

**MASSACHUSETTS MARITIME ACADEMY  
PARENTS ASSOCIATION  
(MMAPA)  
BYLAWS  
2013 - 2014 School Year Amended**

These bylaws, which were adopted by a vote of the MMAPA membership on September 10, 2013, replace and supersede, in their entirety, all previously adopted bylaws or constitutions.

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:

2013 – 2014 Executive Board:

President: Christine Mucciarone	Co-Treasurer: Deb Migridichian
Vice President: Ann Marie Seier	Co-Treasurer: Marilyn Cyr
Co-Secretary: Kim Farber	Admissions Liaison: Leanne Avakian
Co-Secretary: Marianne MacLeod	Hospitality Chairperson: Deirdre MacInnis

Bylaw Revision Committee:

Christine Mucciarone, Parent '13, '14	Deb Migridichian, Parent '14
AnnMarie Seier, Parent '15	Marilyn Cyr, Parent '16
Kim Farber, Parent '15	Leanne Avakian, Parent16
Marianne MacLeod, Parent '15	Peter Farber, Esq., Parent '15
Deirdre MacInnis, Parent '16	Jane Rabesa, Parent '13
Don Austin, Parent '13	

Special thanks as well to Massachusetts Maritime Academy Trustee Paul F. Kelly, a Registered Parliamentarian, 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).

The principal location shall be at:

101 Academy Drive  
Buzzards Bay, MA 02532

## **Article II**

### Object/Purpose

The purpose of the MMAPA is to provide information and support to families of students/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 in a civil manner with each other. MMAPA also raises money primarily, but not limited to, providing cadet scholarships, both need and/or merit based.

## **Article III**

### Section 1 - Membership and Voting

Membership in MMAPA is open to parents, legal guardians and family members of accepted incoming, current or former full-time MMA students/cadets (both graduate and undergraduate).

There are three types of membership:

Active Members: Parents and legal guardians of current, incoming, full-time cadets and students (both undergraduate and graduate). Active members count towards the quorum and have voting privileges. Passage of a motion by majority vote is defined as more than half of the votes cast by persons entitled to vote, excluding blanks or votes of "Present" ("Abstain"). Passage of a motion by two-thirds vote is defined as at least two-thirds of the votes cast by persons eligible to vote, excluding blanks or votes of "Present" ("Abstain").

Associate Members: Parents and legal guardians of graduated students/cadets, (both graduate and undergraduate). Associate members neither count toward the quorum, nor vote.

Honorary Members: May include, at the discretion of the Executive Offices, family members, members of the MMA faculty and staff, members of the MMA Board of Trustees and the MMA Foundation and others as deemed appropriate by the Executive Officers. Like Associate Members, Honorary Members neither count toward the quorum, nor vote.

There is no fee, form or application for membership to MMAPA.

### Section 2 – Google Group Membership

Access and membership to the Googlegroups forum is open to parents and legal guardians of incoming, current or former students/cadets; to MMA employees; and to the MMA Board of Trustees. Currently enrolled students/cadets are not eligible for access or membership to the Google groups forum.

Application for access and membership to the MMA Parents Google groups 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 strictly adhered to by all posters at all times.

#### **Article IV – Formerly Article V**

##### **Section 1 – Membership Meetings**

Membership meetings and agendas will be announced in advance by the Secretary via the MMAPA web site and the Google groups forum. The President or his/her designee will post the agenda for each meeting via the Google group and/or the MMAPA website, at least one week prior to the meeting. There will be a minimum of four meetings annually, which typically take place in September, December, March and May. The final meeting of each school year, which usually will be held in the month of May, will include the annual election of officers to serve starting the day after MMA Commencement for a term of one year (see Article V, Section 2). The President may call special meetings, when he or she deems it appropriate, or when petitioned, in writing, by no fewer than 5 (five) members. Members may attend meetings in person or, when available, via teleconference and/or live video streaming. Members participating via teleconference shall neither count towards the quorum, nor be eligible to vote.

A quorum for holding a membership meeting will be at least 5 (five) active 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, via telephone, or electronically 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.

