, as a minimum, be posted on the Class web site for not less than sixty (60) days for Regular Members to review the amendment.

**SECTION 2.** Plurality. A two-thirds vote or Regular Members present at the Class Business Meeting will be required to approve the proposed amendment.

**SECTION 3.** Action. The resolution will be acted upon either at the next Class Business Meeting or by electronic web and mailing. Approval will be by two-thirds majority of those present at the Class Business Meeting or those who reply to the posting within sixty (60) days.

#### **ARTICLE XIII: DISSOLUTION**

The Class shall be dissolved and all assets remaining shall become the property of the Association of Graduates upon the death of the last Regular Member of the Class.

## **BY-LAWS OF THE CLASS OF 1968**

### **ARTICLE I DUTIES OF THE CLASS OFFICERS**

#### **SECTION 1** The Class President shall:

- Coordinate the affairs of the Class
- Preside over Class functions, business meetings, and the Standing Committee.
- Assume leadership for the business aspects of the class, including reunion planning, replacing Class Officers, setting up special or ad hoc committees, attending the annual Class Leaders Conference hosted by the Association of Graduates, etc.

#### **SECTION 2** The Class Vice-President shall assist the President and preside in his absence.

#### **SECTION 3** The Class Secretary shall:

- Maintain records of the affairs and business of the Class
- Assist the President in any administration pertinent to the class.
- Keep members of the Standing Committee posted on class affairs and business.
- Ensure minutes are kept of Class Business Meetings.
- Coordinate the sending of flowers to funerals of class members and coordinate all gifts provided by the Class for any purpose.
- Maintain lists of class sons and daughters who are attending Service Academies.
- Coordinate all class internet postings, and postal mailings not specifically associated with reunion activities.

#### **SECTION 4** The Class Treasurer shall:

- Attend to the finances of the Class Funds and maintain records of all transactions.
- Make such dispositions from the Class Funds as are authorized in the Constitution.
- Ensure that the most recent balance of the Class Funds and a record of transactions over the most recent year is published annually on the Class Web page and presented to the Standing Committee for ratification.

#### **SECTION 5** The Class Historian shall:

- Maintain the class archives and all permanent records of significance to the Class of 1968.
- Record and report class activities through the class column in the *Assembly* magazine.
- Coordinate and ensure the publication of classmate Memorial Articles in the *Assembly* magazine.
- Direct the preparation and update of the Class Locator.



- Coordinate with the Class Information Systems Officer for Class information posting and classmate email address update.

**SECTION 6** The class Information Systems Officer shall:

- Establish and maintain the Class home page on the World Wide Web, with or linked to the AOG web site.
- Post information pertinent to the Class on the home page, in coordination with the class officers.
- Maintain and moderate the Class List Server for the exchange of electronic mail.
- Be the focal point for email addresses and assure that they as well as address changes, when they are provided, are passed on to the Class Historian/Scribe and Association of Graduates.
- Have primary responsibility for enhancing and improving class communications through technology.

**ARTICLE II DUTIES OF THE CLASS STANDING COMMITTEE**

**SECTION 1: ORGANIZATION OF THE STANDING COMMITTEE**

The Standing Committee (see Constitution shall select from among its number a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

**SECTION 2: DUTIES OF THE CHAIRMAN OF THE STANDING COMMITTEE**

The Chairman shall coordinate the activities of the class and the committees. He shall preside at the Class Business Meeting and maintain liaison with lass President.

**SECTION 3: DUTIES OF THE VICE-CHAIRMAN OF THE STANDING COMMITTEE**

The Vice-Chairman shall assist the Chairman in coordinating the affairs of the class and the committees and assume the duties of the Chairman in his absence. He will maintain liaison with the Class Vice-President.

**SECTION 4: DUTIES OF THE SECRETARY-TREASURER OF THE STANDING COMMITTEE**

The Secretary-Treasurer shall keep a permanent file of class business and shall pass it on to his successor. He shall ensure than minutes are kept of the Class Business Meeting and that copies are sent to any class officers unable to attend the meeting. He shall maintain liaison with the Class Treasurer and Class Historian. He shall assist the Class Treasurer in keeping records of Class Funds and in making a report at the Class Business Meeting. He shall make dispositions of, and report on class funds as authorized in the Constitution, Article VI.

## **SECTION 5: RESPONSIBILITIES OF THE STANDING COMMITTEE**

In general, it shall be the duty of the Standing Committee to act for the Class Officers in maintaining the unity of the Class of 1968 and to keep the Class informed of matters affecting all of its members.

The Standing Committee will:

- a. Coordinate all routine class business.
- b. Set the date for and call the Class Business Meeting or any other Special Class or Standing Committee meeting.
- c. Furnish a Class representative for any official duty or function when required.
- d. Prepare and distribute correspondence as appropriate on matters concerning the class.
- e. Coordinate with the Class Historian/Scribe and to AOG to keep and maintain the Class Locator.
- f. Record and report Class activities through the Class column in Assembly magazine.
- g. Ensure the publication of all Class Memorial Articles in coordination with the Class Historian/Scribe.
- h. Appoint interim class officers should any become unable to perform their duties.
- i. Assemble a Reunion Committee and establish a Reunion Fund for the planning and execution of Class Reunions to be conducted at least every five years.
- j. Ratify annual Treasurer reports and expenditures.
- k. Establish dollar limitations of gifts and remembrances to be issued in the name of the Class.

**SECTION 6:** Decisions of the Standing Committee will be made by a simple majority of the quorum, with each member having one vote.

## **ARTICLE III COMMITTEES**

The Standing Committee may create such committees as it deems necessary and appropriate. Committees shall report to the Standing committee, except in the case of committees formed for the purposes of impeachment proceedings.

## **ARTICLE IV: AMENDMENTS**

These By-Laws may be amended in the same manner as the Constitution, as specified by Article VIII of the same.

In the case of conflict between the Constitution and these bylaws, the Constitution shall control.

These bylaws for the USMA Class of 1968 are hereby adopted as shown the signatures affixed below:

---

Class President

---

Class Vice President

---

Class Secretary

---

Class Treasurer

---

Class Historian/Scribe

---

Class Information Systems Officer

---

Standing Committee President