



# United States Naval Academy Alumni Association Shared Interest Group Handbook



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## Introduction

The United States Naval Academy Alumni Association (USNA AA) recognizes Shared Interest Groups (SIGs) as one of the primary sources for our community to strengthen our bonds and engage each other outside of class, chapter, or parent club affiliation, help enable alumni to thrive in leadership in and out of uniform, and support alumni in reaching their full potential. This handbook, governed by the USNA Alumni Association Board of Trustees (BoT) Policy Concerning Shared Interest Groups, provides general guidance to alumni considering creating a USNA AA SIG.

For more information, contact the USNA Alumni Association's Shared Interest Group Coordinator:

USNA Alumni Association  
Shared Interest Group Coordinator  
301 King George Street  
Annapolis MD 21402  
410.295.4036  
Email: [SIG@usna.com](mailto:SIG@usna.com)

## The USNA Alumni Association Mission Statement

The mission of the United States Naval Academy Alumni Association is:

We strengthen our **MEMBERS' BONDS** to the Academy and to each other, to help them **THRIVE AS LEADERS** in and out of uniform, and to reach their **FULL POTENTIAL**.

## Shared Interest Group Definition/Membership/Operating Principles

### Definition: USNA AA Shared Interest Groups

The United States Naval Academy Alumni Association (USNA AA) Shared Interest Groups (SIGs) are communities of alumni that actively communicate or gather around a central unifying purpose and a common shared affinity or bond based on similar experiences, background, academic affiliation, profession or other USNA-related interest beyond class, chapter, or parent club affiliation. Shared interests could relate to many factors that tie alumni together, such as, but not limited to, Naval Academy clubs or varsity sports teams, academic affiliation, service



careers or specialties in the Fleet, or civilian careers such as business executives or real estate agents.

### Membership of Shared Interest Groups

A member of a Shared Interest Group must:

- a. Sign and agree to the SIG's Standards of Conduct and
- b. Be included in the SIG Annual Report to the USNA AA.

Otherwise, SIGs define their members in their bylaws and charter and may include:

- a. Paid membership dues to the SIG
- b. Has attended more than X events held by the SIG
- c. Or other factors that define membership specific to the group's mission.

At least 50% of a SIG's membership should be USNA Alumni.

### Organizing/Operating Principles for Shared Interest Groups

The Alumni Association recognizes the importance of engaging with alumni Shared Interest Groups to further the Association's mission to bind alumni together in support of the highest ideals of command, citizenship, and government. Therefore, the Association will provide certain support to those SIGs that demonstrate a commitment and an ongoing adherence to each of the following General Operating Principles:

- a. SIGs should remain volunteer-driven, independent organizations.
- b. SIGs shall be aligned with the overall mission of the United States Naval Academy ("USNA"), the Alumni Association, and the United States Naval Academy Foundation ("Foundation") and strive to strengthen relationships between alumni and the Naval Academy. SIG members are encouraged to be actively involved with other Alumni Association groups, such as Class and Chapter groups.
- c. SIGs are formed with at least 25 USNA alumni who are Regular Alumni Association members. Regular members are defined in the USNA Alumni Association Bylaws, Section 2.1, as *graduates of the United States Naval Academy (the "Academy") and former midshipmen who did not graduate from the Academy after the last Academy class of which they were a member has graduated and who, in each case, have applied for membership and have been admitted.*
- d. At a minimum, seventy-five percent (75%) of SIG Officer positions shall be Regular Alumni Association members.
- e. SIG membership should be open to, and limit membership to, any member of the USNA community defined as alumni, their spouses/partners, faculty, staff, visiting faculty, and friends of the Naval Academy and/or alumni group.
- f. SIGs shall not start or invest in any commercial enterprise.

