

# **BY-LAWS FOR THE TX 20009<sup>TH</sup> AFJROTC BOOSTER CLUB**

## **ARTICLE I–PURPOSE STATEMENT**

### **SECTION 1. NAME**

The name of this organization shall be the TX 20009<sup>th</sup> AFJROTC Booster Club, and hereinafter be referred to as the Club or the Booster Club.

### **SECTION 2. PURPOSE**

The purpose of the Club is to support and promote the TX 20009<sup>th</sup> AFJROTC program at Medina Valley High School by uniting students, parents, mentors, faculty, staff, and the community in a way that magnifies the spirit and values of the Corps, and provides moral as well as financial support. To assure the ongoing improvement to the MVHS TX20009<sup>th</sup> AFJROTC program, the Club shall recognize and work in conjunction with students, parents, mentors, faculty, staff, and the community.

### **SECTION 3. ORGANIZATION**

The Club shall be formed as a Texas Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501(c)(3) tax status.

## **ARTICLE II–MEMBERSHIP**

### **SECTION 1. MEMBERSHIP**

Any parent, guardian, or representative of a cadet will be granted automatic membership into the Booster Club general population.

### **SECTION 2. FEES**

The TX 20009<sup>th</sup> AFJROTC Booster Club does not require a membership fee at this time, but reserves the right to amend this section in the future.

## **ARTICLE III–CLUB OFFICERS**

### **SECTION 1. DESIGNATION OF OFFICERS**

No person shall hold more than one Officer position. No two officers shall have either personal or professional relations outside of the Club while an office is held. No officer, representative, or general member shall be compensated for services of goods provided to the Club; this does not include reimbursement for goods or services purchased for the use at or for a specific documented event. Proof of purchase on behalf of the Club must be provided. The Officer of the Club shall consist of:

- |                   |              |                                |
|-------------------|--------------|--------------------------------|
| A) President      | C) Secretary | E) Public Affairs/Social Media |
| B) Vice-President | D) Treasurer |                                |

## **SECTION 2. DUTIES OF THE OFFICERS**

The duties of the Officers shall be described as follows:

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

- a. Shall preside at all meetings and the Board of Directors.
- b. Shall personally represent the Club or appoint a delegate as needed.
- c. Shall effect compliance with the rules, regulations, and policies of MVHS, USAFJROTC, and the MVIDS.

### **B) The Vice-President**

- a. Shall have powers and perform such duties as delegated by the President.
- b. In the absence, or disability of the President, he/she shall perform the duties and exercise the powers of the President.

### **C) The Secretary**

- a. Shall keep minutes of all Board and membership meetings.
- b. Shall keep such records as directed by the Board.
- c. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board.

### **D) The Treasurer**

- a. Shall keep financial records of the Club, collect and deposit funds, and authorize payments on approval of the Board. All funds are to be deposited and available within 72 hours.
- b. All funds are to be deposited in a bank approved by the Board.
- c. Shall provide monthly financial statements at membership meetings as well as present, upon request, all records pertaining to the office.
- d. Shall obtain and maintain omissions and errors insurance policy on behalf of the Club.
- e. Shall perform all duties usually incident to the office of the Treasurer, subject to control of the Board.

### **E) The Public Affairs/Social Media**

- a. Shall maintain all social media accounts active and up to date.
- b. Shall maintain all social media posts current with current events.
- c. Responsible for informing Board of upcoming account renewals.

Officers shall have the right to meet as a group, on an as-needed basis, to plan the agenda and the strategy of the General Club.

## **SECTION 3. ELECTION OF OFFICERS**

Election of Officers shall be conducted annually at the April meeting of the Club.

## **SECTION 4. TERMS OF OFFICE**

The terms served by all Officers shall be held for one calendar year from April to April of the consecutive calendar year. No individual may be elected to more than four consecutive terms in office.

## **SECTION 5. VACANCIES**

Vacancies of Officers shall be filled by appointment made by the remaining Officers. The new appointee shall serve until the vacant term expires.

## **ARTICLE IV–MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

Nine (9) regularly scheduled meetings shall be held annually. Meetings will be held the first *Tuesday* of September, October, November, December, January, February, March, April, and May. Meetings other than the nine (9) regular meetings shall be conducted upon call of the President.

### **SECTION 2. CONDUCT OF MEETINGS**

All membership meetings shall be conducted as follows:

- A) In accordance with Roberts Rules of Order, except where they are in conflict with the By-Laws of this document, in such event, these By-Laws shall govern.
- B) EQUAL TIME: It shall be the policy of this Club to allow equal time to all persons wishing to be heard on a specific issue. In order to fairly administer this policy, the President shall be empowered to determine the amount of time allowed to each group to speak with identical limitations to all groups.

## **ARTICLE V–COMMITTEES**

- A) **Scholarship Committee.** This Committee shall recommend the number and amounts of annual Booster Club scholarships as well as section criteria for recipients.

## **ARTICLE VI-FINANCES**

- A) The funds of the Club shall be used to further the purpose in Article I, Section 2.
- B) Only the Treasurer, or authorized representative, shall be authorized to disburse funds. All disbursements shall be made by checks signed by the Treasurer upon approval of the Board upon vote of the general members. Exception shall be made for funds required prior to the next general meeting, in which the Board will vote on disbursement.
- C) The Club 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 remaining funds or property. In the event of the dissolution of the Club, any funds or property remaining shall be turned over to the MVHS TX 20009<sup>th</sup> AFJROTC Cadet Fund.
- D) All funds collected by the Officers or members of the Board shall be deposited in an account approved by the Board under the name of the TX 20009<sup>th</sup> AFJROTC Booster Club.
- E) The Treasurer of the Board shall authorize payment by check of all debts of the Club within seven (7) days after receipt or an approval by the Board.

- F) All projects that require financial obligation of the Club as proposed by cadets, faculty, and staff, will be present to the Board on the approved forms.
- G) Total expenditures cannot exceed the approved amount of funding without the approval of the Board. Unused funds cannot be applied to other items without the approval of the Board.
- H) TX 20009th AFJROTC Cadet Scholarship Fund will be funded by a percentage of all general fundraising events with a minimum of five percent (5%) per event up to a maximum of twenty percent (20%). A percentage higher than the minimum must be voted by the members not to exceed twenty percent (20%). Any dedicated scholarship fundraisers will be funded at a one hundred percent (100%) of all net proceeds for that event.

### ARTICLE VII-AMENDMENTS

- A) These By-Laws may be amended at any meeting of the membership by two-thirds (2/3) affirmative vote of the adult members present, 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.

By-laws approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

President: \_\_\_\_\_ Date: \_\_\_\_\_  
Maritza Arroyo

Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_  
Frank Jarrett

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
Angela Wilkin

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
Elizabeth King

Public Affairs/  
Social Media: \_\_\_\_\_ Date: \_\_\_\_\_  
Karen Moore