CONSTITUTION AND BYLAWS
UNITED STATES AIR FORCE ACADEMY
PARENTS' ASSOCIATION OF NORTHERN CALIFORNIA

Adopted: August 2010

Amendments: July 2024, September 2025

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ARTICLE I. ORGANIZATIONAL STATUS, NAME, AND AFFILIATIONS

Section l. The name of the organization shall be The United States Air Force Academy Parents' Association of Northern California (USAFA PANC or PANC).

Section 2. The club is associated with and recognized as an official support group for the parents of cadets and alumni of the United States Air Force Academy and the cadet candidates of the USAFA Preparatory School located in Colorado Springs, Colorado. The PANC organization is documented on the USAFA Parent Clubs web page: https://www.usafa.edu/parents/parent-clubs-spirit-committees/

Additional relevant information is provided on the USAFA parents' web page: https://www.usafa.edu/parents/.

Section 3. This club is established in perpetuity, unless dissolved as per Article XIII.

Section 4. The club shall always be a NOT-FOR-PROFIT ORGANIZATION, and any use of the club by or as a FOR PROFIT ORGANIZATION shall be a cause for permanent disbarment from the club for any and all members involved in such activities.

Section 5. The club shall not discriminate against race, creed, religion, or ethnic background, nor shall it endorse any religious or political activity. PANC's leaderships shall strive to extend a positive, supportive environment to each other and to the Membership at large.

ARTICLE II. MISSION STATEMENT

Section l. USAFA/PANC Mission Statement :

The United States Air Force Academy Parents' Association of Northern California is a social organization composed of parents, family, and friends of the United States Air Force Academy Cadets and Alumni and USAFA Preparatory School Cadet Candidates from the Northern California area. We join together to support each other and our sons and daughters through their years in Colorado Springs and beyond throughout their Air Force careers. We all share a great deal of pride in our sons and daughters for their commitment to serving our country. Our mission is:

- To promote the exchange of information to help cadets and their parents/guardians to benefit from the experience of those who have come before them.
- To assist The United States Air Force Academy Admissions Liaison Officers by providing another communication channel with cadet candidate and appointee families, and by sharing their perspectives.
- To help build and maintain positive community attitudes toward The United States Air Force Academy.
- To provide support and close association among the members through social interaction, recreational events, and other such activities as may be desired or needed by the member families, their cadets, and cadet candidates.

ARTICLE III. MEMBERS AND MEMBERSHIP

Section 1. The United States Air Force Academy Parents' Association of Northern California serves Area 54 in Northern California. The area is defined as: the West (Coastal) side of Interstate 5 from the Northern border of Oregon going South to, but not including, San Luis Obispo. USAFA/PANC welcomes all parents, family of USAFA Cadets, Alumni, and USAFA Preparatory School Cadet Candidates who would like to join in support of each other.

Section 2. Eligible members: Parents or guardians of cadets and USAFA Preparatory School Cadet Candidates who live in Northern California within the geographical region described in **Section 1**.

Section 3. Eligible nonvoting members: Parents of USAFA graduates who live within the geographical region described in **Section 1**.

ARTICLE IV. VOTING RIGHTS OF MEMBERS

Section 1. All members who are in good standing shall have one vote per person.

Section 2. Votes pertaining to club business shall be by hand count unless the majority of the members in attendance want a polled-by-name, or a written vote. All matters dealing with such sensitive issues as dismissal or disbarment shall always be by written ballot.

Section 3. A quorum for the purpose of the Executive Board is defined as three fifths (3/5) of the Executive Board members. A three fifths vote by the Executive Board is required to conduct any binding business and to move a measure to the general Membership for a vote. Each Executive Board office is awarded one vote.

Section 4. All members in good standing shall be entitled to vote on 1) the election of Executive Board members, 2) amendments to the bylaws, and 3) the Association's yearly budget.

ARTICLE V. DUES

Section 1. Dues will be set at the Annual Membership Meeting before the start of the Fiscal Year (June 1st). In the case of hardship, the Executive Board may take action to waive the annual dues for any member. Requests for waiver may be submitted to the Executive Board by the member or the Class Representative.

Section 2. Membership begins at the time of payment and there will be no prorating of dues.

Section 3. If a cadet leaves the Academy prior to September 1st of the first year, the entire amount will be returned. If a cadet leaves the Academy prior to June 1st, 50% will be returned. There will be no refund if the cadet leaves the Academy after the first year. Please note that refunds are made only when a written request to the Treasurer is received by the deadline and only if the cadet leaves the USAFA.

Section 4. A member in good standing is defined as an eligible member who has paid full membership dues.

Section 5. Membership dues are used toward the provision of certain items and the support of certain activities to benefit cadets, cadet candidates, and their families, such as gifts for graduates, the Rando Fund, and Taste of Home.

Section 6. Payment of dues entitles members to vote (except nonvoting members, as per Article III), attend meetings, social functions, request a copy of the bylaws, and to access the PANC website, once established.

ARTICLE VI. EXECUTIVE BOARD AND MANAGEMENT OF THE CLUB

Section l. The management of the organization shall be vested in the elected and ex-officio members of the Executive Board. The elected officers of the club shall be the President, Vice-President, Secretary, and Treasurer. These elected officers will be parents or guardians of current cadets enrolled at the USAFA. When the elected officers are married and both are members of the association, they shall be considered co-officers. The Immediate Past President (voting) may serve as member of the Executive Board..

