

**ARTICLE I
NAME & PURPOSE**

Section 1. NAME

The name of this organization shall be known as the BATTALION Booster Club (the "Club").

Section 2. PURPOSE

The objectives of the club shall be:

- A. To support and promote the Plano Senior High School (PSHS) Junior Reserve Officer Training Corp (JROTC) program.
- B. To assist in raising funds to be used for the purposes of the JROTC and to furnish the following items, (but not limited to): food, fees, equipment, supplies etc. necessary for the support, enhancement and improvement of the program.
- C. To provide service(s) of time, talent and resources in accordance with UIL and PISD policies.
- D. To promote responsible leadership, citizenship, community service and school spirit.
- E. All property purchased for the JROTC shall be the property of the JROTC Booster Club.
- F. Exclusively for charitable, religious, educational or scientific purposes under section 501(c)(3) of the Internal Revenue tax code. (or any corresponding section of future federal tax codes for non-profit organizations.)

**ARTICLE 11
MEMBERSHIP**


Section 1. MEMBERSHIP

The membership of this Club shall consist of parents of JROTC students and all other persons interested in the promotion of the JROTC program that have paid their annual dues.

**ARTICLE III
POLICIES AND PROCEDURES**

- A. The Organization will follow all policies as are determined by the PISD Board of Education and the University Interscholastic League Handbook for Booster clubs. The PSHS Principal serves as an ex-officio member of the booster club and has veto power over the club.
- B. The BATTALION BOOSTERS will finance any money making project(s) of the organization and all proceeds must be used exclusively by &/or for the organization.
- C. Only members of the BATTALION BOOSTERS will be allowed to introduce a motion, vote, and/or hold office.
- D. All decisions will be made by a majority vote of the members present.
- E. The bank accounts established will continue to be THE EXCLUSIVE account for the BATTALION BOOSTERS. The bank signature cards will be updated as new officers assume their positions.
The existing Treasurer will remain in charge of the accounts until the books are closed and handed over to the newly elected treasurer.
- F. All activities, schedules, events, and purchases directly involving the JROTC program are subject to final approval of the Senior Army Instructor (or in his absence, the Army Instructor from the High School.)
- G. Reimbursement of approved expenses will be given after completing and submitting a "Request for Funds" form and returning it, along with receipts, to the Treasurer within thirty (30) days of the expenditure. The Treasurer will reimburse the purchaser by check for the approved amount.
- H. Those officers authorized to sign checks are the Treasurer, President, and VP of Fundraising. Two signatures are required for all disbursements over \$500.
- I. All out-going officers and chairpersons are responsible for the orientation of incoming persons to their positions. They will deliver to their successor a written report in a binder, which details the responsibilities of the position, a time line, and a budget of the past year, and any improvements/changes/suggestions needed to improve for the upcoming year.

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- J. Any officer or chairperson who leaves his/her position before the year-end will deliver the above information within two (2) weeks of the date that position is vacated.
 - K. In the event of the dissolution of this organization, assets will be donated to the nearest 501(c)3 non-profit organization of the board's choosing.
 - L. Effective for the 2009 calendar year, the board will make sure that every school year, for the entire 12 months the board is in place, that a "Directors & Officers Personal Liability" (ie "Booster Club Insurance") policy is paid for in full; to protect the elected & appointed officers & chairmen from lawsuits that would put their personal assets at risk.

**ARTICLE IV
ELECTION AND TERMS OF OFFICES**

Section 1. OFFICERS

The officers of the club shall consist of a President, VP-Volunteers, VP-Fundraising, VP-Membership, Treasurer, & Secretary. President can appoint Webmaster, HS/MS Liaisons, Public Relations, Parliamentarian, Hospitality & Webmaster.

Section 2. TERMS OF OFFICE

The term of office will be one (1) year for parents of current Cadets in 9th through 12th grade. (Or until the election of their respective offices at the annual [general] membership meeting.) Officers may run for re-election for a total of 4 terms.

Section 3. NOMINATING PROCEDURE

During the spring organizational meeting, (ie the general membership mtg) candidates will be nominated from the floor by members in attendance. The method of voting will be at the discretion of the out-going President and Vice Presidents. Votes will be counted and recorded by the President and Secretary. The newly elected officers will be determined by a majority vote of the members present.

