

## **Heritage High School AFJROTC Booster Club Constitution and By-Laws**

### **CONSTITUTION OF AFJROTC BOOSTER CLUB**

#### **ARTICLE I: NAME**

The name of this organization shall be the Heritage High School AFJROTC Booster Club.

#### **ARTICLE II: PURPOSE AND FUNCTION**

1. It is the purpose of the Heritage High School AFJROTC Booster Club to encourage and support the AFJROTC philosophy as well as all cadet activities. This will be the single focus of this organization.
2. Only the Heritage High School AFJROTC Booster Club Treasurer, upon approval of the Board of Directors, shall be authorized to disburse funds.
3. Funds held outside of school control must be audited at least annually and fully documented by a responsible School / District Bookkeeper, CPA or equivalent
4. This Association will be organized as a non-profit organization per section 501(C)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property.

#### **ARTICLE III: MEMBERSHIP**

Membership shall be open to any person who subscribes to the purpose and function of the AFJROTC Booster Club. Members do not have to have students currently enrolled at Heritage High School to join.

#### **ARTICLE IV: BOARD OF DIRECTORS**

1. The affairs of the club shall be managed by a five (5) member Board of Directors who shall comply with the Constitution and By-Laws of the AFJROTC Booster Club. AFJROTC instructors may serve as advisors to the Board of Directors. AFJROTC Cadet Corps may nominate cadets to serve as advisors to the board.
2. No member of the Board of Directors shall serve more than four (4) consecutive years, including the fulfillment of an un-expired term of a previous board member.

#### **ARTICLE V: OFFICERS**

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary, Treasurer and Membership Chairman.

#### **ARTICLE VI: MEETINGS**

1. Nine (9) regularly scheduled meetings shall be held annually. Meetings will be held the first Monday of September, October, November, December, January, February, March, April and May.

2. Meetings other than the nine (9) yearly meetings will be conducted upon call of the President.

#### **ARTICLE VII: AMENDMENTS**

These Articles of the Constitution may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the voting adult members, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting. Voting may be accomplished electronically.

## **BY-LAWS OF THE AFJROTC BOOSTER CLUB:**

### **Article I: MEMBERSHIP**

#### Section I: Qualifications

Membership is open to persons who subscribe to the purpose and function of the AFJROTC Booster Club.

#### Section II: Representation

The business and operation of the club shall be managed and controlled by a board of five (5) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Voting may be accomplished electronically.

#### Section III: Vacancies

In case of any vacancy on the Board, a successor for the un-expired term shall be elected by the membership by the next Board meeting.

#### Section IV: Meetings

Board of Director's meetings shall be held at a time and place called by the President.

#### Section V: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum.

### **ARTICLE II: PURPOSE AND FUNCTION**

1. It is the purpose of the Heritage High School AFJROTC Booster Club to encourage and support the AFJROTC philosophy as well as all cadet activities. This will be the single focus of this organization.
2. Only the Heritage High School AFJROTC Booster Club Treasurer, upon approval of the Board of Directors, shall be authorized to disburse funds.
3. Funds held outside of school control must be audited at least annually and fully documented by a responsible School / District Bookkeeper, CPA or equivalent
4. This Association will be organized as a non-profit organization per section 501(C)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property.

## **ARTICLE III: OFFICERS**

### **Section I: Officers**

The officers shall be elected by a plurality vote of the members at the annual (May) meeting. Voting may be accomplished electronically

### **Section II: Vacancies**

In case of any vacancy on the Board, a successor for the un-expired term shall be elected by the membership by the next Board meeting.

### **Section III: Duties**

#### **A: The President:**

1. Shall preside at all meetings of the club and of the Board of Directors.
2. Shall personally represent the club or appoint a delegate as needed.
3. Shall appoint committees and committee chairpersons.
4. Shall effect compliance with the rules, regulations, and policies of the Liberty Union High School Board and Heritage High School.

#### **B: The Vice President**

1. Shall have such powers and perform such duties as delegated by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.
3. Shall validate monthly treasurer's report against booster club bank statement
4. Shall review minutes before they are provided to the membership
5. Shall send out reminders for all meetings

#### **C: The Secretary**

1. Shall keep all minutes of all Board of Directors and membership meetings and provide them to the membership.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President, or with the Vice-President, all contracts.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

#### **D: The Treasurer**

1. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the Board. All funds collected will be verified by another club member and will be deposited into the AFJROTC Booster Club bank account within two business days.
2. Provide documentation to School / District Bookkeeper, CPA or equivalent for annual audit.
3. Shall provide monthly financial report
4. Shall file all tax forms as required by law

5. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

#### **E. The Membership Chairman**

1. Shall keep all membership records and update all rolls on a monthly basis.
2. Shall keep a database of past and present members for club use.
3. Shall advise the club on membership commitments.
4. Shall organize yearly membership drive to include mailings to past, current and potential members.
5. Establish any social media sites to effectively communicate with members or potential members

#### **ARTICLE IV: FINANCE**

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the AFJROTC Booster Club Treasurer and another Board member.

#### **ARTICLE V: FISCAL YEAR**

The fiscal year of the Booster Club shall begin August first and end July thirty-first.

#### **ARTICLE VI: BASIC POLICIES OF OPERATION**

The following section defines policy for the Heritage High School AFJROTC Booster Club.

- A. The club shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- E. In the event of the dissolution of the club, its assets shall be distributed to the Heritage High School ASB and in accordance with current Internal Revenue Codes.
- F. The Booster Club shall have the following standing committees:
  1. Booster Club Membership
  2. Booster Club AFJROTC Military Ball
  3. Booster Club Fund-Raising
  4. Booster Club Publicity
  5. Any additional committees can be created upon a 2/3 vote at any monthly meeting.

#### **ARTICLE VII: AMENDMENTS**

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

## **ARTICLE IX: FINANCES**

- A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the Heritage High School Booster Club Treasurer, upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B. The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month when it is not feasible to call a special meeting of the Board of Directors. A report of expenditures shall be given at the next meeting.
- C. This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Heritage High School ASB.
- D. All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Heritage High School AFJROTC Booster Club Board.
- E. The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- F. All projects that require financial obligation of the club as proposed will be presented to the Board of Directors on the approved forms. This will be done at monthly meetings in order for the Board of Directors to plan their budget. The budget shall normally be voted on at the May meeting, but may be changed by a vote of the Board.
- G. Total expenditures cannot exceed approved budgeted amounts without approval of the Board of Directors. Items are to be those approved by the Heritage High School AFJROTC Booster Club, listed on the itemized request for funds form and submitted to the AFJROTC Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.
- H. Any funds held outside of school control must be audited at least annually and fully documented by a responsible School / District Bookkeeper, CPA or equivalent
- I. The treasurer will be required to submit a detailed report at the end of each year.

## **ARTICLE X: AMENDMENTS**

This Constitution may be amended at any Annual Meeting of the association in May by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting each May.

**Revision approved and effective January 5, 2016.**

PRESIDENT



Date 01-05-2016

VICE PRESIDENT



Date 1-5-2016

SECRETARY

Mary A. Ehuge-Walker

Date 1-05-16

TREASURER

Debbie Reed

Date 01-05-16