- g. SIGs shall adhere to the USNA policy on the use of the USNA name and insignia/logos. The insignia and logo policy can be found in [Appendix H](#).
- h. SIGs shall not take a position on any political, social, or economic issues both inside and outside the Naval Academy community that may violate the Alumni Association's Certificate of Incorporation or other governance; any position of the SIG must always be qualified with clear language that states "The [GROUP] does not represent the United States Naval Academy, the United States Naval Academy Alumni Association, the United States Naval Academy Foundation, its members, Officers, or Trustees."
- i. SIGs shall comply with the Association's policy of nondiscrimination by not discriminating based on race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, or veteran status.
- j. SIGs are required to submit annual reports to the Alumni Association to include updated SIG leadership contact information, a SIG membership list with Alumni Association membership affiliation, and a summary of group activities and samples of any materials produced by the organization by January 31 of the subsequent year. Meeting minutes may be included at the discretion of the SIG. These annual reports will be used to ensure the SIG is engaged with its community and to ensure compliance with policies.
- k. The SIG and the Alumni Association will each have the unilateral right to dissolve the relationship between the SIG and the Alumni Association. In the event the SIG does not submit required annual reports for three consecutive years or fails to meet any of the requirements outlined in this policy statement, designation as an Alumni Association SIG will be revoked, and the SIG will have no further relationship with the Alumni Association.

### Required Annual Report of Shared Interest Group Membership

The SIG will submit annual reports by January 31st to the Alumni Association. A sample of the Annual Report is attached in Appendix G, which includes the following information:

- a. Updated SIG leadership contact information.
- b. Current SIG membership list (as defined previously), member names, affiliation, and email address.
- c. Meeting minutes (if available) with attendance list and meeting location.
- d. Summary of past year activities.
- e. Planned activities for the following year; and
- f. Website or Social Media page link(s).
- g. Bylaws and Charter of the SIG.

## Fundraising

- a. SIGs shall not raise funds on behalf of the United States Naval Academy, the Alumni Association, or Naval Academy Foundation unless part of a Naval Academy Foundation-directed fundraising campaign.
- b. SIGs may fundraise among members in support of its organization and may not fundraise for other unrelated charitable organizations. For example, SIGs may collect membership dues to pay for SIG operating expenses but not to support another 501c(3).
- c. SIGs shall not portray themselves as fundraising entities acting on behalf of the Naval Academy, the Alumni Association, or the Foundation.
- d. SIG names shall not include the word *Trust* or the word *Fund*.
- e. SIGs should have written approval from the United States Naval Academy Foundation (USNAF) to conduct fundraising of any kind in support of USNA. This would apply to fundraising in such areas as accepting corporate support, funding academic chairs, and gifts related to athletic support. Such written agreements with the Foundation would, as appropriate, enable SIGs to partner with and leverage the resources and information of the USNAF.
- f. SIGs may solicit sponsorship for events only in an amount that does not exceed the greater of (1) the expenses of a particular event or (2) the SIG's annual operating expenses. Requests for and acknowledgments of sponsorships must clearly state that the contribution is to the SIG, not the USNAF.

## Support to Shared Interest Groups

The Alumni Association will provide mutually agreed upon support for approved SIGs by assisting with initial and ongoing advertising efforts, event support, and marketing SIGs in the ways described below. The Alumni Association staff will use its judgment to balance the support requests of SIGs with other Alumni Association priorities. For support from the Communications team in promoting the SIG or its events, contact [John.Schofield@usna.com](mailto:John.Schofield@usna.com) and CC [Isaac.Phillips@usna.com](mailto:Isaac.Phillips@usna.com).

- a. The SIG will be featured on the [Alumni Association's SIG page](#) with direct links to the SIG's dedicated websites and social media.
- b. Limited promotion via the Association's communication channels, such as Wavetops, Shipmate, etc., including launch announcements and calls for new members.