Section 4. VACANCIES

Vacancies occurring in the elective offices shall be filled by a recommendation from the Board of Directors, to serve the unexpired term of the vacated office.

Section 5. ELECTION

The officers shall be elected at the April meeting and be installed to take office prior to the end of the academic school year. (8th Grade parents & future 9th grade Cadets are to be invited at least two or more weeks ahead of time.)

**ARTICLE V
BOARD OF DIRECTORS**

Section 1. BOARD OF DIRECTORS

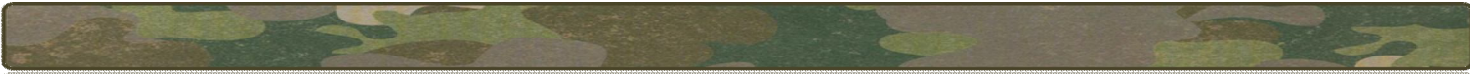
The Board of Directors (the "Board") shall consist of: the JROTC SAI and the HS JROTC Army instructor(s) that feed into PSHS for that academic year; Fundraising VP, Hospitality Coordinator, HS/MS Liaison(s), Membership VP, Parliamentarian, President, Public Relations VP, Secretary, Treasurer, Volunteer Coordinator & a Webmaster.

Section 2. DUTIES AND POWERS

All Board members must have current PISD background checks done before Schedule Pick Up dates. PISD background checks are done on the PISD website and require 2-3 weeks for processing. (New background checks are available July 1st for the new school year.) NO EXCEPTIONS WHAT-SO-EVER! This is solely for the protection of the students and *is not negotiable!* (Traditionally there are approximately 6 weeks between schedule pickup dates and the July 1st starting date.)

The Board is the governing body of the Club and shall have full power to initiate and transact all business necessary to the existence of the Club and the observance of its purposes including the approval of an annual operating budget. *A simple majority of the Board shall constitute a quorum.* The Board shall determine the time and the location of the meetings and inform the membership at least thirty (30) days in advance. It shall have the general powers to direct, control and supervise the affairs of the Club. Each Board of Directors member shall have one (1) vote. Each and every officer will keep a binder of monthly events that they are responsible for. Including but not limited to actual & projected

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expenses, # of volunteers needed per function, suggestion(s) for improvement for each event, proper procedure and preparation times needed to be effective, copies of any forms filled out during the year, (for future reference.) copies of any pertinent documents, emails, licenses etc. granting the Club special permission(s) or authorization(s) for any event(s), function(s) &/or activities. (Including - but not limited to; times, dates, titles & names of person(s) with the authority to do so.)

Section 3. PRESIDENT

The President shall (1) preside at all business meetings of the Club and the Board; (2) be a member of the Board (3) make appointments as necessary, with those appointments to be ratified by the Board; (4) assist the Treasurer and Senior JROTC Instructor in establishing the annual budget to be voted on at the first board meeting in June; (4) have an agenda available to be handed out at each meeting; preferably emailed to all board members 3 or more days prior to regularly scheduled meetings (5) call special meetings when necessary; (6) represent the Club on public occasions; (7) present a report of the year's work at an annual spring organizational meeting; (8) sign checks in coordination with the Treasurer and VP-Fundraising; (9) assure that a member and back-up member of the organization will be responsible for attending all monthly Wildcat PTSA meetings, and serve as the liaison between the BATTALION BOOSTERS and the Wildcat PTSA; (10) perform all other duties pertaining to the office.

Section 4. VP-VOLUNTEERS

The VP-Volunteers shall (1) be responsible for establishing and maintaining volunteer and chaperone assignments; (2) be responsible for coordinating activities associated with trips and meets; (3) be a member of the Board (4) be responsible for establishing & maintaining the list of volunteers & chaperones with a current PISD background check for all volunteers at all events at any location (On or off school property).

Section 5. VP - FUNDRAISERS

The VP-Fundraisers shall (1) preside at meetings in the absence of the President, (2) actively seek fundraising projects for the Club; (3) coordinate the fundraising activities for the Club, along with the President and SAI; (4) maintain account records; (5) sign checks in the absence of the President - in coordination with the Treasurer; and (6) be a member of the Board.

