

Charter of the Class of 1960

U. S. Naval Academy

Article I - Organization and Purpose

1. The U. S. Naval Academy Class of 1960 is a nonprofit, unincorporated association of all those persons who originally formed the Class in June 1956 and those who have become affiliated with it since that date.

2. The Class of 1960, hereafter referred to as the Class, shall be organized with Class Officers serving as an Executive Committee under the direction of a Class Board. The Class Board is made up of the five Class Officers and six Battalion representatives who are chosen by the Class President from among the four respective Company representatives from each Battalion.

3. Class Chapters may be formed for social purposes in any geographical area of the country by any number of classmates in that area, as set forth in Article VII below.

4. The purpose of the Class and Chapters shall be:
 - a. The Class:
 - (1) To facilitate effective management of all Class activities and to ensure maximum participation by members of the Class.
 - (2) To promote fellowship and Class spirit among the members of the Class and to keep them informed of all matters of interest to them.
 - (3) To maintain contact with all Class widows and families who desire such contact.
 - b. Area Chapters:
 - (1) To support the purposes of the Class.
 - (2) To promote the interests of classmates and widows in the geographical area where the Chapter is formed.

Article II – Membership

1. Membership in the Class shall be voluntary for those who graduated from the Naval Academy in the Class of 1960 or who entered with the Class in June 1956 but did not graduate with the Class. All above are considered as Classmates in this document.
2. Widows of classmates shall automatically be members of the Class until such time as they choose to withdraw.
3. All classmates shall have the right to hold office, to inspect the records of the Class at reasonable times and places, to receive notice of class news, reunions and meetings mailed to their home and/or electronic address shown in the Class records, and to resign at any time upon giving written notice to the Class Secretary.
4. The Class shall remain in existence until the death of the last surviving member. Upon his death, any remaining assets of the Class, financial or otherwise, shall pass in their entirety to the United States Naval Academy Foundation.

Article III – Class Officers

1. The Class Officers shall be as follows: President, Vice President, Secretary, Treasurer and Webmaster. These officers shall constitute the Executive Committee of the Class and shall serve on the Class Board. Class Officers shall be selected by a nomination process, as described in Article X, and shall serve for a term of five years. Class Officers are eligible for re-election.
2. In case of a vacancy in the office of President, the line of succession, until the next election, shall be: Vice President, Secretary, Treasurer, Webmaster.
3. In the event that the office of Vice President, Secretary, Treasurer, or Webmaster is vacated prior to completion of his term, the President will appoint a member of the Class to fill the post

until a nomination process, as described in Article X, is conducted and the nominee is voted on and approved by the Class Board.

Article IV - Duties of Class Officers

1. The President shall:

- a. Be responsible for the leadership and administration of the Class.
- b. Ensure that the provisions of this Charter are properly carried out.
- c. Represent the Class in all affairs of the Class, including with the U. S. Naval Academy, the Alumni Association, and the Naval Academy Foundation, or appoint a member of the Executive Committee to act in his stead.
- d. Chair Class Board meetings and preside over official Class meetings.
- e. In consultation with the Class Board, appoint classmates to form special purpose committees to carry out special tasks, such as reunion and homecoming planning, fund raising, or correspondence with classmates or other entities.
- f. Appoint members of the Class to fill vacancies in office until a nomination process, as described in Article X, is conducted and the nominee is voted on and approved by the Class Board.
- g. Send periodic reports of Class or Naval Academy activities to the members via email, postings on the class website, and for inclusion in SHIPMATE by the Class Secretary.
- h. Promote periodic “mini” reunions around the country to supplement our traditional five-year interval reunions and in conjunction with Naval Academy events, such as sporting events, Glee Club or Choir appearances, etc.

2. The Vice President shall:

- a. Assist the Class President as required.
- b. Assist in the coordination of reunion and homecoming activities.
- c. Conduct an audit of class funds annually; report the results to the President.
- d. Assist the President, Secretary and local classmates in coordinating “mini” reunions around the country.

3. The Secretary shall:

- a. Keep records of significant correspondence and major activities or projects.
- b. Coordinate the submission of the monthly Class input to SHIPMATE, to include inputs received from classmates and “Last Call” obituaries.
- c. Assist the Naval Academy Alumni Association in maintaining an accurate listing of all members of the Class including classmate’s and widow’s home addresses, email addresses and telephone numbers; and publish a Class directory of them annually for all Class Officers and Company representatives.
- d. Keep the minutes of Class Board meetings and any official Class meetings.
- e. Assist the Class President, Vice President, and local classmates in coordinating “mini” reunions around the country by providing names, addresses and phone numbers for classmates in the general area.
- f. Maintain a record of deceased classmates, including date of death, and report them to the Class President and the respective Company representatives.

