

**BOOSTERS ORGANIZATION
NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS
NORTHMONT HIGH SCHOOL, CLAYTON, OHIO
BY-LAWS**

ARTICLE I

Name: This organization, known as the Northmont NJROTC Boosters, is a State of Ohio NonProfit Corporation, effective July 28, 2014. It is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

ARTICLE II

Purpose: To promote interest in and support of the NJROTC program at Northmont High School. To assist the Senior Naval Science Instructor (SNSI) and the Naval Science Instructor (NSI) in non-academic activities such as fund raising, community service activities, summer training, orienteering, drill meets, orientation trips and social activities, and to provide financial assistance to supplement appropriated funds for school and Navy sanctioned activities.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any officer, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE III

Membership: Membership is open to any parents, legal guardians, step-parents, grandparents, adult siblings, and other family members of current or past Northmont NJROTC cadets, along with former Northmont NJROTC cadets who are adults. The Senior Naval Science Instructor and the Naval Science Instructor are also granted membership.

All members are encouraged to participate in Northmont NJROTC Boosters activities by attending Booster/Parent meetings and social events and by volunteering to work or supervise at unit social, fundraising, and community service activities sponsored by the Northmont NJROTC Boosters.

ARTICLE IV

Voting Eligibility: Voting eligibility will be extended to parents/legal guardians/step-parents of current Northmont NJROTC cadets, as well as the Senior Naval Science Instructor and the Naval Science Instructor.

ARTICLE V

Officers: The officers (known as the “Boosters Staff”) of this organization shall be the governing board for the Northmont NJROTC Boosters and shall be elected by members as described in ARTICLE VII below.

The Boosters Staff shall serve without pay and be comprised of eight (8) members who are parents/legal guardians/step-parents/grandparents of current Northmont NJROTC cadets. The six officers will be from the families of six cadets.

The term of the Boosters Staff shall be one year, renewable by assent of the majority of eligible voters at the April Boosters meeting.

The Boosters Staff shall meet as needed. The President and/or the Naval Science Instructors shall give the remaining staff at least one week’s notice of upcoming staff meetings except in cases of emergency.

All members of the Northmont NJROTC Boosters Staff shall be fingerprinted by the Human Resources Department at the Northmont Board of Education.

Ideally, the Boosters Officers will be present at Boosters meetings and at least one Officer will be present at each event/activity/function.

The officers are:

- President
- Vice President
- Secretary
- Treasurer
- 2 - Event Coordinators—Fund Raising
- 2 - Event Coordinators—Community Service

The duties of each position are as follows:

PRESIDENT:

- Coordinate the scheduling of Officer and Boosters meetings with the NJROTC instructors (S/NSI).

- Conduct the staff and parent meetings as necessary or at the request of the NJROTC instructors. In his/her absence, the Vice-President will perform this duty.
- Oversee the functions of the staff to provide a stable team in the decision-making process of issues presented at meetings by the parents, instructors, etc.
- Maintain non-profit status and oversee the financial status of the Boosters organization to maintain consistent decisions for the budget, purchases, etc. in the best interest of the unit.
- Maintain all communications from the Boosters Staff to the instructors of the unit and back to the staff and the parents. All communications to the general Boosters membership, such as emails and website updates, will be the responsibility of the President and the S/NSI.
- Work with the instructors and the Unit Public Affairs Officer (PAO) to create and publish press releases following unit events.
- Participate in other NJROTC events and activities in support of the unit and other Boosters Staff members.

VICE-PRESIDENT:

- In the absence of the President, conduct the staff and parent meetings as necessary or at the request of the NJROTC instructors.
- Assist other officers as necessary and maintain all communications from the Boosters Staff to the instructors of the unit, along with the President or in his/her absence.
- Organize parents to help with all unit social activities and functions, such as Unit Picnic, Military Ball, Holiday Party, Awards Ceremony, etc. The Vice President may appoint a Boosters parent to be in charge of organizing an activity or function.
- Participate in NJROTC events and activities in support of the unit and other Boosters Staff members.

SECRETARY:

- The Secretary attends meetings, takes minutes for each and submits them to the Boosters Staff and instructors after each meeting. After making any necessary corrections and updates, the Secretary distributes the minutes to the Boosters.
- Maintain a binder of meeting minutes and financial reports in the NJROTC Office at Northmont High School.
- Participate in other NJROTC events and activities in support of the unit and other Boosters Staff members.

TREASURER:

- Maintain all monies of the organization by keeping records of all receipts, paying any bills using the designated process, maintaining current records with the bank accounts, reconciling any balance of the accounts, and financial reporting at the beginning and end

of the school year and at monthly Boosters meetings. The financial report will include the approved budget, receipts, and actual expenditures as of that month. These records will be provided to the Secretary for inclusion in the binder.

