

JROTC Eagle Battalion Booster Club

By-Laws (November 2017)

ARTICLE ONE

Name and Location

Section 1 Name

The name of the organization is incorporated as Eagle Battalion Booster Club, Inc., hereafter referred to as the "JROTC Eagle Battalion Booster Club", "JROTC Booster Club", "the Eagle Battalion Booster Club", "booster club", "organization" or "club".

Section 2 Location

All booster club meetings may be held at such places within the Montgomery County, Maryland area, as designated by board members.

ARTICLE TWO

Structure and Purpose

Section 1 Structure

This corporation is organized exclusively for the charitable and educational purposes as defined in Section 501(c)3 of the Internal Revenue Code. The purpose of the Corporation include, but not limited to, raising funds and purchasing personal property and services to be used by students and faculty participating in the JROTC program at Magruder High School, providing volunteers for educational and extracurricular activities that will contribute to the public education of the community; engage in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Maryland on non-profit corporation.

No part of the net earnings of the Corporation shall inure to benefit of any director of the Corporation, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affection one or more of its purposes); and no director, officer or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the corporation. No substantial part of the activities of the corporation shall be carrying on the propaganda, or otherwise to influence legislation, and the corporation shall not participate in, or intervene in (including the publication of statements) and political campaign on behalf of any candidate for public office.

The corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)3 of the Internal Revenue code and Regulations as they now exist or as they may be amended.

The corporation is organized pursuant to non-profit regulations and does not contemplate pecuniary gain or profit and is organized for non-profit purposes which are consistent with provisions of Section 501(c)3 of the Internal Revenue code and its Regulations are they now exist or as they may hereafter amended.

Section 2

Dissolution

Upon dissolution of the organization, assets shall be distributed for one or more tax exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government for public purpose. Any such assets not disposed of shall be disposed of by the Courts in Montgomery County, Maryland in which the principle office of the organization is located, exclusively for such purposes or such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3

Purpose

To provide support to the Magruder High School, in Rockville, Maryland, JROTC Program and Cadets through a positive presence in the community, thereby helping them to achieve their goal.

To promote the JROTC program and cadets in their community efforts, school functions, and raise funds for the betterment of the JROTC Eagle Battalion program at Magruder High School.

To promote, publicize and provide assistance, financial or otherwise for the JROTC Eagle Battalion program and cadets.

To promote goodwill and attendance at all JROTC activities, events and competitions.

To inform the general membership of Booster club activities and JROTC related activities.

To provide support and assistance in any other activities identified by the Program Instructors that promote the purpose of this organization.

ARTICLE THREE

Membership

Section 1

Eligibility

The General Membership will consists of any individual, not otherwise students, who are eighteen (18) years of age or older, and is open to all members of the community at large who are willing to uphold the policies of this organization and agree to its By-Laws. Membership may be individual or family, as determined annually by the officers of the club.

Section 2

Requirements (Dues) of Membership

Individual and/or family membership shall be valid upon payment of annual dues. Membership is on an annual basis, coinciding with the school year (September 1 – August 31). Annual dues amount(s), and any named or implied benefits of, or accruing from membership will be determined annually by the officers of the organization.

Membership cards will be issued upon payment of annual dues. One card will be issued for an individual membership; two cards will be issued for a family membership (for family members not students and 18 years of age or older). Cards may be issued and signed by any member of the board.

A. Voting members: All members who have paid their dues for the current academic year and hold a booster club membership card shall receive one vote.

B. Attending members: All members who attend at least one meeting, but have not paid either dues. They will be able to express opinions on motions and take part in all business functions. They will be able to assist with any Booster Club responsibility but will not be allowed to vote on motions.

C. Non-Member: All non-participating parents of cadets in the program who have not attended any meetings or paid their dues during the current academic year.

D. Honorary Members: Honorary members may be elected by the majority of members at any meeting at the discretion of the Executive Board. Honorary members will be considered a voting member.

ARTICLE FOUR

Officers

Section 1

Qualifications

Any member in good standing is eligible to serve on the board of directors.

Section 2

Powers

The Board of Directors shall be made up of all Officers and committee chair persons and be the governing body of the organization and shall manage, control and direct the affairs and property of the organization.

