



*Association of the Class of 1966  
United States Naval Academy*



**Executive Committee Guidelines for Financial Assistance to  
USNA Class of 1966 Association Member**

- I. **Purpose:** These guidelines set forth a process for assessing and acting on requests for financial assistance from Members of the Association of the Class of 1966, United States Naval Academy, hereinafter referred to as the Association. It ensures that any financial assistance provided is non-discriminatory and is disbursed within the bounds of our Association standing as a 501(c)(19), tax exempt organization.
- II. **Acceptance and Amendments:** The guidelines herein shall be effective immediately upon approval by a simple majority of the Association Executive Committee (EC). Amendments to these guidelines may be introduced through any EC member via electronic or written means to the Association Secretary, or at any meeting of the EC. Any proffered amendment will be discussed and voted on using standard parliamentary procedure. In an emergency situation, or as determined by an electronic poll of the EC members, telephonic or email discussions and voting on an amendment may be accomplished. Any amendment approved will be effective immediately.
- III. **Quorum for Voting:** A quorum of EC members must be present during any forum that considers an amendment to these guidelines, as outlined in the EC Procedural Guidelines, Item IV.
- IV. **Regulatory Statements:** The Association is an IRS-certified 501(c)19 Tax Exempt Veterans Organization which complies with the following declarations:
  - a. No Association Officers, Directors, or any other Members of the Association receive any compensation for their voluntary services in support of this program. The Association will reimburse Members for reasonable expenses.
  - b. All IRS Form 990 records of the Association are available for public inspection.
  - c. Financial assistance by the Association to any recipients under this program is non-discriminatory towards race, color, national origin, or religion.
  - d. The Association makes no attempt to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum.
  - e. The Association does not provide credit counseling, debt management, credit repair, or debt negotiation services.

f. It is the specific intent of the Association to steadfastly avoid any conflicts of interest whereby the Association will not enter into any business relationship with any Association Officers, Directors, or any other Members or any of their direct relatives.

V. **Eligibility to Request or Receive Assistance:** Members of the Association are those defined in Articles III.1 through III.3 of the Association Charter, as amended by Class-wide vote on July 1, 2004. Assistance to Classmate widows who have remarried, included in Article III.3, will be at the discretion of the EC.

VI. **Establishment of a Classmate Assistance Account:** Under guidelines the Association Treasurer is authorized to establish a Classmate Assistance account after a Classmate's request for assistance has been verified and an official Classmate Assistance file has been opened by the EC. This will be separate from the usual Association financial accounts and will remain open only as long as Classmate Assistance file is open. This account shall be used for the temporary holding and disbursing of contributions made by other Members. It is not the intention of the EC to maintain a Classmate Assistance account when there are no Classmate Assistance files open. When more than one Classmate Assistance file is open, the Association Treasurer shall maintain separate Classmate Assistance accounts. In addition the Association Treasurer shall:

- a. Include the status of the account(s) in the normal Association Treasurer's report to the EC and Class. The report should include the number of Members assisted and the amount and type of the assistance that were provided.
- b. Ensure only those expenditures approved by the EC and lawful under the provisions of the Association tax exempt status are paid.
- c. Maintain dialogue with the requesting member(s), or his (their) representative(s), to obtain account and creditor information to disburse monies.
- d. Keep the EC member(s) assigned to liaison with the requesting member(s) updated (see paragraph VIII.b of this document).
- e. Make periodic reports to the EC on assistance progress, including types of payments made. Email reports will suffice.
- f. Provide tax donation receipts to those making donations.

VII. **Guidelines:** The following paragraphs delineate guidelines for receiving and acting on requests for financial assistance.

- a. **Assistance Request Notifications:** There are numerous forums for making financial assistance requests. The Class web site Emergency Assistance page has been constructed to effect notification of the need for assistance of any kind, but any other means of communicating a need for financial assistance can be used.