- c. Collaboratively, the SIGs will work with the Alumni Association Communications team to ensure a secure and safe information infrastructure for all communication efforts. A set of preferred templates for SIG communication tools will be available.
- d. The Alumni Association will offer guidance and recommendations on effectively using social media to engage with SIG members and the wider community.
- e. The Alumni Association commits to providing advice, best practices, and event planning guidance for each SIG.
- f. A shared SIG Calendar will be available for coordination among different groups and their use of USNA and Fluegel Alumni Center resources.
- g. Additional non-financial support will be considered and provided at the discretion of the Executive Vice President of Engagement and Communications based on each SIG's specific needs and initiatives.
- h. The Fluegel Alumni Center will be available to our SIGs for their events if there are no higher priority events and so long as the SIG makes the request correctly through the Events Team. The link to make a reservation for the Fluegel Alumni Center will be available here later.
- i. The Alumni Association will share news of the SIG on Wavetops and Shipmate.  
<https://www.usna.com/deadlines>

## Procedures for Establishing a USNA Alumni Association SIG

A group of alumni seeking recognition as a SIG must produce and submit a proposed charter to the Alumni Association. This submission must include a petition with a minimum of 25 alumni names who are Regular Alumni Association members and who support the charter and pledge to join the group. These signatures may be collected electronically.

### How do I start a new group and achieve Shared Interest Group status?

1. Draft a charter or set of bylaws that describes the basic principles of the group including a Mission Statement stating its purpose for existence and how it is connected to the mission of the U.S. Naval Academy (see Appendix C and D for sample charter and bylaws documents).
  - a. Body of the charter must acknowledge the General Operating Principles and the fundraising limitations described in the paragraphs in this Handbook on the [Organizing/Operating Principles for Shared Interest Groups and Fundraising](#).
  - b. Charter must include standard language that the Group will adhere to the USNA policy on the use of the USNA name and logos/insignia.
  - c. Charter will state that the Group is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the SIG Charter shall contain the following provision: “The relationship between the Alumni Association and the SIG shall not be construed to (i) give either Party the power to direct or control the day-to-day activities of the other, (ii) constitute the Parties as the legal representative or agent of the other Party or as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or (iii) allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly outlined in subsequent written agreements between the SIG and the Alumni Association.”
  - d. SIGs are independent and distinct organizations from the Alumni Association. Depending on the gross receipts of the SIG, the SIG may need to file Tax-Exempt Articles of Incorporation or other filings in their respective state of incorporation. To have articles that will qualify the SIG for federal 501(c)(3) tax-exempt status, the SIG should have a dissolution clause that meets the requirements of the IRS, indicating that if the organization is dissolved, “assets will be distributed for an exempt purpose described in section 501(c)(3), or to the federal government, or a state or local government for a public purpose.



- e. If necessary, the SIG may also obtain Federal Employer Identification Number (EIN) from the IRS. In addition, a SIG may complete and File IRS Form 1023 if seeking 501(c)(3) tax-exempt status. Filing this form will require the purpose, program descriptions, budget, and bylaws of the SIG. The SIG may also need a copy of the Articles of Incorporation and should include a copy of the minutes from the SIG's meetings.
  - f. If the SIG is soliciting contributions for its activities, the SIG must comply with the requirements of any solicitations act or charitable organization registration of each respective state agency responsible for charitable registrations. In certain states, registration is required before soliciting charitable contributions in the state. Some states will provide an exemption for non-profits such as a SIG with fundraising among members, less than a designated amount, and in support of its members. The SIG must ensure they comply with these laws before fundraising.
2. Request the Alumni Association send an e-mail to the SIG's target audience to direct attention to the SIG's website, social media platforms, or a designated point of contact.
3. Collect data via an online survey to gauge the targeted audience's interest. Survey support can be obtained through the Alumni Association via the Shared Interest Group Coordinator.
4. Obtain signatures or member verification of 25 USNA alumni who are also USNA AA Regular members and who pledge their interest and desire to join the group (Sample in Appendix B)
5. Submit an application package to the Alumni Association by email to [SIG@usna.com](mailto:SIG@usna.com), to include:
  - a. Application for Shared Interest Group Status (Appendix A);
  - b. Charter (Sample, Appendix D);
  - c. Bylaws (Sample, Appendix C) and;
  - d. Group contact information, including name, email address, year of graduation, and signatures or member verification of at least 25 Regular alumni. Attestation of Shared Interest Group Membership may be collected electronically. Include contact information for the SIG leadership team. (Appendix F)

