

**CONSTITUTION AND BYLAWS
FOR THE
BOERNE AIR FORCE JUNIOR ROTC (AFJROTC) BOOSTER CLUB
EIN #27-0208615**

(Adopted April 20, 2009)

Revised March 2, 2015

ARTICLE I: NAME

The name of this organization shall be the Boerne Air Force Junior ROTC (AFJROTC) Booster Club.

ARTICLE II: PURPOSE

- A. The organization exists exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- B. Dissolution clause: Upon dissolution of the organization, the Boerne Independent School District (BISD) Board of Trustees shall, be custodians of the assets of this entity after paying or making provisions for the payment of all the liabilities of the association, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the BISD Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III: OBJECTIVES

The following are the basic objectives of the Boerne Air Force Junior ROTC (AFJROTC) Booster Club:

- A. To provide financial assistance and moral support to the AFJROTC program and its directors, and to the school authorities, in the pursuance of their programs and objectives. It should be remembered that the AFJROTC Senior Aerospace Science Instructor (SASI) has the power of Chief Executive Officer in the organization, and as such, has the right and ability to veto any action by the Boerne Air Force Junior ROTC (AFJROTC) Booster Club, if necessary.
- B. To provide support to the AFJROTC in matters not covered by the policies of the BISD.
- C. To promote cooperation between the AFJROTC, the schools, the other programs / organizations within BISD, and members of the community. To support the Boerne AFJROTC program in all of their endeavors
- D. To financially support various social and charitable events throughout the academic calendar year, including a scholarship program.
- E. To work with the AFJROTC instructors and school officials in a cooperative and enthusiastic manner
- F. To assist students in building character by providing a positive environment that promotes growth and learning

- G. To promote and develop good citizenship.

ARTICLE IV: MEMBERSHIP AND DUES

Section I

- A. Membership shall be made available without regard to race, color, creed, national origin or religion, to all parents or legal guardians of students enrolled in the Boerne AFJROTC Program, or other interested parties as approved by the President and the Senior Aerospace Science Instructor.
- B. This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time. Annual dues may be established prior to each school year by the incoming Executive Board but are not required.

Section II

A member in good standing is defined as one whom:

- a. Has paid membership dues at the beginning of each academic calendar year
- b. Agrees to uphold the constitution and by-laws of the Boerne Air Force Junior ROTC Booster Club

Section III

Termination of membership shall be made by simple majority vote of members in good standing present at a meeting when a member:

- a. Has displayed a disregard for the CONSTITUTION and BY-LAWS of the Boerne Air Force Junior ROTC Booster Club
- b. Has committed some fraudulent act against the Booster Club
- c. Is convicted by any federal, state or county court of law for violation of laws regarding illegal conduct while engaged in participation in any club functions or other club sponsored events. Any member suspended under these circumstances shall not be eligible for future reinstatement
- d. Displays any conduct prejudicial or deemed inappropriate and not being in the best interest and policies Boerne Air Force Junior ROTC Booster Club or the Boerne-Champion High School AFJROTC, TX-20023, cadet corps

Section IV

Members will be entitled to a complaint review for any violation reported to the President and AFJROTC Senior Aerospace Science Instructor. The President will convene a special meeting of the Executive Board and they will review and investigate allegations. Upon completion of the investigation and review, the Executive Board will present a written report to the general membership and the general membership will determine if membership should be suspended or revoked.

Section V

A member, who has been previously suspended for the above mentioned reasons, with exception of Section III, item C, may re-apply after payment of any overdue fees, dues or charges at any regular meeting. A member applying for reinstatement after suspension must receive a unanimous affirmation of members present at the meeting

Section VI

Any member in good standing may resign their membership at any time. A member who resigns in good standing may reapply for membership by requesting to do so at any regular Booster Club meeting. Membership will be automatic upon payment of any necessary fees. No vote by members will be required.

Section VII

Members in good standing will be entitled to:

- a. inclusion in all club functions and projects
- b. all publications, notifications and information concerning the Booster Club
- c. a vote on general booster club business when in attendance
- d. a vote in election of officers when in attendance, or by absentee vote. Absentee voting is allowed when specifically requested by a member. The absentee vote will be placed on a formal, signed ballot and submitted to an officer in a sealed envelope before being counted

ARTICLE V: OFFICERS AND THEIR ELECTION

Section I

Each officer shall be a member, in good standing, of this organization and at least eighteen (18) years of age.

Section II

The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.

Section III

The Executive Board shall be composed of the officers of this organization and the AFJROTC Senior Aerospace Science Instructor.

Section IV

NOMINATING COMMITTEE

- A. The President shall form a Nominating Committee at the general meeting in November of each year consisting of not less than three persons nor more than five persons. The committee may consist of representatives from the Executive Board, school staff and non-Board members. The current President may not serve on this committee.
- B. The Nominating Committee shall nominate an eligible member for each office to be filled and present the committee's recommendations in writing at the general meeting in December
- C. Only persons who signify their consent to serve if elected may be nominated.

