

**Sparkman High School (SHS)  
Junior Reserve Officers' Training Corps (JROTC) Booster Club  
Bylaws**

ARTICLE I

Name

The name of the club shall be the Sparkman High School JROTC Booster Club.

ARTICLE II

Purpose

To provide support to the Sparkman High School JROTC Program and Cadets through a positive presence in the Sparkman community, thereby helping them to achieve their goals.

To promote the JROTC in their community efforts, school functions, and raise funds for the betterment of JROTC.

To promote goodwill and attendance at all JROTC activities and competitions.

To promote unity by keeping open lines of communication between the JROTC, Parents, Faculty and Staff of Sparkman High School.

To inform the general membership of Booster club activities and local JROTC related activities.

To promote and assist with the continuing education of JROTC.

To provide support and assistance in any other activities identified by Program Instructors that promotes the purpose of this organization.

ARTICLE III

Membership

Section 1. Membership

Membership in the JROTC Booster Club is automatic for any parent, guardian or sponsor, over the age of 18 who that has a child/ward signed up in the Sparkman High JROTC program, *unless you opt-out.*

Section 2. Membership and Booster Club Fees

The family membership is automatic. Families are required to volunteer ten (10) or more hours per semester at Sparkman High School JROTC events, Booster Club events and fundraisers. Boosters will track all volunteer time by having members sign in and out of each event or fundraiser throughout the

year. Families that do not volunteer for their preferred events and times will be assigned volunteer time and notified of assignment by the Volunteer Committee, every effort will be made to accommodate schedules. For families who are not able to volunteer throughout the year an OPT-OUT of volunteering fee of forty dollars (\$40) per semester is available.

Boosters request a donation of fifty dollars (\$50) per school year from members associated with special teams like Drill Team, Rifle Team and Raider Team to help support special team activities.

## ARTICLE IV Meetings and Quorums

### Section 1. Meetings

Meetings of the general membership shall be held on the second Tuesday of every month during the school year. The general membership shall be notified of any meeting reschedules via email, posting on the JROTC Booster website and via “REMIND” app.

Parliamentary procedures for all meetings will be governed by the current edition of Robert’s Rules of Order.

### Section 2. Quorum

A quorum for a meeting shall be two-thirds of the membership in attendance at the given meeting.

## ARTICLE V Officers

### Section 1. **President**

The President shall preside over all meetings of the general membership. The President shall serve as the Chief Executive Officer of the club. The President shall appoint members to fill vacancies in any office as necessary. The President shall represent the organization in an official capacity and as such, shall have powers of supervision and management over the affairs of the organization. The President shall have the power to appoint committees and shall serve as an ex-officio member of all committees. Be one of two officers who may jointly sign the purchase orders of the organization.

### Section 2. **Vice President**

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice President shall serve as a sitting member of all committees and will perform other duties as prescribed by the President. Be one of two officers who may jointly sign the purchase orders of the organization.

### Section 3. **Secretary**

The Secretary shall keep the minutes of all meetings, and be responsible for maintaining all historical club records. Electronic copies of all reports will be kept on the Booster Club Google Drive for history purposes. The Secretary shall handle correspondence including mailings/emailing to the general membership and other functions pertinent to the office as assigned by the President. The Secretary will be responsible for maintaining an attendance sheet at all general meetings for the Booster Club Record, answering and forwarding all incoming email, updating all email contacts & contact lists. The Secretary shall be the primary keeper of records for the organization including, but not limited to: member contact information, (provided by Membership Director) volunteer records, (provided by Volunteer Director) and other correspondence as deemed necessary. The Secretary will be responsible for preparing and giving meeting agendas and minutes to the Website Coordinator Director. Be one of two officers who may jointly sign the purchase orders of the organization.

### Section 4. **Treasurer**

The Treasurer shall act as custodian of all trusted funds entrusted to the JROTC Booster club. The Treasurer, prior to receipt and deposit, will document all monies collected by the organization. This record will also be provided to the Secretary. The Treasurer shall, by the next banking day, deposit the funds in accordance with Madison County Board of Education policy. Examples of authorized and allowable expenditures include:

- Regular and routine Club expenses, which have been approved by the general membership in the Club's annual budget.
- Individual expenditures, not specified in the annual budget, in excess of \$100.00 must have the authorization of two thirds membership present at the general membership meeting. The Treasurer shall request Sparkman High School Administration to disburse funds only when properly authorized by a quorum of the general membership. Individual expenditures, specified in the annual budget, up to \$100.00 must have authorization of two thirds Booster Board Members present at presenting Board Meeting.