#### Other Information

1. Submissions should be made at least 60 days prior to the next regularly scheduled Board of Trustees meeting to be reviewed and voted on at the next Board of Trustees meeting.
2. Proposed SIGs in the process of organizing may only create a group within the Alumni Association databases, webpages, or social media accounts once the Board has approved the SIG of Trustees.

3. The Membership and Services Committee (MASC) of the Board of Trustees will provide oversight of the SIGs as they form and give guidance on the bylaws and charters of the SIGs.
4. One of the services supported by the USNA Alumni Association's Shared Interest Group Coordinator with oversight from the Membership and Alumni Services Committee (MASC) is to assist USNA Alumni Association members in self-organizing to form Shared Interest Groups (SIGs) and to update the SIG Handbook periodically. Questions or recommendations about the process or specific circumstances affecting an established or proposed SIG can be emailed to the USNA Shared Interest Group Coordinator at [SIG@USNA.com](mailto:SIG@USNA.com), who may coordinate with MASC to provide answers to questions or support.

### Approval Process

Upon receipt of the application package, the charter will be reviewed by both the Alumni Association staff and the Board of Trustees MASC is to ensure all requirements are met. Where applicable, the Governance Committee will also review the charter to ensure it complies with existing governance. SIG charters will be reviewed to ensure they serve the Alumni Association and Foundation's best interests and mission. Once approved by the Board of Trustees' Executive Committee and an affirmative vote is received from the entire Board of Trustees, a letter of notification will be issued to the Group as soon as possible. If the charter is not accepted, a letter will be sent with an explanation and recommendations for future action.

## Appendix (A): Application for Shared Interest Group Status

As president or co-chair of the \_\_\_\_\_ *<Insert SIG name>* \_\_, I hereby submit my organization for consideration by the United States Naval Academy Alumni Association for Shared Interest Group Status.

- a. I have attached my organization's formal Charter for review by the Association's President and CEO.
- b. I understand that, if requested, I will provide additional information to the Alumni Association.
- c. I understand that my organization must complete a Shared Interest Group Membership Report each year.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Appendix (B): Checklist for Submitting a Shared Interest Group for Approval

1. Recruit at least 25 USNA alumni who are Regular Alumni Association members.  
*Regular members are defined in the USNA Alumni Association Bylaws, Section 2.1, as graduates of the United States Naval Academy (the "Academy") and former midshipmen who did not graduate from the Academy after the last Academy class of which they were a member has graduated and who, in each case, have applied for membership and have been admitted.*
2. Draft and approve bylaws for the proposed SIG  
*Bylaws must include a Mission Statement stating its purpose for existence and how it is connected to the mission of the U.S. Naval Academy (see Appendix C and D of the SIG Handbook for a sample bylaw and charter document.*
3. Select SIG Officers IAW accepted bylaws.  
*At a minimum, seventy-five percent (75%) of SIG Officer positions shall be Regular Alumni Association members.*
4. Submit an application for a new Shared Interest Group to the Alumni Association SIG Coordinator at [SIG@usna.com](mailto:SIG@usna.com) or call 410-295-4036 to include the checklist mentioned above items.

After submission from the prospective SIG, the following process occurs:

5. USNA AA SIG Coordinator reviews prospective SIG applications, bylaws/charter, and other attached documents to ensure all requirements have been met.
6. The USNA AA Board of Trustees Membership and Alumni Services Committee reviews the prospective SIG application, bylaws/charter, and other attached documents to ensure all requirements have been met.
7. USNA AA Board of Trustees Governance Committee will review the application and accompanying documents as needed.
8. Once approved by the Board of Trustees' Executive Committee and an affirmative vote is received from the full Board of Trustees, a letter of notification will be issued to the Group as soon as possible.
9. If the SIG application is not accepted, a letter will be sent with an explanation and recommendations for future action.