Section V

ELECTION OF OFFICERS

- A. Officers shall be elected at the general meeting in January of each year.
- B. Nominations from the floor will be accepted at the December meeting, with consent of the nominee.
- C. When there are two or more nominations for the same office, election shall be by written ballot. Election by acclamation shall be permitted if only one person is nominated for an office.

D. Installation of newly elected officers shall take place at the January regularly scheduled meeting. Elected officers shall assume their duties the first day of January and shall serve for one term.

E. The term of each officer shall be one year. One who has served more than one half of a term shall be credited with having served that term.

F. No member shall hold the same elected office for more than two consecutive terms.

G. No two positions may be held by the same person/officer.

H. Only one parent/guardian per student may serve on the Executive Board during a given term.

Section VI

VACANCIES

- A. In the event of a vacancy in the office of the President, the Vice President shall assume the position for the remainder of the term. If the Vice President chooses not to fill the position, the vacancy may be filled by election at the next regular meeting.
- B. In the event of a vacancy or vacancies in the offices of Vice President, Secretary or Treasurer, the Executive Board shall fill the same by appointment.

Section VII

REMOVAL FROM OFFICE

- A. By two-thirds vote of the Executive Board, an officer or chairperson may be removed for failure to perform duties.
- B. An officer who misses three consecutive meetings may be removed from office.

ARTICLE VI: DUTIES OF OFFICERS

Section I

The President shall:

- A. Preside at all general and special meetings of the organization;
- B. Confirm that a quorum of officers is present before conducting any business at any meeting for the organization;
- C. Coordinate the work of the officers and committees of the organization in order that the purposes of the organization may be promoted;
- D. Enforce the provisions and maintain custody of the Constitution and Bylaws;
- E. Appoint chairpersons of all standing and special committees subject to approval of the Executive Board;
- F. Act as Chairperson of the Executive Board; and,
- G. Perform such duties that may pertain to the office.

Section II

The Vice President shall:

- A. Act as an aide to the President;
- B. Preside in the absence of the President;
- C. Organize committee notebooks;
 - 1. Distribute notebooks to new committee chairpersons;
 - 2. Oversee compilation of job descriptions, instructions, and information from committee chairpersons to be included in each notebook;
 - 3. Discuss changes and update each notebook;
 - 4. Collect notebooks from each committee chairperson by term's end; and,
- D. Seek out new opportunities for fundraising;
- E. Oversee Committee Chairpersons and Campus Representatives; and
- F. Perform other duties assigned by the President of the organization.

Section IV

The Secretary shall:

- A. Record and maintain minutes of all regular and special meetings of the organization and provide a copy of the minutes to the President within a two week period after each meeting;
- B. Make minutes of preceding meeting available to all members at general monthly meetings;
- C. Maintain the membership list compiled and provided by President and/or Vice President;
- D. Maintain a current copy of the Constitution and Bylaws and a current edition of Robert's Rules of Order Newly Revised at all meetings of the organization;
- E. Prepare and report all communications as directed by the President, the Executive Board or the Senior Aerospace Science Instructor to the membership; and,
- F. Perform other duties assigned by the President of the organization.

Section V

The Treasurer shall:

- A. Have custody of all funds and financial records of the Boerne Air Force Junior ROTC (AFJROTC) Booster Club.
- B. The funds shall be deposited in a legal banking institution and all bonafide debts shall be paid by checks signed by the Treasurer and countersigned by one of the following: President, Vice President, or other officially designated signatory ;
- C. Maintain accurate and permanent financial records including bank statements, receipts, budget, budget invoices, paid receipts, audit findings, and canceled checks;
- D. Make disbursements as authorized by the Executive Board and in accordance with the budget adopted by the organization;
- E. Present and make available a financial statement to all members at regular monthly meetings, Executive Board meetings and at any other times when requested by the organization or the Executive Board;
- F. Submit financial records for audit as required in Article VII;
- G. Furnish a mid-year and end-of-year financial statement to the BISD Accounting Clerk by July of each year, as directed by the BISD Procedures and Guideline for Booster Clubs and Parent/Teacher Organizations (found on the Boerne ISD website in the Department/Business Office/Policies);
- H. Present a written financial record of the organization to the incoming President at the beginning of the term; and

- I. Perform other duties assigned by the President of the organization.

Section VI

The Committee Chairpersons and Campus Representatives shall:

- A. Serve under the leadership of the Vice President
- B. Consist of one (1) nominated member from each high school campus.
- C. Represent home campus interests at booster organization meetings.
- D. Communicate with the principal of their home campus regarding AFJROTC activities at the discretion of the Senior Aerospace Instructor; communications must have SASI approval
- E. Serve as public relations liaison for their home campus
- F. Support AFJROTC programs and functions
- G. Perform other duties assigned by the President of the organization.