The Treasurer shall prepare a budget for the Booster Club to include, but not limited to, next year budget goals, income and expenditures. The Treasurer shall present the annual budget to the Booster Club general membership for approval at the September Booster Club meeting. The Treasurer shall report the financial status of the JROTC Booster Club at each meeting that includes the approved budget, receipts, and actual expenditures as of that month. Written documentation will be provided to the Secretary and Website Director not less than 7 days prior to the monthly meeting so that the budget report can be posted to the JROTC website along with the agenda. The Treasurer will make copies of the financial report available to any current Booster Club member upon request. Be one of two officers who may jointly sign the purchase orders of the organization.

### Section 5. **Website Director**

The Website Director shall maintain the Booster website, and be responsible for uploading information to the website, including Booster membership forms, upcoming Booster meeting dates and times, Booster agendas and minutes, drill team paperwork for hosted drill competitions, cadet forms, pictures, logos, etc. The Website Director shall keep the website current and updated as much as possible in terms of information, including a calendar with dates of functions and links for volunteers to sign up to

help at fundraisers and events. Be one of two officers who may jointly sign the purchase orders of the organization.

### **Section 6. Membership Director**

The Membership Director shall Chair the Membership Committee, and be responsible for planning and execute 8 booster meetings each school year, mentor new members and educate all members, keeping them up to date on all membership duties, and keep Booster Membership Forms and Booster Membership Directory up to date. Membership is responsible to host booths at SHS & S9 Welcome Back to school functions. Membership Director will update Web Director with current Membership forms and current year Membership Directory. Be one of two officers who may jointly sign the purchase orders of the organization.

### **Section 7. Volunteer Director**

The Volunteer Director shall Chair the Volunteer Committee, and be responsible for coordinating ALL Adult Volunteers for ALL Booster & JROTC functions and Fund Raisers to include but not limited to Football Parking Details, Stadium Clean up details, Baseball concession and gate workers, Basketball concession and gate workers, car washes, Parades, Org Day, and Chaperones. Volunteer Committee will have one committee member present at every volunteer event to administer signing in and out of volunteer time, track all volunteer work hours on spreadsheet, assign volunteers where needed and keep the Board updated on those hours worked. Volunteer Director will keep all Volunteer Sign-Up opportunities current on the [Volunteersignup.org](http://Volunteersignup.org) site and give the link to the Web Director to be place on the Booster Website. Be one of two officers who may jointly sign the purchase orders of the organization.

### **Section 8. Fundraising Director**

The Fundraising Director shall Chair the Fundraising Committee, and be responsible for coordinating all fundraising events for the JROTC Booster Club and have one Committee Member present at every fundraising event. Fund Raisers are limited to four (4) per school year and must be approved by the Board of Directors & SHS. Fundraising Director will be responsible to get all monies collected to the Booster Treasurer within 24 hours of collection for deposit into our school account and will also work closely with the Volunteer Director on volunteers needed to fulfill events, and Web Director for advertising of each event. Be one of two officers who may jointly sign the purchase orders of the organization.

### **Section 9. Hospitality Director**

The Hospitality Director shall Chair the Hospitality Committee, and be responsible for planning and executing all hospitality events for the JROTC Booster Club and the JROTC Program. To include but not limited to hosting at least 2 Booster Club Meetings per year the August Meet & Greet and the December Holiday Social Meeting that will include a mix and mingle activity. The Hospitality Committee is charged with welcoming new members, hosting and coordinating hospitality rooms at the JROTC Awards Day event and the JROTC Hosted Drill Competition. The Hospitality Committee will also be charged with assisting JROTC Instructors with any requested activities, like teaching dining etiquette and waltz in preparation for the Military Ball. Be one of two officers who may jointly sign the purchase orders of the organization.

## Section 10. **Term of Office**

The regular term of office shall be 1 June of the current year through 30 May of the following year. There are no term limits; however, Officers are required to be elected at the Annual Meeting for each subsequent term.