Section 6. MEMBERSHIP Chair

The Vice President-Membership shall (1) preside at meetings in the absence of the President, and the absence the VP - Fundraisers; (2) maintain a current listing of contact info for each family; including addresses, telephone numbers and/or emails; (3) be responsible for coordinating membership enrollment at summer registration and throughout the year; and (4) be a member of the Board (5) submit requests to the SAI & the AI for a set of mailing labels from the Sr. HS & HS Administration for each cadet at each school for the purposes of communicating important information to the parents. (Including but not limited to - Cadet & Parent Profile forms that are mailed 2 wks prior to schedule pick-up; annually.)

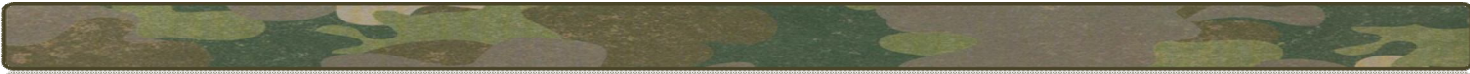
Section 7. SECRETARY

The Secretary shall (1) record the minutes of all meetings of the Club and the Board, in his/her absence, appoint a member to record the minutes; (2) retain and preserve the Bylaws; (4) answer the Club's correspondence under the direction of the President and Senior Army Instructor; (5) maintain a record of attendance at all meetings; (6) be responsible for providing a copy of the minutes and any other requested handouts at the next regularly scheduled meeting; (7) be a member of the Board; (8) emailing the minutes to the SAI/AI & President before the next regularly scheduled mtg. (9) sending a reminder email to the members of the board 2 or more days prior to regularly scheduled meetings, noting time & location.

Section 8. TREASURER

The Treasurer shall (1) establish a bank account at a local banking establishment (such bank to be approved by the Board); (2) be the custodian of all funds of the Club; (3) receive all monies paid into the Club and deposit all monies into the JROTC Booster Club checking account; (4) coordinate the preparation of the annual budget and present the proposed budget during the April organizational meeting of the BATTALION BOOSTERS. A copy of the approved budget will be given to each member at the next meeting; (5) be present in person, or be represented by the President, at all regular

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business meetings; (6) keep & render when called upon, an accurate and faithful account of all receipts and disbursements of the Club, and make a financial report at each regular meeting; (7) submit the books for audit and have the books complete for transfer to the new treasurer by or before the end of June. Two (2) members nominated from the floor during the last meeting, or an outside independent auditor may conduct a year-end audit; (8) file reports as required by the IRS, etc., and maintain and provide the Club's tax-exempt status to organizations and/or individuals making contributions; (9) sign checks in coordination with the President, (or the Vice President – Fundraisers in absence of President); and (10) shall be a member of the Board (11) providing receipts as needed to those who donate to the JROTC Booster Club. (12) As much as possible requiring PISD student ID # on the front of all checks written to the Club.

Section 9. PARLIAMENTARIAN

The Parliamentarian shall (1) attend and take (or assign duties to another club member) pictures and/or videos at all PSHS JROTC functions (as requested); (2) ensure that all proceedings by the Battalion Booster Club conform to the Bylaws; and (3) that Roberts Rules of Order are followed *as needed* during club meetings. The Parliamentarian shall also be responsible to create (or delegate to another Club member in good standing) a small to medium size photo album of JROTC calendar events for future reference for future boards; including a minimum of one (4x6 or larger) picture per event, with a brief name & description of the activity. (Using photos submitted by parents, cadets or other sources.)

Section 10. HIGH SCHOOLS, Middle Schools & LIAISONS

The HS/MS liaisons shall (1) attend regular board meetings; (2) Alert the Board of upcoming opportunities for the purposes of promoting JROTC to the Middle School students and actively seeking such. (ie – Color Guard teams for Veteran's Day posting of the colors, Pep Rallies, Award Ceremonies, Career Days, Football Games etc.) (3) Gathering sizes needed for Counselors, principals, receptionists for complimentary Battalion Polo shirts in July/August of MS/HSs. (4) this would be best done by 1 person per HS, and includes the feeder MS's. (2 Person position) (5) Deliver invitation in person & invite to the Military Ball before school ends in December. (Booster Club pays for tickets.)