- To keep track of the Northmont NJROTC checking account and any transactions that occur, the Treasurer must use the QuickBooks software program the organization has purchased.
- All expenditures, regardless if the Treasurer (or other board member) is writing a check or using the debit card, must be approved by the board.
- All checks used for expenditures are required to have two signatures. The primary signers should be Treasurer and President. If one of the signers is not available, either the Vice President or Secretary may sign in place of the absent signer.
- Before transferring funds from PayPal to the bank account, the Treasurer must notify the President and Secretary before making the transaction.
- Work with the Budget Committee to prepare an annual budget for the Boosters to include, but not limited to, next year's budget goals, estimated income, and expenditures.
- Present the annual budget to the Boosters general membership for approval at the September Boosters Meeting.
- Make copies of the financial report available to any current Boosters member upon request.
- Oversee the filing of taxes and other government forms required to maintain 501(c)(3) status.
- The Treasurer is required to file taxes for Northmont NJROTC by 15 November of the current fiscal year.
- Participate in other NJROTC events and activities in support of the unit and other Boosters Staff members.

EVENT COORDINATOR—FUNDRAISING:

Any Boosters member(s) may present a fundraising idea by contacting any Boosters staff member and/or the Event Coordinator—Fundraising and asking to present the idea to the Boosters Staff at their next meeting. The member(s) will present the information in writing including a budget and the amount of funds the activity is expected to bring to the unit.

The Event Coordinator—Fundraising organizes all Boosters fundraising events. Duties include the following:

- Communicating all ideas and possible events with all members of the Boosters Staff and instructors including the amount of funds each event will bring to the unit and estimated profit margins if cash outlay is required.
- Upon approval of the majority of the Boosters Staff and instructors, scheduling with the organization dates, times, locations and number of people needed.
- Sending information to Boosters President and staff to include in emails about fundraising events.

- Preparing for Boosters fundraising events, setting up events, working with volunteers to work the events and organizing the gathering of donations, if needed.
- Turning in any checks, cash or other funds to the President or Treasurer within five business days of the event or making a direct deposit in the Boosters checking account.
- Keeping records of all funds collected, contacts of people and businesses.
- Sending information and pictures for press release to Boosters President within a week following each event.
- Maintaining an accurate log of all sponsors to include items/amounts donated, address, point-of-contact (POC), etc.
- Participate in other NJROTC events and activities in support of the unit and other Boosters Staff members.

EVENT COORDINATOR—COMMUNITY SERVICE:

***Please note that the total community service hours are determined by the incoming senior cadet staff, and the instructors will notify the Boosters Staff of what the cadets have decided.

The Event Coordinator—Community Service organizes all community service functions. Duties include the following:

- Communicating all ideas and possible events with all members of the Boosters Staff and instructors.
- Upon approval of the Boosters Staff and instructors, scheduling with the organization dates, times, locations and number of people needed.
- Sending information to Boosters President to include in emails about community service events.
- Getting parents involved and signed up for driving and working the event.
- Preparing for community service events, setting up events, working with volunteers to work the events and organizing the gathering of donations, if needed.
- Turning in sign in sheets and hours of service to instructors within five business days of the event.
- Keeping records of all hours worked, contacts of people and businesses.
- Sending information and pictures for press release to Boosters President within a week following each event.
- Participate in other NJROTC events and activities in support of the unit and other Boosters Staff members.

ARTICLE VI

Committees:

The Audit Committee shall consist of one staff member (other than the President and Treasurer), a financial person agreed upon by the staff, and one Boosters parent. The committee will audit the financials in May of each year.

The Budget Committee shall consist of the Boosters Staff. The budget will be presented to the membership at the September meeting.

ARTICLE VII

Nomination and Election of Boosters Staff Members: If a Boosters Staff Member does not intend to return to the Boosters Staff for the following school year, or if that Staff Member's child is graduating or not returning to the unit, the Staff Member shall inform the remaining Boosters Staff no later than one week prior to the regularly scheduled March Boosters Meeting of the current year.

At the regularly scheduled March Boosters Meeting, any anticipated openings on the Boosters Staff shall be announced. The announcement shall also be made on the Boosters page of the Northmont NJROTC Unit website, and in at least two emails to parents. All eligible parents or legal guardians or step-parents or grandparents who are interested in serving on the Northmont NJROTC Boosters Staff shall inform the current President of their interest, in writing, no later than one week before the regularly scheduled April Boosters Meeting.

The Boosters Staff and the Naval Science Instructors shall collaborate to select the members they intend to nominate to fill any openings.

The selection process may include personal interviews and may take into account the potential staff member's participation in events, supervisory abilities, professionalism, and prior experiences.

The nomination(s) shall be announced at the April Boosters Meeting and ratification shall be voted upon at that same meeting.

The Northmont NJROTC Boosters Staff term shall begin at the new Awards Ceremony and shall end at the following Awards Ceremony.

ARTICLE VIII

Replacement of Boosters Staff: If a problem arises with a member of the Northmont NJROTC Boosters Staff, such as failure to attend meetings, unprofessional behavior, creating dissension among Boosters Staff and/or other members of the Northmont NJROTC Boosters, or any behavior that is detrimental to the good of the Northmont NJROTC unit or its Boosters, the President, Vice President, and one or both Naval Science Instructors shall meet with the offending Boosters Staff member to discuss the problem, create a solution, and warn the offending Staff member of the offense.

