

ALLATOONA NJROTC BOOSTER CLUB BYLAWS

The primary purpose of NJROTC Booster Club is to support Allatoona High School and the Allatoona High School NJROTC Program. To facilitate open communications and a positive relationship between the NJROTC and the school.

ARTICLE 1: ORGANIZATION

- 1.1 **Name.** The name of the organization is the Allatoona NJROTC Booster Club. A non-profit organization under the laws of the State of Georgia, the organization may be referred to hereafter as "the booster club", or "Cadet Parent Organization (CPO)".
- 1.2 **Principal Office.** The principal office of the organization in the State of Georgia shall be in Cobb County, Georgia, and the Board of Directors may, from time to time, designate a resident agent and registered office for the corporation.
- 1.3 **Membership and Qualifications.** The following individuals shall be eligible for membership in the Allatoona NJROTC Booster Club:
 - A. Parents and legal guardians of cadets enrolled in the NJROTC program at Allatoona High School
 - B. Individuals interested in the objects of the CPO and having declared their desire for membership.
- 1.4 **Activity Fees.** In order to participate in the extracurricular activities of the Booster Club, Cadets must pay an annual activity fee. The amount of the activity fee shall be established by the Board of Directors no later than August 1 of each year for the upcoming school year.
 - A. In the event that a Cadet experiences financial hardship, Parent(s) of the Cadet may apply for a modified Activity Fee and pay such on a payment plan if said modified fee and payment plan is approved by the Board of Directors pursuant to a modified fee policy.
 - B. Individuals that do not have a child in the NJROTC interested in joining the Booster Club shall pay an annual membership fee, in an amount to be established by the Board of Directors no later than August 1 of each year for the upcoming school year.
- 1.5 **Voting Rights.** Parents/Guardians of a Cadet(s) whose Cadet(s) has a paid the annual activity fee for the current school year (if Cadet is on payment plan and is current on payments) shall have one vote per Cadet they have in the program where the activity fees are paid. An individual who has paid a membership fee shall have one vote.
- 1.6 **Removal of Individual without child in program.** By a majority vote of the Board of Directors an individual who is a member but does not have a child in the program may be removed if the majority of the board deems said individual's continued participation in the judgment of the Board not in the best interest of the Allatoona NJROTC program.

ARTICLE 2 – BOARD OF DIRECTORS

- 2.1 **Governing Body.** Composition and Number. The affairs of the organization shall be governed by a Board of Directors which may consist of up to Nine (9) individuals who are either a parent/guardian of a cadet whose activity fee is paid or an individual interested in supporting the NJROTC who has paid a membership fee.
- A. The members of the Board of Directors shall be the
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Communication Officer
 - Hospitality Chair
 - Community Service Chair
 - Fund Raising Chair
 - Teams Chair
 - B. The Senior Naval Science instructor shall be an ex-officio non-voting member of the Board of Directors who shall be able to attend all meetings of the Board, participate in all discussions, be able to present proposals to the Board and make recommendations.
- 2.2 **Quorum.** A quorum of the Board of Directors shall be 50% of the board members in office.
- 2.3 **Term.** Board of Directors shall serve for a term of one year beginning June 1 of each year and may serve more than one year.
- 2.4 **Election.** At the Annual Meeting of the Booster Club in April/May of each year the Board of Directors should put forward a slate of candidates to be nominated for the next year's Board of Directors. Nominations for the Board may also be taken from the floor from eligible voters. Once nominations are closed there shall be a vote and the Nominees receiving the highest number of votes shall be elected. In the case of a tie, there shall be a runoff election which shall be held at the same meeting. If there is still a tie the names shall be put into a hat and the name drawn shall be the winner.
- 2.5 **Vacancies.**
- A. Whenever there shall be a vacancy in any office of the Board of Directors by resignation or otherwise, the Board shall have the power to fill such office for the remainder of the year.
 - B. If no person is elected at the April/May Booster Club Meeting the newly elected Board of Directors shall be empowered to appoint an individual once they take office.
- 2.6 **Resignation.** Any member of the Board of Directors may resign at any time by giving written notice to the President or Secretary of the Board. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