##### **Section 2 – Executive Meetings**

All Executive Board meetings must have a quorum of one-third of Executive Board members either in person or through electronic communication.

#### **Article V – Formerly Article IV**

##### **Officers**

In order to be elected and hold an Officer's position the officer must have a currently enrolled matriculated cadet or student (either undergraduate or graduate) student. In the event the student is no longer enrolled, the Officer's position must immediately be vacated and the Executive Board may appoint someone to that office for the remainder of the Academic year.

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 they will also be part of the Executive Board. Other officer positions may be filled from time to time as the need exists.

##### **Section 1 - Election of Officers**

Officers are elected annually at the spring general business meeting typically held in May. Nominations and expressions of interest to seek office should be submitted to the board in advance via the Google groups 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 Google groups forum. A member may also declare his/her candidacy from the floor at the election meeting. Election is made by a majority vote of Active members present.

### Section 2 – Term of Office

The term of office is one year starting the day after MMA Commencement. Within one month of the election, a special meeting of the incoming and outgoing Executive Board members will be called. This meeting will be called by the current President.

### Section 3 – Resignation

Any elected officer may resign his/her office at any time by resignation in writing to the Executive Board and an acceptance thereof shall not be necessary to make the resignation valid. Such resignation shall take effect from the time of its receipt by the Executive Board. All property of MMAPA shall be returned to an Executive Board officer at the time of resignation.

### Section 4 – Vacancies

If the office of the Vice-President, Co-Treasurer, Co-Secretary, Admissions Liaison, Hospitality Chair, one or more, becomes vacant, by reason of death, resignation, disqualification, or otherwise, the remaining Board members, by a simple majority vote, may choose a successor or successors, who shall hold office until the next general 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. 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. The President will call, at a minimum, two Executive Board meetings within an academic year.

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: If there are two secretaries, the duties will be divided or shared between them. 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) shall have full charge and custody of, and be responsible for, all funds of the organization which may come into the care of said officer, and shall maintain an account or accounts in the name of the Organization. The treasurer(s) has primary responsibility for the integrity of all the MMAPA's fiscal matters. The Treasurer(s) shall be required to exhibit all records, books, documents and

accounts which he has in his possession to any member of the Executive Board at any reasonable time. 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 3 (three) business days, by email with documentation and advises the membership, through a full and complete financial report at each general business meeting, about the finances of the MMAPA. The Treasurer(s) maintains inventory of all goods for sale for fund-raising purposes, keeps costs of fundraising items at a minimum, 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 closely with the Admissions Office to recruit volunteers for MMA events such as, but not limited to: Open Houses, Welcome Aboard Day, Sea Bag week, Orientation drop-off day, Orientation Graduation Day, Recognition Day and 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, 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 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 the President, who shall be unrelated (by birth or marriage).
- 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 \$250 per event, not to exceed \$1,250 in an academic year.

**Article VII – This article has been moved to become Section 2 of Article III.**

## **Article VII – Formerly Article VIII**

### Parliamentary Authority

The most recent edition of Robert's Rules of Order shall be the association's guide on questions and process of parliamentary procedure not covered by the bylaws.

### **Article VIII – Formerly Article IX**

#### Amendment of Bylaws

Proposed amendments must be submitted by an Active member to the Executive Board, through the President, in writing or through electronic correspondence at least fourteen days prior to the meeting at which the vote on the amendment will be taken.

The requested proposed amendment by an Active member, will be posted one week prior to the scheduled membership meeting, in the following manner to the Google group:

- The original amendment as presently written;
- The proposed change(s) to the amendment(s) in (red);
- The purpose of the change to the amendment;
- Proposed by whom

Adoption of proposed amendments to these bylaws requires an affirmative vote of two-thirds of those Active members present at the MMAPA membership meeting at which the motion is made and seconded.

Revised September 10, 2013

#### These bylaws Supersede All Previous Editions

1991-1992 school years

1992 revision

2002-2003 school year revision

2007-2008 school year revision

2011-2012 school year revision

March 2013 revision

May 2013 revision