Section 11. Hospitality Chair The Hospitality Coordinator shall be responsible for (1) planning, purchasing, storing, preparing, transporting, and serving refreshments for cadets, educators, volunteers and parents at all (usually 5) Drill Meets scheduled during the year, (2) sending email reminders to Cadets and families one week in advance of each meet to invite and encourage attendance, (3) collecting money from meet attendees, (4) submitting receipts and collected cash to the Treasurer for reimbursement of expenses and budget projections. (5) Ordering, purchasing, and delivering a decorated sheet cake to PSHS for the annual Awards Ceremony held in the spring.

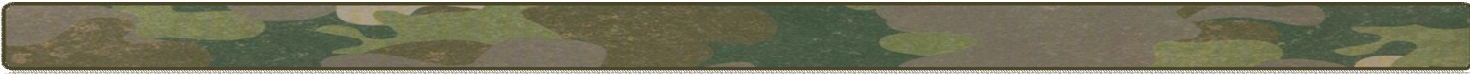
HC shall also be responsible for coordinating any refreshment requests from the SAI/AI for Awards or Ceremony purposes. (Usually emailing for donations from families, soliciting volunteers to help set-up, serve & clean-up.)

Section 12. WEBMASTER

1.) The webmaster shall be responsible for updating the Booster Club website over the summer before school starts. 2.) The website will need 9-10 monthly updates during the school year for events, photos & documents in the download section. 3.) Will serve as a liaison between the Booster Club and the Web Hosting company. 4.) **Website Content** - Sectional content updated as needed. Seasonal content updated as needed. Photo management, PDF file creation & text updates. Database functions & annual update. (Remove emails of cadets/families that have graduated, add incoming 9th grade Cadet/family emails.) 5.) **Web Domain Registration** - Keeping the registration and contact info current. (*Web In Motion* is our current company) 6.) **Web hosting** - Make sure the bill is paid monthly and FTP usernames/passwords are current (*Web In Motion* is our current company.) 7.) **Software Needed:** To successfully manage this site the webmaster will need to have access to: Image Editing Software, Microsoft Access, Frontpage or an HTML editor, FTP File management capabilities (can be done through Internet Explorer) and Adobe Flash.

Section 13. PUBLIC RELATIONS The PR chair will be responsible for 10 or 11 monthly E-news updates to help promote Battalion events & fundraisers. The emails will be submitted for publishing a week before the start of the new month. The PR Chair will also submit at least one photo per month during the school year to the PISD website for consideration in publishing. The PR chair will also submit at least one photo and a brief description of the activity/event to the Plano Star Courier or the Dallas Morning News. (These respective companies can also be invited to the Awards

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Ceremony in the spring.) Responsible to design and implement strategies to enhance the JROTC standing in the business, local community, and school district. Researches practices and programs to positively reflect and promote awareness of the JROTC program. Prepares and disseminates information through the appropriate media channels.

Section 14. Yearbook Liaison The Yearbook Liaison shall (1) attend regular board mtgs, (2) deliver the Battalion calendar in person (preferably) to the yearbook editors at the Senior High and feeder High Schools in July or August. (3) Keep in touch with the Editors and supply photos as requested/needed. (4) Deliver in person & invite to the Military Ball before the end of Fall semester. (Booster Club pays for tickets) (5) Request two pages every year for the Teams & Varsity Awards photos. (6) Order & purchase a copy of the yearbook from PSHS to keep track of JROTC layouts from year to year. (7) if funds allow, offer a complimentary Battalion polo shirt to all 3 editors of the Sr. High & HS's, in late July, early Aug – and coordinate with the HS/MS Liaison polo shirt order.