- 2.7 **Removal.**
- A. Any officer or member of the Board of Directors who has three (3) consecutive unexcused absences from Board meetings may be removed by a majority vote of the Board at a meeting, a quorum being present.
 - B. By a majority vote of the board of directors an officer or board member may be removed if the majority of the board determines said individual's continued participation in the judgment of the board not in the best interest of the Allatoona NJROTC program.
- 2.8 **Compensation.**
- A. No Director shall receive any compensation from the Booster Club for acting as such.
 - B. There is no inherent added responsibility or reward on behalf of Cadets whose parents or guardians serve in any capacity of the Board of Directors or Committees established by or through the Board.
- 2.9 **Open Meetings.** All Board of Director meetings shall be open to all members, but members other than Directors may not participate in any discussions or deliberation unless expressly so authorized by the Board.
- 2.10 **Executive Session.** The Board may adjourn a meeting and reconvene in executive session to discuss and vote upon personnel matters, litigation in which the organization is or may become involved, and orders of business of a similar nature. The nature of any and all business to be considered in executive session shall first be announced in open session.
- 2.11 **Electronic Participation.**
- A. One (1) or more directors may participate in and vote during any regular or special Board meeting by telephone, conference call, or similar communication equipment by means of which all Directors participating in the meeting can hear each other at the same time, and those Directors so participating shall be deemed present at such meeting. Any such meeting at which a quorum participates shall constitute a regular meeting of the Board.
 - B. In the event it is necessary to conduct time sensitive business between regular board meetings, a Board Member or the Senior Naval Science Instructor may submit proposals before the board using e-mail. After all voting Board Directors Members have the opportunity to review and discuss these proposals, a vote may be conducted by e-mail and the vote will be recorded at the next regularly scheduled meeting.

ARTICLE 3 – BUDGET

- 3.1 **Fiscal Year.** The Fiscal year for the Booster Club shall be July 1 thru June 30
- 3.2 **Budget.** Before the beginning of each school year, the Board of Directors and the Senior NSI shall develop a budget for the upcoming fiscal year which shall be approved at the August Board of Directors Meeting. Said budget must support program needs that cannot be met by the school and Navy allocations in a timely enough manner to ensure scheduled completion.

- 3.3 **Expenditures.**
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| \$0 - \$150 | The President shall be authorized to approve any expenditure between \$0 - \$150. |
| \$150.01 - \$750 | The President and Treasure shall be authorized to approve any expenditure between \$150.01 - \$500. |
| \$750 - | The Board of Directors shall approve all expenditures above \$750. |
- 3.4 **Report to Principal.** By August 30 of each year the Board of Directors shall have prepared and approved a financial accounting report for the previous fiscal year. Said report shall be submitted to the principal via the SNSI.
- 3.5 **NSI Restriction.** A Naval Science Instructor shall not be allowed to handle any funds associated with the NJROTC Booster Club including using a Booster Club debit/credit card.

ARTICLE 4 – OFFICERS/BOARD MEMBERS

- 4.1 **Officers.** The officers of the booster club shall be a President, Vice-President, Secretary, and Treasurer.
- 4.2 **Board Members.** Board members shall be, Communication Officer, Hospitality Chair, Community Service Chair, Fund Raising Chair, and Teams Chair
- 4.3 **Multiple Offices.** The Board of Directors shall be authorized to appoint an individual to assist any member of the Board, other than president, however said individual shall have no voting authority.
- 4.4 **President.** The President shall:
- A. Be the Chief Executive Officer of the Booster Club
 - B. The President shall be the direct link to the SNSI working to promote polices of the NJROTC program.
 - C. Shall preside over meetings of the Board of Directors and Booster Club.
 - D. Working with the SNSI, the president shall prepare agendas for the Board of Directors and Booster Club Meetings.
 - E. Shall send out Board of Director agendas to Board Members at least one (1) day prior to a meeting.
 - F. Working with the SNSI and Treasurer prepare a budget for the Booster Club.
 - G. Shall provide general direction of the affairs of the Booster Club and provide general supervision over its several officers, subject to the control of the Board.
 - H. The President shall, from time to time, report to the members and to the Board, all matters within the President's knowledge which may be of interest to the organization and/or that may be required to be brought to the notice of the organization;
 - I. Shall sign and execute in the name of the Booster Club all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Booster Club.