An Officer may resign any time during their elected year if they are unable to fulfill the duties for which they were elected. Resignation should be done in writing if feasible. Officer resignation will require a two week advanced notice to Booster Club officers. As per duties of the President, an interim officer may be appointed until a replacement is elected. A notice to the membership requesting nominees will be sent out after the announced resignation. If this announcement is less than two weeks prior to a regular meeting, elections will be delayed until the following regular meeting to allow sufficient time for members to volunteer. At the following regular meeting, all candidates for office will be presented to the membership. At this time, **NOMINATIONS MAY BE TAKEN FROM THE FLOOR**. Once nominations are closed, the office shall be filled by election by a quorum of Booster Club members in attendance.

## Section 11. **Election of Officers**

- Elections shall be called by the President and must be announced at the meeting prior to the meeting at which the elections will occur.
- Offices shall be filled by election by a quorum of Booster Club members in attendance during the regular meeting in April.
- During the month of February, the Booster Club officers shall appoint a nominating committee for the purpose of contacting potential and capable members to serve as officers for the Club.
- During the month of March, the nominating committee will personally contact prospective candidates for office to determine if they are willing to serve.
- During the month of April at regular meeting, all candidates for office will be presented to the membership. At this time, **NOMINATIONS MAY BE TAKEN FROM THE FLOOR**. Once nominations are closed, the membership will vote on the candidates for each office.
- During the first regular meeting in May, those elected to lead the Booster Club shall be installed and transition to assume duties, programs, records and financial documents of the past or outgoing administration at the June Booster Club meeting.
- Only active members listed on the Booster Club roster held by the Secretary may cast ballots in elections.
- All elections shall be done by secret ballot. These ballots will be compiled, tabulated by the nominating committee, and the results given to the President for reporting to the membership at the same meeting as elections take place. Election results shall be archived by the Secretary as part of the official Club documentation.
- Any dispute concerning election or election results must be made known at the time of election or before. Disputes should be resolved as soon as possible.

## Section 12. **Removal of Officers**

Any or all officers may be removed from office at the membership's discretion. The current office holder will be given the opportunity to address the membership at the meeting prior to a vote of removal. Removal of an officer requires majority vote of the members at a formal monthly board meeting with a replacement officer being appointed by the president at the same meeting.

## ARTICLE VI

### Receipt of Monies from Events and Activities

At the end of the event, two people should count and verify monies received and sign a form stating how much was counted. A JROTC Booster Club Officer should be present if possible.

At the end of any designated fundraiser, a Fundraiser Reconciliation Form must be completed to account for all monies and merchandise.

## ARTICLE VII

### Awards and Accommodations

JROTC Booster Club will offer one (1) or two (2) humanitarian award(s) per year, not to exceed a total of one thousand dollars (\$1000.00), to a senior JROTC Cadet(s) that best represents this award's guidelines. This money may be used in whatever manner the cadet determines.

The award is in honor of First Sergeant Walter Jones, and his service to this JROTC program, his dedication to the community and service to our Nation. Known as the First Sergeant Walter Jones All-In Award, this award will be presented to the cadet(s) that best represent the JROTC program in their leadership abilities, their service to the efforts of the program, participation in special teams, their service to their community and their plans for the future.

Awards committee will consist of: 1SG Jones (or his appointee), one current JROTC instructor, at least 4 JROTC Booster Board Directors and one additional special appointed member.

Senior cadets will submit an essay outlining their accomplishments in JROTC for the past four (4) years, detailing the positions they have held, the skills they have learned and passed on to others. They must include all volunteer hours and activities they have logged over the past four (4) years for JROTC and their community as well as their goals for the next three (3) years and how they plan to continue to serve their community.

## ARTICLE VIII

### Amendments to the By-Laws

Any amendment to the by-laws shall be made available to the general membership at least 2 weeks prior to the vote on those amendments at a general membership meeting. Amendments to the Booster Club By-Laws must be approved by a two-thirds majority of the members present at the Booster Club meeting.

## ARTICLE IX

### Dissolution of the JROTC Booster Club

Dissolution of the JROTC Booster Club must be approved by a majority vote of the existing general membership. The principal of SHS has the authority to dissolve the relationship between the JROTC Booster Club and the school, and has the final say in any disputes within the JROTC Booster Club. All remaining funds will be held by Madison County School District and dispersed in accordance with Madison County Schools Booster and Support Organization Guidelines.

Last modifications and additions ratified March 6, 2018 will go into effect June 1, 2018.