Section 3

Compensation

No director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4

Officers

Officers of the club shall be a President, Vice President, Secretary, Treasurer and each Committee Chairperson. The Responsibilities of each are as follows:

President (position should be held by a parent, when possible)

The President shall be the principle executive officer of the booster club and in general, will supervise and control all of the business and affairs of the club. The President, when present, shall preside at all regular and special meetings. The President may sign any deeds, mortgages, bonds, contracts, or other instruments, which the officers have authorized to be executed. The President shall prepare, with the Treasurer, an annual budget for submission to the general membership, and in general, shall perform all duties in incident to the office of the President and such other duties as may be prescribed by the other officers of the organization from time to time. Should a vacancy occur for any reason in any duly elected office (other than the that of the President) during the school year between elections, the President may appoint a successor to act in that office until the next election is held during the scheduled regular May meeting.

Vice President (position should be held by an Alumni, when possible)

The Vice President, in the absence of, or as delegated by the President, or in the event of the President's death, inability, refusal to act, resignation, or removal by the General Membership, shall perform all the duties of the President, and when so acting, will have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall perform such other duties, from time to time, may be assigned by the President.

Secretary

The Secretary's responsibilities will be as follows, but not limited to

- Keep minutes of the proceedings & meetings and distribute of minutes.
- Be responsible for maintaining all the organization's records
- Maintain and publicize a contact roster of the organization's officers.
- Be the primary keeper of membership dues payments, member contact information, volunteer records and correspondence as deemed necessary.
- Be custodian of all of the physical and electronic records of the organization.
- Schedule and publicize all Regular, Annual, and Special meetings, and ensure that the appropriate meeting room or facility is available and open for the meeting.
- In general, perform all duties incident to the office and such other duties, as from time to time, may be assigned by the other officers in the organization.

Treasurer

The Treasurer's responsibilities will be as follows, but not limited to:

- Have charge and custody of, and be responsible for all funds and securities of the organization.
- Receive and give receipts for monies due and payable to the organization from any source and deposit all such monies in the name of the club in such banks, trust companies, or other depositories as selected by the officers of the club. The record(s) will also be provided to the Secretary.
- Assist the President in preparation of the annual budget.
- Render a statement of financial condition (report) of the Booster Club at every regular meeting.
- Be authorized and responsible to set up and/or carry out procedures for a proper accounting of all fundraising activities.
- In general, perform all duties incident to the office and such other duties, as from time to time, may be assigned by the other officers of the club.
- Deposits must be deposited within 3 business days of receipt into the organization's account. Treasurer may assign another board member to make such deposit.

Committee Chairpersons

The Committee Chairpersons responsibilities will be as followed, but not limited to:

- Have responsibilities for the overall coordination of the assigned activities of the committee.
- Recruit committee members, as necessary, to successfully execute activities.
- Report on the status and progress of the activities at Regular Meetings, as necessary.
- Work with the Treasurer to ensure all funds are accurately reported and recorded, and any expenses submitted and paid.
- In general, perform all duties incident to the office and such other duties, as from time to time, may be assigned by the other offices of the organization.

ARTICLE FIVE
Standing Committees

- Section 1 **Membership Committee**
Shall be comprised of a chairperson and members (as necessary) with the responsibility to recruit new members and collect annual dues. It shall be the responsibility of the chairperson to prepare an appropriate annual membership solicitation form and to maintain an up-to-date membership list containing any necessary or pertinent data about each member to be used solely for the transaction of the organization's business. The chairperson will be responsible for supplying this list to the Secretary.
- Section 2 **Fundraising Committee**
Shall be comprised of a chairperson and other members as appointed by the President with the responsibility of coordinating and carrying out all functions of the fundraising activities of the booster club not previously described (including, but not limited to, sales of various items or merchandize as determined by the officers of the booster club from time to time)
- Section 3 **Business Partnerships and Community Outreach Committee**
Shall be comprised of a chairperson and members (as necessary) with the responsibility to establish and maintain open lines of communication between the organization and local business establishments and other community organizations and interests, and to obtain their assistance with booster club or JROTC program activities. Duties will include, but not be limited to obtaining various services, materiel, or funding for the Booster Club, either through direct donations or from the Booster Club's established sales of advertising. The chairperson of this committee will work closely with the President in representing the Booster Club, and with the Treasurer to report all income generated.
- Section 4 **Alumni Committee**
Shall be comprised of a chairperson and members with the responsibility to foster a spirit of loyalty and to promote the general welfare of the JRTOC program and the Booster Club. The goal of the Alumni Committee is to support the JROTC goals and vision and to strengthen the ties between the Alumni, the JROTC program, the community and the Booster Club. The Alumni Committee will leverage the resources, talents, and initiatives of alumni and friends to advise, guide, advocate for and support the JROTC program to ensure the continued success and strength of the program.
- Section 5 **Communication Committee**
Shall be comprised of a chairperson and members (as necessary) with the responsibilities of maintaining social media platforms, development of newsletters, maintaining consistent brand images, coordinate and maintain the organization's email accounts. The role will work closely with the membership committee to facilitate regular communication with members. In addition, will make sure that all information is kept up to date on the organization's website.
- Section 5 **Special Committees**
Shall be appointed by the President on a temporary basis as deemed necessary to transact the business of the booster club.