- J. Be responsible to make sure all necessary documents are submitted to Allatoona High School as required by the Cobb County School System.

4.5 **Vice President.**

- A. In the absence of the President, the Vice President shall exercise the powers and perform the duties of the President.
- B. The Vice President shall be the Chief Operations Officer who will provide general directions of all affairs of all Board Chairs and all other officer functions in support of the president.
- C. The Vice President shall be the Chair of the Nominating Committee which shall consist of two (2) other good standing members of the Booster Club. The committee shall be selected by the Board at the March Board of Directors meeting. At the April Board meeting, the Nominating Committee Chair shall submit to the Board of Directors a slate of Candidates for the next year's Officers. Said slate shall be presented to the entire Booster Club Membership at the April/May Annual meeting.

4.6 **Secretary.** The Secretary shall:

- A. Post public notice of any meeting as prescribed in these Bylaws on the Booster Club Website.
- B. Keep the minutes of the meetings of the Board of Directors and Booster Club.
- C. Within two (2) weeks of a meeting the secretary shall post the draft minutes of a meeting on the Booster Club website. Once formally approved said minutes shall be update as approved.
- D. Maintain a membership roster, a roll of membership attendance, and such books, papers, and records as the Board of Directors may direct. Each of these items shall be open to the inspection of any member of the Board of Directors.
- E. Notify members of their nomination, election, or appointment to office.

4.7 **Treasurer.** The Treasurer shall

- A. Working with the President and SNSI, prepare a budget for the Booster Club.
- B. Prepare and keep appropriate records & ledgers of all financial transactions of the Booster Club.
- C. Prepare monthly Revenue and Expense Reports to be presented the Board of Directors.
- D. Be responsible for the receipting of monies and paying bills/expenses and properly recording said transactions.
- E. Receive and endorse, on behalf of the organization, all funds, including dues, fees, charges and other assessments, and shall deposit such funds in the name of the Allatoona NJROTC Booster Club in accounts designated by the Board of Directors.
- F. Disburse funds only as authorized by the Booster Club's Board of Directors.
- G. Make a full financial report at the April/May annual meeting of the Booster Club, a copy of which shall be forwarded to the Senior Naval Science Instructor of the Allatoona High School NJROTC program.
- H. Complete, execute and file any statements or returns incidental to federal or local taxation.

- 4.8 **Communication Officer.** The Communication Officer shall:
- A. Encourage increased member participation in the Allatoona NJROTC Booster Club affairs through media vehicles
 - B. Maintain contact with parents as required by the Board or Instructors through telephone, e-mail, mail, and shall encourage members to attend meetings of the Booster Club, as well as the activities of the Cadets.
 - C. Be responsible for the Booster Club Website, Facebook Page or other social media sites.
 - D. Work with the Cadet Public Affairs Officer to communicate program activities to local media.
- 4.9 **Hospitality Chair.** The Hospitality Chair shall
- A. Enlist parents of Cadets to serve on a hospitality Committee to assist at NJROTC events and programs.
 - B. Work with the Teams Committee Chair to make sure all NJROTC teams have necessary food items at events.
 - C. Develop a calling list of Booster Club members for the purpose of donating food items for booster activities and events sponsored by the Allatoona NJROTC and CPO.
 - D. Planning Hospitality for the annual AMI
 - E. Putting together a committee for the Military Ball
 - F. Putting together a committee to work on each of the Booster Club meetings, especially the annual awards banquet/General Booster Club meeting in April/May of each year.
- 4.10 **Teams Chair.** The Teams Committee Chair shall
- A. Assist and cooperate with the Allatoona High School Naval Science Instructors, as needed, for Team functions (Drill Team, Orienteering Team, Color Guard, Academic Team, Rifle Team, and Athletic Team)
 - B. Shall identify parent(s) of cadets on each team to be the lead team parent(s) for that team who the Teams Chair can work with to ensure all necessary teams' needs are met for events/activities.
 - C. Work with the Hospitality Chair to ensure any food items necessary for team events/activities are provided to teams.
- 4.11 **Community Service Chair.** The Community Service Chair shall
- A. Work with the SNSI to identify appropriate community service projects that support the mission of the Allatoona NJROTC program. Community service activities will be people-oriented, environment oriented, or community support.
 - B. Coordinate all community service projects undertaken by the NJROTC unit ensuring that all necessary paper work is filed and that a responsible chaperone is present at events.
 - C. Cadets shall not be paid for community service related activities.
 - D. Ensure that all activities be detailed to and be preapproved by the SNSI no less than two weeks prior to the event so as the SNSI may clear all events with Allatoona High School and verify the availability of the required number of Cadets to support the event.

