

CONSTITUTION AND BY-LAWS OF THE
HEBRON HIGH SCHOOL
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
BOOSTER CLUB

ARTICLE I

NAME AND PURPOSE

- Section 1. NAME:
The name of this organization shall be the HEBRON HIGH SCHOOL NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS BOOSTER CLUB and hereafter referred to as the Hebron High School NJROTC BOOSTER CLUB. It's place of operation being at Hebron High School, 4207 Plano Parkway, Carrollton, Texas 75010.
- Section 2. PURPOSE:
The purpose of this organization shall be as follows:
- A. To support the Hebron High School NJROTC program as defined by the Senior Naval Science Instructor (SNSI).
 - B. To promote, publicize and provide assistance for the Hebron High School NJROTC Cadets and to aid cadets requiring financial assistance.
 - C. To provide assistance in obtaining transportation and chaperones for the NJROTC cadets to attend program sponsored functions.
 - D. To provide scholarships for the Hebron High School NJROTC Cadets.

ARTICLE II

MEMBERSHIP

- Section 1. QUALIFICATION FOR MEMBERSHIP:
Membership shall be open to parents with children in the Hebron High School NJROTC program and other interested persons at the discretion of the Senior Naval Science Instructor (SNSI).
- Section 2. KINDS OF MEMBERSHIP:
There shall be active and honorary members.
- A. Active Members: Any member who attends meetings regularly and is current in their dues.
 - B. Honorary members: Honorary members may be elected by the majority of members at any meeting at the discretion of the Senior Naval Science Instructor (SNSI).

ARTICLE III

OFFICERS – EXECUTIVE BOARD

Section 1. NUMBERS:

The officers shall be as follows:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Ways & Means
- F. Public Relations

Section 2. TERMS OF OFFICE:

One (1) school year. Not to exceed two (2) terms in any one office.

Section 3. ELECTIONS:

Elections shall be held once (1) a year. The Nominating Committee shall be appointed by the Executive Board at the March meeting. Voting for new officers shall be in April and the new officers will hold the May meeting.

Section 4. DUTIES OF THE OFFICERS:

A. President: The president is to preside at all meetings. S/he is to enforce all rules and regulations of this organization. S/he shall be ex-officio member of all committees.

B. Vice-President: In the absence of the president s/he is to assume the duties of the president. Ensures that parliamentary procedure is followed during meetings. Other duties as assigned.

C. Secretary: The secretary shall keep the minutes of all meetings. S/he shall be responsible for keeping all records and correspondence concerning this organization. S/he will be responsible for notifying members of upcoming meetings and events. Other duties as assigned.

D. Treasurer: Shall be responsible for all funds. Shall pay all bills. Present a comprehensive financial report each month.

- 1. The bank account requires three (3) signatures on file and checks require two (2) signatures. All Executive Board officers are authorized signatures.

2. Emergency expenditures shall be determined by the Executive Board and are not to exceed \$250.00. If so, the matter must go before the next general meeting.

E. Ways & Means: To identify and manage fundraising activities for the booster club. Other duties as assigned.

F. Public Relations Officer: Shall publicize the activities of the Hebron High School NJROTC BOOSTER CLUB. To promote a positive image with all other interested organizations and other duties as assigned.

G. All Officers: It shall be the duty of the Executive Board to annually review the By-Laws and make recommendations to the membership at the second general meeting of the year.

H. All Officers: Standing Committees shall be appointed by the Executive Board as required.

ARTICLE IV

MEETINGS

Section 1. **GENERAL MEMBERSHIP:**
Shall be held on the second Tuesday of each month.

ARTICLE V

POLICY

Section 1. **CADETS:**
Senior cadet officers shall be encouraged to attend meetings. (Cadet Commanding Officer; Executive Officer; Operations Officer). Cadets are non-voting members.

Section 2. **SPECIAL MEETINGS:**
Can be called by the Executive Board.

Section 3. **NOTIFICATION:**
Members shall be notified five (5) days before a meeting unless an established date has already been already set.

Section 4. **ORGANIZATION:**
This organization is not a political organization, nor can it be used for personal gain of the individual members, nor can it be used for commercial purposes.

Section 5. **BOOKKEEPING:**

Records shall be audited annually by the Senior Naval Science Instructor and another non-board member and presented to the Executive Board at the end of each school year.

- Section 6. ATTENDANCE:
Any officer missing two (2) meetings, without a valid excuse can be replaced. The validity of the excuse will be determined by the executive board.

ARTICLE VI

VOTING

- Section 1. QUORUM:
10% of the active membership constitutes a quorum.
- Section 2. VOTING:
Each member in good standing shall have one (1) vote. In the event of a tie, the President shall cast the tie breaking vote.
- Section 3. RULES OF ORDER:
All meetings will be governed by these Constitution and By-Laws. Roberts Rules of Order shall determine the conduct of business of the Hebron High School NJROTC Booster Club.

ARTICLE VII

ASSETS

- Section 1. DISSOLUTION:
Upon the dissolution of the Hebron High School NJROTC Booster Club, any assets shall be sold and all funds raised shall be donated to the Hebron High School NJROTC Cadet Program and what the aforementioned Unit does not want or cannot use will be donated to another like organization selected at the last meeting of the membership.
- Section 2. DUES:
The amount of dues will be established for a school year during the May meeting of the previous school year. Members must be current in their dues to be a voting member.

ARTICLE VIII

AMENDMENTS

- Section 1. AMENDMENTS:
These By-Laws may be amended or revised in part or in total in the following ways:

- A. Through the By-Laws committee.
- B. Approved by the membership.

Section 2. ADOPTION:
A quorum must be present.

Adopted November 14, 2006
Hebron High School NJROTC
General Booster Club Meeting