## Appendix (C): Sample Bylaws

The following is an example of Bylaws for a SIG. However, the SIG should follow any templates prescribed by a state in which they are registered, if applicable, and select or modify those sections that are applicable.

<\_\_\_\_\_Insert SIG Name\_\_\_\_\_> Shared Interest Group (SIG)

**1. ARTICLE I – NAME: *(The official name that will be used on your legal documents, including your Articles of Incorporation and your IRS 501(c)(3) determination letter if creating a non-profit.)***

The name shall be the \_\_<insert SIG name>\_\_ Shared Interest Group of the United States Naval Academy Alumni Association (USNA AA).

**ARTICLE II – MISSION AND LIMITATIONS: *(This is your "mission statement" that describes the basic principles of the Group including its purpose for existence and how it is connected to the mission of the U.S. Naval Academy. It will guide your future decisions on planning, programming, and spending your money.)***

### 2.1 Mission

(A) To foster the interests of our Nation, the Naval Service, the United States Naval Academy ("Naval Academy"), and its Alumni who are interested in \_\_\_\_\_.

(B) To perpetuate the friendships and associations formed by members through their common experience and interest in the Naval Academy and the Naval Service, and to promote fraternity among Naval Academy Alumni;

(C) To seek out, inform, encourage, and assist outstanding qualified young men and women to pursue careers as officers in the Navy and Marine Corps, especially through entry into the Naval Academy; and

(D) To initiate and sponsor activities that will perpetuate the history, tradition, memories, and growth of the Naval Academy and bind Alumni together in support of the highest ideals of leadership, citizenship, and government.

**2.2 Limitations *(Include Limitations if organized as a 503(c)(3) non-profit)*** The SIG is organized as a tax-exempt organization under IRS Code 501(c) (3). In order to maintain this status, no contributions, endorsements, or other activities that might be interpreted as favoring any political candidate or cause over another shall be allowed by the SIG. This includes verbal,



written, and electronic expressions. Members may participate in political activities as an individual but may not represent themselves as a representative of the SIG. SIG funds or other resources will not be used to support any political candidate, activity, or event.

1. **ARTICLE III – GOVERNANCE:**

2. **3.1** The \_\_\_<insert SIG name>\_\_\_ is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the relationship between the Alumni Association and the \_\_\_<insert SIG name> SIG shall not be construed to:

**3.1.1** Give either Party the power to direct or control the day-to-day activities of the other

**3.1.2** Constitute the Parties as the legal representative or agent of the other Party or as partners, joint ventures, co-owners, or otherwise as participants in a joint or common undertaking

**3.1.3** Allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly set forth in subsequent written agreements between the SIG and the Alumni Association.

3.

4. **3.2** Organizing/Operating Principles and the Fundraising Limitations: The \_\_\_<insert SIG name>\_\_\_ will abide by the Organizing/Operating Principles and the Fundraising Limitations as outlined in USNA Alumni Association Shared Interest Group Handbook.

**ARTICLE IV – MEMBERSHIP: (Who can join, how to join, voting rights)**

**4.1** Membership in the \_\_\_<insert SIG name>\_\_\_ Shared Interest Group shall be voluntary and restricted to the USNA community who \_\_\_\_\_. The USNA community is defined as alumni, their spouses/partners, faculty, staff, visiting faculty, and friends of the Naval Academy and/or alumni group.