ARTICLE VII: FINANCIAL

- A. The Executive Board shall propose a budget for the coming year at the May Booster Club meeting to be submitted to the membership for approval.
- B. The President shall have the authority to approve expenditures, not part of the approved budget, not to exceed \$250.00 monthly. Expenditures not part of the approved budget expected to exceed \$250.00 shall be presented to members at a regular or special meeting for approval. .
- C. An audit of the past year's finances shall be made at the end of each fiscal year OR when there is a change in treasurer, and/or there is a change in any officer who is a signatory. The Executive Board shall determine the method of audit, either by at least a committee of two members of booster club (not the President, Treasurer or a school employee), or by outside audit by a qualified person agreed upon by the Board. A written report of the audit findings shall be presented to the incoming President and made part of the permanent financial records maintained by the Treasurer.
- D. Fundraising must be conducted by the rules set forth by the Attorney General of Texas for Charities & Nonprofits (see <https://www.oaq.state.tx.us/consumer/raffle.shtml> or Boerne ISD Booster Club Parent Organization Guidelines)
- E. It is recommended that financial records be kept for a period of seven (7) years.

ARTICLE VIII: SCHOLARSHIP PROGRAM

- A. General and Flight scholarships are funded (when funds are available) through the Boerne AFJROTC Booster Club for any qualified senior cadet. Funds are derived through fundraising and civic/private donations.
- B. Applications for consideration of these scholarships are required. Announcement of such applications are posted in the AFJROTC classroom areas, posted on Facebook and the website by the Boerne AFJROTC Director and Booster Club. These applications are due no later than March 6th.
- C. Criteria for applications is (but not limited): 1) Senior for the General Scholarship, 2) At least 16 years of age for the Flight Scholarship (must pass a flight physical) and, 3) passing grade in all classes
- D. Review of applications are conducted by independent review/selection committee, that consists of no less than three (3) persons and overseen by the scholarship chair(s) and/or the booster club president. Applicant's identity is withheld from the review/selection committee.
- E. Scholarships are awarded by committee no later than April 30th and announced at the May Awards ceremony.
- F. General Scholarship award amounts will be determined by Booster Club and paid directly to the institute of higher education the winning cadet is attending.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

- A. Only members of the organization shall be eligible to serve in any elected or appointed position.
- B. The Executive Board may create such standing committees as it deems necessary to promote the purpose of and to carry on the work of the organization.
- C. The newly elected President shall call a meeting of the officers for the purpose of selecting standing committee chairpersons.
- D. The term of each chairperson shall be one year.
- E. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- F. The President shall have the power to appoint special committees subject to the approval of the Executive Board.
- G. The President shall be a member ex-officio of all committees except the Nominating Committee.
- H. A roster of committee members shall be maintained by the First Vice President and be made available to the President at any time upon demand.
- I. The AFJROTC Senior Aerospace Science Instructor shall be a member ex-officio of all committees with all rights and privileges, except that the AFJROTC Senior Aerospace Science Instructor shall vote only in the event of a tie.
- J. Committee business shall be conducted by majority vote of committee members present after having been duly notified of the committee meeting.
- K.

ARTICLE X: MEETINGS

- A. Regular monthly meetings shall be held during the academic calendar year.
- B. A regular time, date and location shall be determined prior to the first meeting of the school year. Notice shall be made available prior to the first meeting, advising of the dates, times and locations of regular meetings. No further notice of regular meetings shall be required.
- C. Special meetings may be called by the President, or by signed petition of seven (7) members, and no less than three (3) days notice shall be given. Every reasonable effort shall be made to contact all members and advise them of the purpose of such special meetings.
- D. Business at all regular and special meetings shall be conducted in accordance with a majority vote of the members present. The President shall determine the method of voting, and may vote on all matters.
- E. A quorum at any meeting shall consist of all members present at said meeting. A simple majority vote of such quorum shall decide any proper questions that come before the meeting

ARTICLE XI. FISCAL YEAR

The fiscal year of this organization shall begin July 1 and end June 30.

ARTICLE XII: RULES OF ORDER

In all instances not provided for in the Constitution and Bylaws, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Boerne Air Force Junior ROTC (AFJROTC) Booster Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

ARTICLE XIII: TERMINATION

If, for any reason, the organization is terminated, the President and the Treasurer shall deliver to the proper school authorities, all assets of the organization.

ARTICLE XIV: AMENDMENTS AND REVISIONS

- A. This Constitution and Bylaws may be amended at any regular meeting, provided sufficient notice is given and a quorum of Executive Board officers is present, and two-thirds vote of the members present.
- B. A committee may be appointed to submit a revised set of Bylaws as substitute for the existing Bylaws only by a majority voted at any regular meeting of the organization or by two-thirds of the Executive Board. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of amendment.
- C. For sufficient notice to be met, amendments and revisions shall be presented in writing at any regular monthly meeting to all members present at least one month in advance of the meeting at which the amendments or revisions will be voted on. Any amendments or revisions shall be presented once again in writing to all members at the regular monthly meeting prior to the actual vote.

ARTICLE XV: EFFECT

This Constitution and Bylaws shall become effective immediately following ratification by the membership. Annual review/approval is required.

Drafted January 2009
Amended February 9, 2009
Adopted April 20, 2009
Amended March 2, 2015