If the problem continues, or if new problems arise, the Boosters Staff may vote to replace the Boosters Staff Member. This replacement vote will require the assent of at least four of the following: any of the five remaining Boosters Staff members, the Senior Naval Science Instructor, and/or the Naval Science Instructor.

Any offense related to financial mismanagement/misconduct or criminal offense, or anything involving any cadet in anything of an inappropriate physical or sexual nature, shall be cause for immediate removal from the Boosters Staff until a review is conducted by the Naval Science Instructors along with anyone they deem necessary.

If a Boosters Staff Member must be replaced in the middle of his or her term, the open position shall be announced immediately on the Boosters page of the Northmont NJROTC unit website, as well as in at least two emails to parents. Any interested parties shall inform the current President (or Vice President) before the next regularly scheduled Boosters Meeting, or within two weeks of the announcement, whichever is later, of their interest.

The Boosters Staff and the Naval Science Instructors shall collaborate to select the members they intend to nominate to fill any openings. The selection process may include personal interviews and may take into account the potential staff member's participation in events, supervisory abilities, professionalism, and prior experiences.

The nomination shall be announced at the next regularly scheduled Boosters meeting and ratification shall be voted upon at that same meeting, in order to reduce any disruption in Boosters activities. If the next regularly scheduled Boosters meeting will not be held for more than a month, the nomination will be announced in an email to parents and they will be asked to ratify it by email response so that the vacant position can be filled as soon as possible.

ARTICLE IX

Conduct of Business: Business meetings will be conducted pursuant to Roberts Rules of Order. Motions shall be made from the floor, seconded, and presented to the membership by the President for approval or disapproval by the members. A majority of eligible voters present is required to pass all motions.

Business checking accounts/savings accounts will be maintained as necessary to receive and disburse funds generated by the organization. The President and the Treasurer will both be authorized signers on the account(s).

Receipt of Monies from Events and Activities: At the end of an event/activity, two people will count and verify monies received and sign a Fundraiser Reconciliation Form to account for all monies and merchandise. A Northmont NJROTC Boosters Staff member should be present, if possible.

Deposit of Funds: The Treasurer or another officer shall deposit the funds into the accounts at the banking facility chosen by the Boosters. All deposits will be counted and signed by one officer and/or another officer or member of the Boosters. The funds shall be deposited within five business days of the event.

Expenditures: The Treasurer—or, in the absence of the Treasurer, the President—is authorized to make the following expenditures:

- Regular and routine organization expenses which have been approved by the general membership in the annual budget of the Boosters.
- Individual expenditures, not specified in the annual budget, in excess of \$250.00 must have the authorization of a majority of the eligible voters present at a monthly meeting where the expense is presented.

Requests for reimbursement must include a receipt and a Reimbursement Request Form. No sales tax will be reimbursed since this is a non-profit organization.

ARTICLE X

Membership Fees/Stated Meetings: There shall be no dues assessed for membership in the Northmont NJROTC Boosters or participation in Boosters activities.

The Northmont NJROTC Boosters shall meet once monthly. The meetings shall be scheduled for the same time of the month each month. This may be the same day of the month (for example, the 15th of each month), or it may be the same day/week of the month (for example, the second Monday of each month).

At the regularly scheduled September meeting, the Boosters shall publish a schedule of the dates and times of all Boosters Meetings for the upcoming year.

The Northmont NJROTC Boosters Staff shall plan the meeting agenda and shall be in charge of the meeting. The Naval Science Instructors shall be invited to the meeting and shall be given an opportunity to report to the members in attendance.

The organization's fiscal year shall run from June 1 through May 31.

ARTICLE XI

Quorum: The Boosters present at any meeting shall constitute a quorum for the transaction of business during a regular and/or special meeting of the organization. To pass any item requires a majority vote of the eligible voters present at a meeting.

Three members of the Boosters Staff shall constitute a quorum for the purposes of a Boosters Staff meeting.

ARTICLE XII

By-Laws, Rules, and Regulations: The membership may adopt By-Laws, Rules, and Regulations for the government of this organization not inconsistent with the terms of this document.

ARTICLE XIII

Changes in By-Laws: Procedures to propose changes shall be made in the following manner:

A committee of no less than three members shall be appointed by the President and their recommendations shall be reported to the membership at a regularly stated meeting.

All members shall be notified in writing at a stated meeting of the proposed changes and a vote shall be taken at the next stated meeting. A majority of eligible voting members present is required to pass all motions before the membership.

ARTICLE XIV

Dissolution of the Northmont NJROTC Boosters: Dissolution of the Northmont NJROTC Boosters must be approved by a majority vote of the eligible voting members at the last scheduled meeting.

Upon dissolution of this organization, its assets shall be dispersed to the Northmont High School NJROTC Student Account if NJROTC is still in existence or to Northmont High School if NJROTC has been disbanded. In either case, the assets must be used exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.