**4.2. Regular Member** – Any person who has been sworn in as a Midshipman at the Naval Academy and whose service has not been terminated under other than honorable conditions is eligible for membership in this SIG. He or she becomes a Regular Member of the SIG, entitled to one vote and to hold office upon payment of the annual dues as set by the SIG Board of Directors (“the Board”). To maintain membership, the member must be fully paid. The cost of Annual Membership (dues) and Lifetime Membership shall be set and adjusted annually by the Board. Lifetime Memberships are non-transferable.

**4.3. Associate Member** – Any person who has demonstrated active support of the Naval Service, the Naval Academy, or the Alumni Association may be invited to join the SIG as an Associate Member with non-voting privileges. Examples of Associate Members include parents of USNA graduates, non-Alumni Blue & Gold Officers, or widows/widowers of deceased alumni.

The number of Associate Members shall not exceed ten percent of the Regular Members. Annual dues will be assessed except for widows or widowers of deceased alumni.

**4.4. Member Suspension or Expulsion** - Any member may be suspended or expelled from membership in the SIG for due cause by a majority vote of the Board of Directors. Chapter Officers or Board Members may resign upon submission of his/her resignation in writing to the Secretary. See Article V.4 regarding the replacement of an Officer or Board Member.

**ARTICLE V – DUES (Optional):** Membership dues shall be \$\_\_\_\_.00 per calendar year. Failure to pay dues will result in termination of membership.

**ARTICLE VI – OFFICERS: (*How they are chosen (elections), qualifications to serve, their duties, terms of office, and term limits*)**

**6.1 TITLES** - (*Insert SIG formal name*) shall have the following officers elected from the current membership: President, Vice-President, Secretary, Treasurer, and 5 Trustees-at-Large.

**6.2 QUALIFICATIONS** - At a minimum, Seventy-five percent (75%) of SIG leadership positions shall be Regular Alumni Association members. (*Add other qualifications as needed*)

### **6.3 DUTIES OF SIG OFFICERS**

**6.3.1** The President shall preside at all meetings, be responsible for appointing all standing, special, and ad-hoc committees, and perform such other duties as usually required of this office. The President of the organization shall be an ex-officio member of all committees.

**6.3.2** The Vice-President shall act in the absence of the President in all capacities as listed above and shall assist in conducting the business of the organization.

**6.3.3** The Secretary shall...(list responsibilities).

**6.3.4** Treasurer shall...(list responsibilities)

**6.3.5** The Trustees-at-Large...(list responsibilities).

### **6.4 TERMS OF OFFICE**

**6.4.1** Officers shall be elected annually (fall or spring) by the members at one of the regular meetings. Elections shall be by ballot, and a majority of the votes cast shall elect.

**6.4.2** Each officer shall take office...(date), serve a one-year term, and may be re-elected consecutively to the same office for an additional one-year term.

### **6.5 VACANCIES AND REMOVAL**

**6.5.1** A vacancy in the office of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position.

**6.5.2** Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension. The person under consideration shall not be counted in determining the presence of a quorum. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

### **ARTICLE VII – MEETINGS:**

**7.1** The Annual Business Meeting should be held for the purpose of electing new officers for the upcoming year and conducting other business. (It is highly recommended to have at least quarterly business meetings.)

**ARTICLE VIII – COMMITTEES:**

**8.1** Committees may be formed at any time at the direction of the Group President.

**ARTICLE IX – AMENDMENTS:**

**9.1 USNA Alumni Association Review** The Membership and Alumni Services Committee (MASC) of the USNA Alumni Association must review and approve all amendments in the same manner as new bylaws.

**9.2** The bylaws and any amendments shall become effective upon approval by a 2/3 vote of the membership and the MASC.

**ARTICLE X – USNA ALUMNI ASSOCIATION POLICIES**

**10.1** This organization shall abide by all applicable policies described in the USNA Alumni Association Shared Interest Group Handbook.

**ARTICLE XI – DISSOLUTION:**

**11.1** If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations and in accordance with the USNA AA Shared Interest Groups Handbook. Assets in excess of obligations shall be distributed as directed by a majority vote of the membership, with consideration given to a donation to the US Naval Academy Alumni Association.