4. The Treasurer shall:

- a. Be responsible for the administration of the financial assets of the Class, to include disbursements and receiving and deposited funds.
- b. Prepare an annual report in December of the financial condition of the Class funds and investments.
- c. Supervise the management of any special purpose funds; render an accounting to the Class Board on a regular basis, but no less frequently than once each year.

5. The Webmaster shall:

- a. Oversee the Class Website (www.1960.usnaclasses.net) operation.
- b. Publish or post appropriate website material including (but not limited to) lists of Class Officers, Battalion representatives and Company representatives; a memorial section honoring fallen classmates; class governing documents, class history, and class projects; the class news section of recent SHIPMATE publications; and postings of announcements and class events.

Article V – The Class Board

1. The Class Board shall consist of the Class President (Chair), Vice President, Secretary, Treasurer and Webmaster (the Class Executive Committee) and the six Battalion representatives, who represent all classmates at large, for a total of 11 members.
2. Each Battalion, as existed in 1960, will have a Battalion representative. Battalion representatives are chosen by the Class President from among the four Company representatives in each Battalion. They, likewise, assist the Class Officers in matters of communications with classmates. Their main purpose is to represent all classmates in their former Battalion on the Class Board.
3. Each Company, also as existed on graduation in 1960, will have a Company representative, a classmate who has volunteered to assist the Class Officers in keeping in touch with their Company-mates and represent them to the Class Board through their Battalion representative. Company representatives are responsible for maintaining location, phone and email contact data on their Company-mates and keeping the Class Secretary aware of any changes. Besides the class website and electronic communications from the Class Officers, they are the main source of information for their Company-mates on Class and Company news, reunion and homecoming information, social events, illness or death of classmates, widows, etc. Company representatives serve at the pleasure of their Company-mates until they request replacement. If/when a Company representative desires to ‘step-down’ he needs to canvas the Company for a voluntary replacement, obtain concurrence from the majority of the Company-mates, and then notify the Battalion representative, the Class President, Vice President and Secretary of his relief.

Article VI – Duties of the Class Board

1. The Class Board shall:
 - a. Meet periodically in person or via video conferencing to discuss and make decisions on issues of interest to the Class
 - b. Assist the President’s decision-making process by acting on requests from the President for opinions on topics brought up by classmates re class projects, etc.
 - c. Vote on expenditures of Class funds in accordance with Article IX below
 - d. Select a nominating committee for the election of Class Officers every five years
 - e. Advise the Class President on his selection of classmates for assignment to special projects or *ad hoc* committees
 - f. Decide on Class nominations for USNA Distinguished Graduate Awards, etc.

Article VII - Class Chapters

1. Area Chapters. Members may organize into Chapters for social purposes based on residence in geographic areas. The specific responsibilities of Chapters shall be to:
 - a. Promote fellowship among classmates, spouses, and widows in the general area through periodic social events, such as lunches or parties.
 - b. Promote Naval Academy activities of interest to members in the area.
 - c. Attend to any matters necessary on the death of a classmate or spouse in the area on behalf of the Class.
 - d. Maintain a roster of the Class members and widows in the area, make it available to the Class Secretary upon request and keep the Class Secretary aware of any changes.
 - e. Submit chapter news directly to the Class Secretary for inclusion in SHIPMATE.
 - f. Submit requests for special purpose funds to the Class President via the Treasurer, and if established, submit an accounting for expenditures of funds back to the Treasurer.

Article VIII - Reunions and Homecomings

1. General:

Those classmates in charge of coordinating Class reunions and homecomings shall:

- a. Publicize Class reunion/homecoming activities well in advance in SHIPMATE via the Class Secretary, and the class website via the Class Webmaster.
- b. Ascertain that reunion/homecoming activities are held as planned and that all members of the Class are informed of changes in those activities.
- c. Provide a report of reunion/homecoming activities to the Class Secretary for inclusion in SHIPMATE and to the Class Webmaster for inclusion on the class website, with copies of the report forwarded to the Class President and Vice President.

2. Reunions: Reunions have been traditionally scheduled at five-year intervals. Following cancellation of our 60th Reunion, any future reunions will be scheduled at the discretion of the Class Board. Any future reunion shall adhere to the following guidelines:

- a. The Class President will assign a classmate, preferably from the area of the anticipated reunion, as Reunion Coordinator.
- b. The Coordinator will draw on classmates to form the Reunion Committee.
- c. The Reunion Committee will make plans for the reunion and submit the plan to the Class President, with cost estimates, for approval by the Class Board.
- d. The Reunion Coordinator will request the funds necessary to meet reunion commitments from the Class Treasurer, as required.
- e. The Reunion Coordinator will provide the names and addresses of all classmates and widows who attended the reunion to the Class Secretary.

