



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5760.1A

08 NOV 2004

COMDTMIDNINST 5760.1A

Subj: CLASS ORGANIZATION

Ref: (a) USNAINST 1610.3F
(b) COMDTMIDNINST 7041.1B (ORGANIZATION AND FINANCIAL PROCEDURES FOR MIDSHIPMEN WELFARE FUND SUPPORTED ACTIVITIES)

1. Purpose. To define class organizations and establish procedures for selection of class officers.
2. Cancellation. COMDTMIDNINST 5760.1. This instruction is a complete revision that should be reviewed in its entirety; no special markings appear due to extensive changes.
3. Background. Each class at the Naval Academy is chartered to establish a class organization. The Class President is charged with the responsibility of administering the organization and will function within the guidelines of the established charter. The Class President and his organization will not function as a sounding board for any policies and/or programs concerning military matters and will refrain from becoming involved in matters in the province of the Brigade Striper Organization. Unless specifically directed by the Commandant of Midshipmen, the Class President will not collect, organize, or express general class attitudes on matters concerning the military organization and policies of the Naval Academy.
4. Procedures
 - a. Each class will elect a President, Vice-President, Secretary, and Treasurer.
 - b. Class participation will be required as prescribed below:
 - (1) Ring and Crest Committee and Ring Dance Committee.
 - (2) Brigade Social Affairs Committee (BSAC).
 - c. Class officers and representatives have a considerable responsibility to their class, to the Brigade, and to the Commandant of Midshipmen. Midshipmen elected to these positions

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must be chosen from among those whose attitude and performance meet the highest standards of the Brigade.

d. The following procedures will govern the election of class officers for all the classes:

(1) Elections will be held before the end of first semester of third, second and first class years.

(2) Nominations for Class President, Vice President, Secretary, and Treasurer will be made to the Officer Representative of the Class by petitions containing the signatures of at least 15% of the class. Such petitions must be in the hands of the Officer Representative at least **10** days prior to the election date.

(3) The Officer Representative will submit the list of nominees to the Commandant, along with the nominees' summary sheets, for review and approval. Only those midshipmen whose performance and attitude meet the highest standards of the Brigade will be permitted to run for class office.

(4) Upon the approval of the Commandant, the list of nominees will be published, and, if practicable, the candidates will be introduced to the class at a class meeting and election procedures explained.

(5) A majority vote will be required for the election of a class officer. If no single candidate receives a majority of the votes cast, a run-off election will be held between the two candidates receiving the most votes.

(6) Upon completion of election of class officers, the Officer Representative of each class will forward the results to the Commandant of Midshipmen via the Midshipmen Activities Officer for approval and publication.

e. The class constitution and/or by-laws will include the degree of authority to be delegated to the class officers and the procedures to be followed in obtaining class approval for class projects (i.e., the Lucky Bag, the Class Crest and Ring, etc.), committee establishment and expenditures of class funds.

f. Budget and Administration of Midshipmen's Pay (issued annually) lists fixed amounts that are withdrawn from

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midshipmen's pay for class funds and certain class extracurricular activities. All of these funds will be deposited into the class account held by the Midshipmen Welfare Fund. Class organization accounts will be audited on an annual basis.

g. Should removal of a Class President be required for any reason, the Vice President will assume the office of the Class President. A special election by the class will be conducted to elect a new Vice President per the procedures outlined in paragraph (d). Should removal of any other class officer be required for any reason, a special election by the class will be conducted to fill the vacancy at the earliest opportunity.

5. Duties and Responsibilities

a. The Class Officer Representative:

- (1) Will be designated by the Commandant of Midshipmen.
- (2) Will make sure that reports and requests are prepared and forwarded in a timely manner.
- (3) Will personally explain and interpret regulations governing the class organization.
- (4) Is responsible for the financial management of the class budget and financial affairs per reference (b). Will countersign all financial reports. Will make sure that no approval is given for the expenditure of funds exceeding the amounts allocated in the class budget.
- (5) Will assume responsibility for all property and equipment under the cognizance of the class and frequently inspect to verify materiel condition and appearance.
- (6) Will ensure adherence to proper election procedures.
- (7) Will maintain a file of all correspondence pertinent to the class.
- (8) Will review all correspondence, speeches, and material for good taste; for the inclusion of classified matter; and for quality and content that would reflect creditably on the author, the class and the Naval Academy.

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(9) Will ensure that no financial or legal obligation is incurred and that no invitation is extended by the class without the written approval of the Commandant of Midshipmen.

(10) Will be consulted on all matters regarding the assembly of the class and informed of the subject(s) of the assembly.

b. The Class President:

(1) Will be responsible for the morale and spirit of the class. Any chits, projects, requisitions, or ideas dealing in this area will be handled by the Class President. He/She should do everything possible to promote esprit de corps and to represent his/her class and their feelings, thoughts and actions.

(2) Will be responsible for all class social functions through the Class Brigade Social Affairs Committee (BSAC) representative (i.e. Ring Dance Chairman) or other subsidiary committees which are deemed necessary (i.e. Class picnics, etc.)

(3) Will appoint those special committees necessary for the proper functioning of a class organization.

(4) Will coordinate committee efforts to make for a more efficient operation of Brigade activities. This coordination is the specific responsibility of the First Class President.

(5) Will make introductions for class lectures and speeches.

(6) Will keep his/her class well informed of the policies and events pertaining to his/her class.

(7) Will establish a workable and effective class organization, to be used by the class after graduation.

(8) Will be responsible for the routine procedures and functions of a class organization.

(9) Will uphold and establish a class reputation of the highest possible caliber in keeping with the context of the mission of the Naval Academy.

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(10) Will ensure all correspondence is submitted through the Class Officer Representative.

(11) Will write and submit for approval a class policy in the spring of second class year. These policies are to represent the class, set guidelines for the class to follow in first class year, and to make any suggestions the class feels will help them run the Brigade more effectively and improve the Naval Academy (Second Class President).

(12) Will create and establish by-laws by end of the 3/c year. Need to establish by-law review timeline and goals for Alumni transition and permanent by-law/class procedures.

c. Duties of the Class Vice President:

(1) Will perform such duties as specified by the President.

(2) Will assume the duties of the President should he/she, for any reason, be unable to carry on the duties of that office.

(3) Will assume any additional responsibilities that are assigned by the Class President or Officer Representative.

d. Duties of the Class Secretary:

(1) Will attend all class officer meetings, recording all important information.

(2) Will write all formal invitations to the Superintendent, Commandant or other Officers to attend a class sponsored event.

(3) Will assume any additional responsibilities that are assigned by the Class President or Officer Representative.

(4) Will assume any additional responsibilities that are assigned by the Class President or Officer Representative.

e. Duties of the Class Treasurer:

(1) Will maintain accurate accounts of all monies entered and spent by the respective class.

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(2) Will be accountable to the Class President on all matters concerning the financial status of the respective class.

(3) Will assume any additional responsibilities that are assigned by the Class President or Officer Representative.



CHARLES J. LEIDIG

Distribution:

C-1 (Electronically)