Section 2. The duties of the officers shall be:

A) President: The President shall preside at all meetings of the PANC and Executive Board and promote the interests and purposes of the Association. The President, with the advice of the Executive Board, shall:

1. Provide leadership in the planning and execution of all programs and events.
2. Report on all matters of business and organizational activities at each business meeting.
3. Appoint the members of and supervise the activities of committees as needed to carry out Association functions.
4. Call meetings of the Executive Board and the full PANC Membership.
5. Be responsible for a continuing review of the PANC bylaws and submit any suggestions for revision to the Executive Board.
6. As a liaison between the academy and the PANC members, when possible, attend the USAFA Parent Club Presidents' meeting on Parents' weekend in Colorado Springs, and report pertinent information to the club Membership.

B) Vice President: In the absence of the President, the Vice President shall exercise functions of the President and shall be vested with all his powers; the Vice President shall be the President's representative and the presiding member of the Membership Committee, if any.

C) Secretary: Shall prepare and keep records and minutes of all meetings and shall send the draft minutes to the President within 48 hours of the meeting (or as otherwise reasonably feasible). The Secretary shall archive whatever media, news publications, and other pertinent artifacts necessary to document club activities.

D) Treasurer: Shall be custodian of the club's funds, shall conduct its banking business, shall prepare and distribute an annual budget for Membership approval and a financial statement for each regular business meeting, and shall keep a current and accurate Membership Roster (based on the record of dues paid).

E) Immediate Past President: If the outgoing President chooses to continue involvement in PANC, he may serve on the Executive Board as mentor to the new President and Executive Board by providing historical and operational guidance and by being readily available to provide any assistance and support. If the Immediate Past President chooses not to or is unable to fulfill this role, the President may appoint the previous year's Immediate Past President to serve in this capacity.

ARTICLE VII. ELECTION OF OFFICERS

Section l. Election of officers shall be held biennially (every two years) unless an elected officer's cadet graduates or the officer chooses to no longer serve, in which case there shall be an ad-hoc election for the vacant position.

Section 2. At the November meeting, the President shall seek nominations for individuals interested in serving on the Executive Board.

Section 3. The officer recommendations shall be sent to the Membership by January but at least two (2) weeks prior to the February Board meeting, and the election will be completed via e-mail ballot prior to the February meeting.

Section 4. Elected candidates will assume office on June 1st. The term of office shall be for two years beginning June 1st and ending May 31st.

ARTICLE VIII. MEETINGS

Section 1. There shall be at least four (4) regular meetings of the USAF/PANC Executive Board and Membership per year, in February, May, August, and November. The February meeting should at least include approval of the yearly budget and confirmation of Executive Board election results, if any. The May meeting should at least include the installation of the newly elected Executive Board members.

Section 2. Additional meetings of the Membership may be held from time to time at the direction of the President or the Executive Board in the absence of the President. A quorum at any special meeting shall consist of members in good standing present at that meeting.

ARTICLE IX. CLASS AND ALUMNI REPRESENTATIVES

Section l. Class Representatives may be appointed by the President for each class at the Academy including the USAFA Prep School with the advice of the Executive Board. Class Representatives should:

1. Be members in good standing.
2. Strive to maintain contact with all members in their class.
3. Encourage new eligible members within their class year to join the PANC organization and be an advocate of PANC, promoting the benefits of Membership.
4. Recommend activities or social functions to the Executive Board that will enhance camaraderie and cohesion within the organization.

Section 2. Alumni Representatives may be appointed yearly by the President with advice from the Executive Board and shall serve for one calendar year. The Alumni Representatives may be organized into the South Bay, the North Bay, and the East Bay groups. Alumni representatives should:

1. Maintain contact with alumni families living in Northern California and encourage them to maintain PANC membership and to participate in PANC activities.
2. Share experiences with the Membership from their years as a cadet parent/guardian.
3. Provide guidance and assistance to PANC when sought by the Executive Board.

ARTICLE X. COMMITTEES

Section l. The President and the Executive Board may appoint ad hoc committees as warranted, for example, to address membership, special events, and other PANC needs.

ARTICLE Xl. RULES OF ORDER

Section l. The order of business at PANC Executive Board meetings shall be:

1. Roll Call
2. Approval of the Minutes of the Preceding Meeting
3. Treasurer Report
4. Other Officers Reports
5. Committee Report, if any
6. Class and Alumni Representatives Reports, if any
7. Old and Unfinished Business
8. New Business
9. Adjournment

Section 2. The Executive Board shall make and/or amend all rules for conducting meetings as needed, utilizing Robert's Rules of Order as the parliamentary authority governing all proceedings.

Section 3. The President, with the assistance of the Executive Board, shall determine the meaning of any and all questions regarding the proper interpretation of the bylaws.

Section 4. Any rules not covered by the bylaws shall be addressed via the Roberts Rules of Order.

ARTICLE XII. AMENDMENTS

Section l. The bylaws may be amended by a majority vote of a quorum of the members, and no amendment shall pass without notification to the Membership at least two weeks prior to the business meeting at which the amendment is introduced.

ARTICLE XIII. DISSOLUTION

Section l. In the event it shall become necessary to dissolve the organization, the Executive Board shall prepare and submit the Dissolution Document to the Membership.

Section 2. Dissolution shall be approved by a two-thirds (2/3) vote of those members entitled to vote. Vote may be held via e-mail or at a meeting called by the Executive Board.

Section 3. Dissolution, if approved, will become effective within ten (10) days following the conduct of the vote, or otherwise at the earliest feasible time permitting the conclusion of any outstanding club business.

Section 4. Should the club dissolve, after the Executive Board makes all the proper provisions for the payment of any and all liabilities, the assets shall be sold or converted to cash and the entire amount shall be sent to The United States Air Force Academy, Cadet Activities Fund, or the Rando Fund for use by them as they see fit for the enhancement of cadet activities.