3. Homecomings are held annually, in the fall, by the Naval Academy Alumni Association. Responsibilities for the conduct of Class homecoming activities, if authorized to be supported by the Class Board, are as follows:

- a. The Class Vice President shall appoint a classmate, preferably from the Annapolis area, as Homecoming Coordinator.

b. The Homecoming Coordinator will liaise with those at the Naval Academy in charge of the various aspects of homecoming so as to publish points of possible interest to all classmates through normal email channels.

Article IX – Finance

1. Operating Fund. The Class operating fund shall be maintained to finance routine expenses for class administration. The Class Treasurer shall be responsible for management of the operating fund. All non-reunion associated expenditures shall be subject to the following requirements:

- a. Expenditures of more than \$500 require approval of the Class President.
- b. If it is the Class President who desires to expend funds of more than \$500, he must have a majority approval for the expenditure from the Class Board.
- c. Expenditures of an amount over \$1,000 require approval by a majority of the Class Board.
- d. Disbursement of funds shall be signed by the Class Treasurer.

2. Reunion Funds: Disbursements for reunion related expenses shall be made in accordance with the Reunion plan, as previously submitted by the Reunion Coordinator for approval by the Class Board.

3. Investments: To preserve, protect, and enhance the Class financial assets, the Treasurer shall, on a regular basis, review Class investments and make recommendations to the Class Board for any changes.

4. Fund Raising.

a. Fund raising for Class projects in support of the U. S. Naval Academy will be coordinated through the Naval Academy Foundation by the Class President. The Class President may also form a fund-raising committee of members to assist. If so, the Co-Chair of the Committee will share coordinating responsibilities with the President.

b. The President is authorized to initiate fund raising for internal class activities to include requests for voluntary contributions from members of the Class at large. Such fund-raising

activities may also be conducted for the purpose of replenishing the overall Class fund or for any internal Class project approved by the Class Board.

5. Income, from whatever source derived, shall be applied solely toward the promotion of the purposes of the Class and no portion thereof shall be paid or transferred directly or indirectly to any member of the Class except in the way of reimbursement for out-of-pocket expenses.

6. The Class fiscal year shall run from 1 January until 31 December, a calendar year.

Article X - Elections, Petitions, and Referendums

1. Election of Class Officers.

a. Election of Class Officers will be held every five years, as follows:

(1) Class elections will be administered by a Nominating Committee, which will consist of at least four Class members, as designated by the Class Board, but shall not include a member of the Board.

(2) Notice of the election will be promulgated to Class members via email, our class website, and in SHIPMATE during the spring of the election year.

(3) Nominations for election to office can be made by any member of the Class, submitted to the Class Elections Nominating Committee, either directly or via the Class Secretary, but not later than 1 July of the election year. The Nominating Committee member's names, phone numbers and email addresses will be in the spring announcement.

(4) The Nominating Committee will review all nominations, qualifications and locations and will submit their recommended slate to the Class Board for review and decision. They will include a list of all nominees for the Class Board to review.

(5) The candidates for office receiving a simple majority of the Class Board votes cast will become the newly elected Class Officers.

2. Petition and Referendums. Petitions for action by the Class Board may be submitted via any Class Officer, Company or Battalion representative. This would include petitions to amend the Class Charter, any petition for a project that requires the expenditure of funds

of more than \$1,000. Any such petition shall normally be handled in the most expeditious manner possible, such as by telephone and/or email. If it cannot be dealt with by telephone or email, it will be considered at the next Class Board meeting.

Article XI – Death of a Classmate

1. The Class recognizes the very personal trauma that death brings to a family. If we as Classmates can help the family through these times by providing support, direction and information, we should do so.
2. Responsibilities:
 - a. The Class President will notify the Class when a death of a classmate or his spouse occurs.
 - b. The Company Representative of the deceased, in support of the family, will organize representation, tributes and donations of flowers, or gifts in lieu of flowers, and, if asked, assist the family in submitting an obituary to SHIPMATE.
3. Obituaries: SHIPMATE obituaries cannot exceed 400 words. “SHIPMATE Obituary Guidelines” can be found on our class website www.1960.usnaclasses.net/governing-documents.
4. Burial/Inurnment at the Naval Academy: The Columbarium at the Naval Academy offers an attractive resting place for those graduates who so desire to use it. Information relating to burial/inurnment can be found at the Naval Academy website <https://www.usna.edu/Cemetary/eligibility.php>.

Article XII - Amendments

Amendments to this charter shall be proposed to the Class Board as provided in Article X, Paragraph 2 above.

Peter G. Chabot
President, SuperSixty
U. S. Naval Academy Class of 1960

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