The person receiving such a request should notify the Association Chairman, Secretary, or Treasurer so that processing the request can begin. Whoever receives the request will act through the Association Chairman to ensure the EC is notified immediately.

- b. Verification of Assistance Request:** All requests for assistance must be verified. Upon being notified of a request, the Association Chairman will assign a member of the EC to liaison with the Classmate (requesting Member) making the request. That person will complete the following actions within one week of the request receipt:

1. Contact the requesting Member and obtain details of the assistance needed and the circumstances that compelled the request. If the Classmate making the request is not the requesting Member, obtain the name and contact information so direct contact can be made.
2. If deemed necessary, obtain from the Association Secretary a list of proximate Classmates who can be used to further vet the circumstances of the requesting Member and make contact with him.
3. Notify the Association Chairman that the initial assessment has been completed and provide a written report to the EC on the validity of the request, the scope of financial assistance required, and possible other aid sources; e.g., Navy and Marine Corps Relief Society (NMCRS), bankruptcy, or other charitable organizations that could be used.

- c. Approval of a Financial Assistance Request:** When notified, the Association Chairman shall convene a meeting of the EC by the most expeditious means; e.g., teleconference, email, or other; to review the assessment report. During that meeting, the EC shall:

1. Consider the merits of the request based on the report provided.
2. Vote to approve or disapprove the request in whole or part.
3. If approved, authorize the Association Secretary to send a Class-wide appeal email for donations to cover the immediate and future scope of the request.
  - a) The email shall specify the circumstances surrounding the assistance, the amount of funds needed, and the contact information for the Association Treasurer. The name, USNA Company, and location of the requesting Member shall NOT be included or divulged without his written permission; e.g., email, signed letter.

- b) The Association Secretary will send update emails on donation progress and a final email when the target fund amount has been achieved.
4. If approved, authorize the Association Treasurer to dialogue with the requesting Member to determine the immediate financial assistance required and disburse donations received from the Financial Assistance account.
  5. If deemed appropriate, assign an Assistance Committee to conduct further assessment of the request while initial assistance is given.
  6. Ensure update emails are sent to the Class regarding the status of donations received. An email closing out donations will be sent when the amount needed to support the scope of the request has been received.
  7. If disapproved, authorize the Association Chairman to notify the requesting Member of the EC decision and suggest alternative aid such as NMCRS, bankruptcy and the like.
- d. **Appointment and Duties of an Assistance Committee:** If the circumstances of the request warrant, the Association Chairman may appoint an Assistance Committee to support the request verification, request response, or both. The committee shall be headed by the EC member assigned to assess the request. The expected maximum size of the committee is three, but it is not limited to that number. Anyone so assigned shall adhere to the privacy conditions in paragraph IX herein. The committee shall take the steps below, as they apply to the request:
1. Vet or continue assessing the financial request.
  2. Make an action recommendation to the EC regarding the request.
  3. Document the assistance provided by the Assistance Committee via status reports and a final report to the EC.
- e. **Dissolution of an Assistance Committee and Reconciliation of the Classmate Assistance Account:** When the actions required of the committee are completed, the EC member leading the committee shall advise the Association Chairman, submit a final report, and recommend the dissolution of the committee. The following actions shall be accomplished:
1. The Association Chairman shall make the report available to the EC and solicit its comments on dissolving the committee.
  2. The Association Treasurer shall ensure that the Classmate Assistance Account is appropriately reconciled to zero out the account and the Classmate Assistance file is closed.

**VIII. Discretion and Protection of Classmate Information:** Throughout the actions cited in this policy and procedure, the protection of the identity of a requesting Member and any information regarding a request for financial assistance shall be paramount. Anyone aiding in the vetting or other verification efforts of the assistance request must adhere to maintaining the strictest confidence of all information gleaned.

**IX. Approval and Publishing of this Policy and Procedure:** These guidelines shall be approved by the EC. When approved, Class-wide dissemination shall be made, and this document posted to the Class web site.