**ARTICLE VI
MEETINGS**

Section 1. MEETINGS

- A. General membership meetings shall be called as needed at such time and place as fixed by the Board. Written notification (including email) will be sent to the membership 2-3 weeks in advance.
- B. The Board meetings should be held on a monthly basis, or as determined by the President and/or SAI or the AI in his absence.
- C. An annual meeting attended by the outgoing and incoming officers plus the SAI and/or other JROTC Instructor(s) if needed, will be held prior to the end of June; for the purpose of the transition of duties to the new officers and the submittal of the final report of the outgoing President. The outgoing President will preside at this meeting.

Section 2. QUORUM

Those present shall constitute a quorum of the Club for the transaction of business.

**ARTICLE VII
DUES**

Section 1. FEES AND DUES

The dues of the membership will be set by majority vote of the Board of Directors. The annual dues of the Club shall be administered on a per family basis. Dues are payable at the time the membership form is submitted by prospective members. (Effective with the 2009-10 school year, the dues are \$10.00 per family, per year.)

Section 2. FISCAL YEAR

The fiscal year shall be from July of the present year through June of the following school year to be consistent with the election of newly appointed officers and allow time to close the previous year's business.

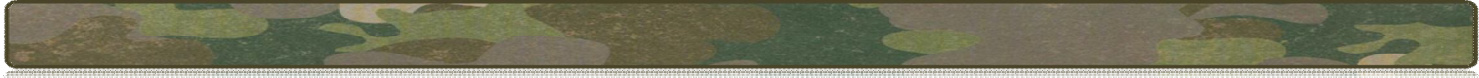
**ARTICLE VIII
AMENDMENTS**

Section 1. REQUIREMENTS

Amendments to these Bylaws shall first be presented by any Club member in writing at any regular meeting of the Board and (upon approval by the board) shall be read at the next regular meeting of the Club and shall be acted upon at the following regular meeting of the Club. A proposed amendment must be presented in form consistent and without conflict to the remainder of the Bylaws of the Club. A proposed amendment or change to the Bylaws requires a vote of two-thirds (2/3) of the members present.

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

Meetings will be informal; however when deemed necessary by the President, "Robert's Rules of Order" may be invoked to govern procedures of the Club, and is presided over by the Parliamentarian.



**ARTICLE X
DISTRIBUTION OF FUNDS**

Section 1. NONPROFIT ORGANIZATION

The club is a nonprofit organization. It may make distributions to organizations that qualify as being exempt under Section 501(c)(3) of the IRS Code (or the corresponding provisions of any future US Internal Revenue Law(s) pertaining to NonProfit organizations.

Section 2. FUNDS BELONGING TO THE CLUB

No monies belonging to the club shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable reimbursement for authorized expenses incurred and to make payments and distributions in furtherance of the purposes set forth herein. (Volunteers should not expect payment, ie salary; for volunteering.)

We here by agree & declare – as charter members of the board of directors of the club -

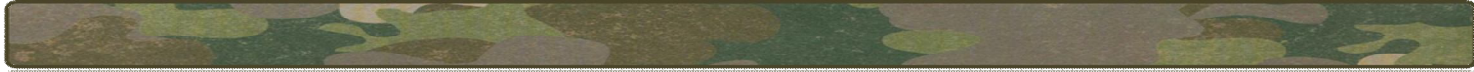
- Above all, Booster Club officers & Parent volunteers are organized for the sole purpose of supporting the JROTC SAI/AI & Battalion activities; and to assist in those activities that the Instructors deem appropriate.
- All Booster Club officers and parent volunteers are expected to be of the highest caliber - moral integrity, professional, sober and responsible at all times, as they are role models for the Cadets & other students around them.
- Remember – Everyone is an example – make sure you're a good one! 😊

If I accept this volunteer position; it signifies the following:

1. I understand and accept all the responsibilities & requirements of the office I am volunteering for, effective immediately.
2. If I have any questions pertaining to the bylaws or procedures, I will contact the President (or if the president is unavailable - the VP Public Relations) for clarification before moving forward with that particular item.
3. If I can no longer fulfill my responsibilities, I will contact the President as quickly as practical and help to find a replacement &/or suggest someone who would be appropriate.

President		Amy Krupka	12-02-08
Treasurer		Sarah Laurence	12-02-08
Secretary		Linda McIntosh	12-02-08
SAI		LTC Barry Rhoden	12-02-08

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