## Appendix (D): Sample Charter

<\_\_\_\_\_ *Insert SIG Name* \_\_\_\_\_> Shared Interest Group (SIG)

ARTICLE I – NAME: The name shall be the \_\_ <*insert SIG name*>\_\_ Shared Interest Group of the United States Naval Academy Alumni Association (USNA AA).

ARTICLE II – PURPOSE: The Shared Interest group shall be formed with the purpose of \_\_\_\_\_.

ARTICLE III – ORGANIZATION: The \_\_ <*insert SIG name*>\_\_ is an independent volunteer-driven entity, and as such, the Alumni Association is in no way involved in its management. In furtherance of this, the relationship between the Alumni Association and the \_\_ <*insert SIG name*>\_\_ SIG shall not be construed to:

- i. Give either Party the power to direct or control the day-to-day activities of the other,
- ii. Constitute the Parties as the legal representative or agent of the other Party or as partners, joint ventures, co-owners, or otherwise as participants in a joint or common undertaking, or
- iii. Allow either Party to create or assume any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other Party for any purpose whatsoever, except as expressly outlined in subsequent written agreements between the SIG and the Alumni Association.

ARTICLE IV – GOVERNANCE: The \_\_ <*insert SIG name*>\_\_ will abide by the Organizing/Operating Principles and the Fundraising Limitations outlined in USNA Alumni Association Shared Interest Group Handbook.

ARTICLE V – MEMBERSHIP: Membership in the \_\_ <*insert SIG name*>\_\_ Shared Interest Group shall be voluntary and restricted to the USNA community who \_\_\_\_\_.  
Seventy-five percent (75%) of SIG members shall be Regular members of the United States Naval Academy Alumni Association.

ARTICLE VI – DUES (Optional) Membership dues shall be \$\_\_\_\_.00 per calendar year. Failure to pay dues will result in termination of membership.

ARTICLE VII (Option 1) – OFFICERS: Officers of the Shared Interest Group must include the President, Vice President, Secretary, and Treasurer, each with a term of \_\_\_\_ year(s). At a minimum, Seventy-five percent (75%) of SIG leadership positions shall be Regular Alumni Association members. Officers will be voted upon at each Annual Meeting. If an officer

position becomes available due to death, resignation, or recall, the remaining officers may appoint someone to fill the position until the next Annual Meeting. (Note: Other officers may be elected, and responsibilities outlined as desired by the group).

- i. The President will normally preside over all events sponsored by the Shared Interest Group and shall be a member of its Board of Directors if established.
- ii. The Vice President shall have such powers and duties as prescribed by the President and shall discharge the duties of the President in his/her absence.
- iii. The Secretary shall be responsible for keeping the organization's records, preparing reports, conducting correspondence, maintaining a membership roster, and publishing such items as directed by the President.
- iv. The Treasurer shall be the custodian of all organizational funds and shall disburse funds to defray the expenses authorized by the organization, report the status of funds at each regularly scheduled meeting, and present an annual financial report at the Annual Meeting.

ARTICLE VII (Option 2) – CO-CHAIRS: The lead co-chair is responsible for leadership within the organization, including convening and presiding over board meetings. The other co-chair(s) are responsible for coordinating group committees, determining a calendar of events, overseeing financial matters, and assuming the role of the lead chair when needed. The remaining team members shall assume all responsibilities not covered by the chairs, including serving as individual committee chairs and members, recruiting new group members, and other tasks as determined by the co-chairs.

ARTICLE VIII – MEETINGS: The Annual Business Meeting should be held to elect new officers for the upcoming year and conduct other business. (It is highly recommended to have at least quarterly business meetings.)

ARTICLE IX – COMMITTEES: Committees may be formed at any time at the direction of a group officer.

ARTICLE X – AMENDMENTS: Amendments or changes to this charter may be made at any meeting of the Shared Interest Group by a two-thirds vote of those present or represented by a proxy after approval from the Governance Committee.