- 4.12 **Fund Raising Chair.** The Fund Raising Chair shall
- A. Work with the SNSI to identify fund raising activities that will help fund programs but not be a distraction to Cadets.
 - B. Coordinate and promote all fund-raising activities.
 - C. Coordinate parent volunteers to sell approved items at Allatoona Football Games.
 - D. Develop a sponsorship program for local businesses.
 - E. See that fund raising activities will involve Cadets to the maximum extent possible and should involve Booster Club members, where applicable.
 - F. See that all activities are detailed to and be preapproved by the SNSI no less than two weeks prior to the event so as the SNSI may clear all fundraising events with the Allatoona High School Fundraising Coordinator.
- 4.13 **Additional Duties.** All Board of Director Officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws, as assigned by the Board of Directors or as necessary to support and promote the mission the Allatoona NJROTC program. Where an officer is identified as a Chair, said officer is encouraged to put together a committee of parents to help with said duties.

ARTICLE 5 – COMMITTEES

- 5.1 **Committees.** Special Committees are created for a specific purpose, are temporary by their nature, and may be dissolved when their function(s) have been completed.
- 5.2 **Appointments.** Except as noted herein, all Special Committee members and respective Chairs thereof shall be appointed by the President with the advice and approval of the Board.
- 5.3 **Removal.** Any appointed committee member may be removed by the President whenever, in their judgement, the best interests of the Allatoona NJROTC Booster Club will be served.

ARTICLE 6 - MEETNGS

- 6.1 **Quorum.** The presence, in person of those listed below will constitute a quorum:
- A. Board of Directors — fifty percent of members in office
 - B. General Membership Booster Club Meetings —50% of the Parents/Guardians in attendance at the meeting of a Cadet(s) whose Cadet(s) has a paid the annual activity fee for the current school year shall have one vote per Cadet they have in the program where the activity fees are paid. An individual who has paid a membership fee shall have one vote.
- 6.2 **Board of Directors Meetings.** The Board of Directors may fix the time and method of calling its own meetings.
- 6.3 **Booster Club Meetings.** Meetings of the Booster Club shall be held at least three (3) times per year, at such time and place as is prescribed by the Board of Directors. The annual meeting of the Booster Club for the election of Board of Director Officers, should be held in the month of April or May. This meeting shall count as one of the three required annual meetings. The two (2)

remaining meetings shall take place during the course of the year, and are to be determined by the incoming Board at the beginning of each year. Each should typically at the beginning of each school semester.

6.4 Special Meetings.

- A. Board of Directors. The President shall call a Special meeting if in the president's discretion there is a need for a special meeting or by resolution of a majority of the Board of Directors.
- B. General Membership. A Special Meeting of the Booster Club General Membership shall be called by either.
 - i. A majority vote of the Board of Directors
 - ii. The receipt of a petition signed by at least twenty percent (20%) of the membership with voting rights.