Section 6 **Voting Power**

For any business requiring approval of the booster club's officers, an officer will receive the number of votes concurrent with the number of positions held, with the exception of the President. President shall serve as tie-breaker in the event of a tie vote on any/all issues.

ARTICLE SIX

Meetings

Section 1 Meetings

A) **Regular Meetings**

To be held approximately monthly and are fully open to participation by the General Membership. Any member of Magruder High School and the interested public may also attend, and may be invited to participate. A quorum of any three (3) board members of the organization will be required in order to conduct business.

Regular meetings will be held on the first Thursday of every month.

B) **Annual Meeting**

The scheduled regular May meeting will be designated as the "ANNUAL MEETING" and in addition to regular monthly business, will include nomination and election of officers for the following year.

C) **Special Meetings**

The Officers may be called by the President or any officer, as required, to coordinate or conduct Booster Club business or activities.

D) **Electronic Meetings**

The Officers may conduct an electronic meeting by the use of a teleconference call or email, as required, to conduct any Booster Club business or activity for which a delay until a Regular Meeting or the calling of a Special Meeting are not feasible. Such meetings may include the process of voting, as necessary.

ARTICLE SEVEN

Requests for Booster Club Funding

Section 1

Submission

Requests for the funding of any JROTC activity or related program or item may be submitted to the booster club by or through the JROTC instructors or a member of the JROTC program staff or booster club officer. Requests generally must be submitted by the requestor in writing, preferably on the Funding Request Form promulgated by the booster club, at a Regular Meeting. The requestor should be prepared to explain the nature of the request and estimated cost. The request generally must be approved by the applicable group or instructor prior to admission.

Section 2 Approval and Payment

- (A) Requests will be acted upon by the officers of the organization immediately following submission at the next scheduled Regular Meeting, unless a Special or Electronic Meeting otherwise may be required. A simple majority vote of the officers of the organization in attendance at, or participating in that meeting, is required for approval. Following approval, payment will be made by the Treasurer upon receipt of goods or services and presentation of valid invoice or other proper documentation.
- (B) In certain special or emergency situations, as determined jointly by the President and the Treasurer, any funding not in excess of \$1000 for any proper JROTC activity, program or item, may be approved and payment made, without prior action by the officers of the organization at any meeting. The Treasurer will fully account for such action at the rendering of the statement of financial condition (report) of the Booster Club at the next Regular Meeting.
- (C) Issuing of checks being written for \$1000 or more, require a dual authorized signature, after approval by a majority vote. Any amount \$999.99 and below will only require a single authorized signature.

ARTICLE EIGHT

Amendments to the By-Laws

These By-Laws may be amended by a vote of the General Membership. For such amendments to be approved, a majority (51%+) of voting members in attendance at any scheduled Regular Meeting of the booster club shall be required. Notice of all proposed amendments of substance must be given by the President to the General Membership at least fifteen (15) days prior to such action. Such notice may be in the form of a published notice on the organization's website, social media presence and via email.

ARTICLE NINE

Conduct of Meetings

Roberts Rules of Order, latest edition, or other recognized parliamentary procedural guidelines may be used to govern the business of the organization in all cases where they are applicable and wherein they are not inconsistent with these By-Laws.