ARTICLE XI – DISSOLUTION: If necessary, dissolution shall be completed in accordance with any applicable federal, state, and local laws and regulations and in accordance with the USNA AA Board of Trustee Policy Concerning Shared Interest Groups. Assets in excess of obligations shall be distributed as directed by a majority vote of the membership, with consideration given to a donation to the United States Naval Academy Alumni Association.



## Appendix (E): Sample Standards of Conduct

Each Shared Interest Group is required to create a Standards of Conduct. A template/example of Standards of Conduct is provided below.

### [Shared Interest Group Name] Standards of Conduct

As a member of [Shared Interest Group Name], I acknowledge and agree to abide by the following Standards of Conduct to foster a positive and respectful environment for all [Shared Interest Group Name] members and uphold the values of the United States Naval Academy Alumni Association:

1. Respect and Professionalism: I will treat all members of the [Shared Interest Group Name] with dignity, respect, and professionalism, regardless of their background, beliefs, or opinions.
2. Non Criticism of Entities and Members: I will not use the [Shared Interest Group Name] platform or my affiliation as a SIG member to criticize the Naval Academy, the US Naval Academy Alumni Association, its staff, other association members, or the Department of the Navy.
3. Personal Gain Avoidance: I will refrain from using the membership in [Shared Interest Group Name] to promote my social status, further private business interests, or support political campaigns.
4. Ethical Recruitment Practices: I will not engage in bribery, coercion, or unethical means to recruit or attract members to join the [Shared Interest Group Name].
5. Adherence to Charter and Bylaws: I understand that any violation of these Standards of Conduct may result in my removal as a member, in accordance with the USNA [Shared Interest Group Name] Charter or Bylaws.

By agreeing to these Standards of Conduct, I pledge to contribute positively to the growth and mission of [Shared Interest Group Name].

[Your Name/Signature] [Date]

Please feel free to adapt and modify the template to suit your SIG's specific requirements and nature.

## Appendix (F): Attestation of Shared Interest Group Membership

**Petition for \_\_\_\_ <Insert SIG Name> \_\_\_\_\_ Shared Interest Group (SIG)**

*(SIG recognition requires a minimum of 25 alumni who are also Regular USNA Alumni Association Members)*

	<b>Last Name</b>	<b>First Name</b>	<b>Grad YR</b>	<b>USNA Alumni (Y/N)</b>	<b>USNA AA member (Y/N)</b>	<b>SIG Leadership Position?</b>	<b>Email</b>	<b>Signatures or Member Verification</b>
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## Appendix (G): Insignia and Logo Policy

All Naval Academy and Naval Academy Athletic Association crests, logos and insignias are protected marks. Use of any of these seals on products being sold must be produced by a licensed vendor. For a list of licensed vendors, or to become a licensed vendor, visit [www.learfieldlicensing.com](http://www.learfieldlicensing.com). Protected marks may be used on official websites of Parent Clubs, Chapters, Classes and SIGs; they may not be used on letterhead.

For items such as cakes, banners or invitations, a letter of permission can be provided from the USNA Alumni Association.

Websites using any of the protected marks must have the following disclaimer:

DISCLAIMER: This private organization is a non-federal entity and not an official activity of the United States Naval Academy, United States Naval Academy Alumni Association and Foundation or the United States Naval Academy Athletic Association. It is not endorsed, recommended or favored by the United States government. The views and opinions expressed by this organization do not necessarily state or reflect those of the United States Naval Academy, United States Naval Academy Alumni Association and Foundation, United States Naval Academy Athletic Association, Department of the Navy or Department of Defense.

The following use of USNA Indicia or class crests is strictly prohibited: use that promotes or suggests discrimination based on race, color, national origin, gender, age or disability; promotes, supports or endorses political activity, ideological movements, religious beliefs or specific interpretations of morality; or that is contrary to community relations objectives.