6.5 Business. No business shall be transacted at a Special meeting except as stated in the notice.

6.6 Notice of Meetings. It shall be the duty of the Secretary to post public notice of any meeting on the Booster Club Website. The notice should state the purpose, time, and location of the meeting. Posting of the notice shall not be less than two (2) days before a meeting for Board of Director's Meeting or not less than seven (7) days before a Booster Club General Membership Meeting.

6.7 Adjournment of Meetings. If any meetings of the CPO cannot be held because a quorum is not present, a majority of the members who are present may adjourn the meeting to a time not less than two (2) days from the time the original meeting was called.

ARTICLE 7 - SCHOOL SUBMITTALS/REQUIREMENTS

7.1 The Booster Club shall annually submit to the Principal

- A. Copy of its Bylaws
- B. Annual balanced budget, which should be submitted each year prior to the beginning of organization activities each school year
- C. Quarterly financial reports
- D. Annual financial report as required in Section C following
- E. Such other documents and/or reports reasonably requested by the Principal.

7.2 Obtain the Principal's or Principal's designee's written approval for:

- A. Each fund raiser and project to be sponsored and/or conducted by the organization
- B. The organization's meeting dates, the meeting site if on campus, and the time of the meeting.

ARTICLE 8 - LIMITATIONS AND AMENDMENTS

8.1 Powers and Limitations. All Articles of these Bylaws shall be subject to alteration or repeal, consistent with the Articles of Incorporation and, these Bylaws, and applicable tax regulations for non-profit organizations or corresponding provisions of applicable tax laws.

- 8.2 Amendments. Amendments to these Bylaws may be initiated by a written resolution of a majority of the Board of Directors, or by not less than five (5) members in good standing with voting privileges, and may be presented at any meeting of the Allatoona NJROTC Booster Club. A simple majority of the members in attendance at such meeting is required to alter these By-Laws.

ARTICLE 9 - MISCELLANEOUS

- 9.1 Parliamentary Rules. Roberts Rules of Order (current edition) shall govern the conduct of all Booster Club proceedings, where not in conflict with Georgia Law, Articles of Incorporation, these Bylaws, or a ruling made by the person presiding over the proceeding.
- 9.2 Cobb School Guidelines. The NJROTC Booster Club shall Comply with all District guidelines pertaining to fund raising activities and organization sponsored events/programs and specifically the provisions of the following School Board Administrative Rules:
- A. DFF-R (Grants);
 - B. DK-R (Student Activities Funds Management)
 - C. FEAE-R (Construction on District Property Funded by Others)
 - D. GBRG-R (Non-School Employment)
 - E. GBRGB-R (Tutoring for Pay)
 - F. IF-R (Instructional Resources)
 - G. IFCB-R (Field Trips and Excursions)
 - H. JHA-R (Student Activities Fund Raising)
 - I. KG-R (Use of School Facilities)
 - J. J-R (Advertising in the Schools)
 - K. Board Policy IDFA
- 9.3 Senior NSI. The Senior NSI shall:
- A. Attend all booster organization meetings and organization-sponsored activities associated with the NJROTC program
 - B. Assure that sponsors of each individual activity attend organization meetings and organization-sponsored activities associated with their activity
 - C. Maintain the security of District facilities by not providing community groups with building keys or security alarm codes
 - D. Accept or reject, on behalf of the school, all gifts, or donations given to the school by the organization (see Administrative Rule DFF-R (Grants);
 - E. Provide financial information regarding local school or District activity funds, whether fiduciary or discretionary, (official requests made through Georgia's Open Records law should be forwarded to the District's Open Record Officer);
 - F. Provide the organization with a signed statement indicating that the organization's gifts/donations will become the property of the school
 - G. Request an audit of organization financial records when he/she deems it necessary
 - H. Enforce these and other District guidelines
 - I. Adhere to the requirements of Administrative Rule GBRG-R (Non-School Employment) for any payments received from an organization.

9.4 Conflicts. If there are conflicts or inconsistencies between the provisions of Georgia law, Articles of Incorporation, and these Bylaws, the provisions of Georgia law, the Articles of Incorporation, and these Bylaws (in that order) shall prevail.