



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5760.1D  
OPS  
FEB 20 2020

COMANDANT OF MIDSHIPMEN INSTRUCTION 5760.1D

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: CLASS ORGANIZATION

Ref: (a) COMDTMIDNINST 1710.14P  
(b) USNAINST 1610.3L

1. Purpose. Defines class organizations and establishes procedures for selection of class officers.
2. Cancellation. COMDTMIDNINST 5760.1C.
3. Background. Each class at the Naval Academy shall create a class organization, referred to as "The Class of [year]." Each class organization will be considered an Extra-Curricular Activity subject to general guidance contained in reference (a). At 1000 on the day each respective class graduates, the class organization will become a Non-Federal Entity (NFE), no longer subject to U.S. Naval Academy or other Federal regulations. The Class President is charged with the responsibility of administering the organization. The Class President and 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 within 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 U.S. Naval Academy.
4. Procedures
  - a. Each class will elect the following officers: President, Vice President, Secretary, and Treasurer.
  - b. Class participation will be for the Ring and Crest Committee and Ring Dance Committee.
  - 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 must be chosen from among those whose attitude and performance meet the highest standards of the Brigade per reference (b).

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

(1) Class officer elections will be held prior to Fall semester final exams.

(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 percent 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 of Midshipmen, along with the nominees' summary sheets, for review and approval. Only those midshipmen whose performance and attitude meet the highest standards of the Brigade of Midshipmen will be permitted to run for class office.

(4) Upon the approval of the Commandant of Midshipmen, 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) An election will be held between the candidates. The candidate receiving the most votes will be declared the winner.

(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. All class funds will be spent down to a zero balance prior to graduation.

f. 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. Should removal of any other class officer or representative 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) Shall be designated by the Commandant of Midshipmen.

(2) Shall make sure that reports and requests are prepared and forwarded in a timely manner.

(3) Shall personally explain and interpret regulations governing the class organization.

(4) Shall assume responsibility for all property and equipment under the cognizance of the class and frequently inspect to verify materiel condition and appearance.

(5) Shall ensure adherence to proper election procedures.

(6) Shall ensure that no legal obligation is incurred and that no invitation is extended or accepted by the class without the written approval of the Commandant of Midshipmen.

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

(8) Shall, for the Fourth Class, act as liaison between the class organization and Brigade Commander in assisting the Class President to carry out those functions listed in this instruction.

b. The Class President:

(1) Responsible for the morale and spirit of the class. Any chits, projects, requisitions, or ideas dealing in this area should be handled by the Class President via the Brigade Admin Officer. They should do everything possible to maintain a high esprit de corps and to represent their class feelings, thoughts, and actions.

(2) Responsible for all class social functions working through the designated committee chairman (e.g., Ring Dance Chairman) or other subsidiary committees which are deemed necessary (e.g., class picnics, etc.).

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

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

(5) Makes introductions for class lectures and speeches.

(6) Keeps their class well informed of policies and events.

(7) Establishes a workable and effective class organization, which can continue to be used by the class after graduation.

(8) Responsible for the routine procedures and functions of a class organization

(9) Upholds and establishes a class reputation of the highest possible caliber in keeping with the context of the mission of the U.S. Naval Academy.

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

(11) Responsible for the selection of the class' Honorary Graduates through the process in paragraph 6.

c. The Class Vice President:

(1) Performs such duties as specified by the Class President.

(2) Assumes the duties of the Class President should they, for any reason, be unable to carry on the duties of that office.

d. The Class Secretary:

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

(2) Writes all formal invitations to the Superintendent, Commandant of Midshipmen, or other officers to attend a class-sponsored event.

(3) Assumes any additional responsibilities assigned by the Class President or Officer Representative.

e. The Class Treasurer:

(1) Maintains accurate accounts of all monies collected and spent by the respective class.

(2) Accountable to the Class President on all matters concerning the financial status of the class.

(3) Assumes any additional responsibilities assigned by the Class President or Officer Representative.

6. Honorary Graduates Selection. The Class President is responsible for the selection of the class' Honorary Graduates through the following process:

a. Class President sends an email to the entire class soliciting nominations for their Honorary Graduates.

b. From the nominations received, the class may only select a maximum of three. Reducing the nominations to three can be done in two ways:

(1) Reduce to the top 10 nominations and send another vote out for the entire class.

(2) Reduce to the top 10 nominations and have the class officers' vote.

c. The nominees for the Honorary Graduates must be approved by the Commandant of Midshipmen before they are finalized.

(1) Nominations should be submitted to the Commandant of Midshipmen no later than the last week of April each year for review and approval.

(2) Once approved, the class may buy a token gift for the Honorary Graduates from the class fund. Examples include clocks, barometers, plates, etc. with their name and "Honorary

Graduate of Class of [year]” on it.

(3) The Class President may deliver short remarks at graduation that include some points about the Honorary Graduates, with the remarks being no longer than five minutes.

7. Records Management.

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Operations Department will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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