

BY-LAWS

LOUIS D. BRANDEIS AFJROTC PARENTS FOR CADETS

Louis D. Brandeis High School
Northside Independent School District
13011 Kyle Seale Pkwy • San Antonio, TX 78249
(210) 397-8200 • (210) 561-2000 (fax)

ADOPTED November 1, 2008
AMENDED September 24, 2009
AMENDED February 20, 2010

ARTICLE 1 – OFFICIAL NAME

The name of this organization shall be the Louis D. Brandeis AFJROTC Parents for Cadets organization (TX-20083).

ARTICLE 2 – MISSION STATEMENT

To support the Louis D. Brandeis High School AFJROTC TX-20083's mission, "Developing citizens of character dedicated to serving their nation and community," through school activities and community service.

ARTICLE 3 - GENERAL

Section 3.1: The goals of the AFJROTC Parents for Cadets shall be:

- A. To provide adult support and assistance to the entire AFJROTC program of Louis D. Brandeis High School (hereinafter "BHS") in San Antonio, Texas, their directors, faculty, and school authorities in the pursuance of their objectives;
- B. To promote cooperation among the entire AFJROTC program, Northside Independent School District (hereinafter "NISD"), school authorities, other school organizations and the community.
- C. To provide supplemental financial support to enrich the AFJROTC program at BHS.

Section 3.2: These By-laws shall govern all proceedings of the AFJROTC Parents for Cadets, except as otherwise provided by the rules and regulations of BHS, NISD, and/or the University Interscholastic League (hereinafter "UIL").

Section 3.3: In the event of conflict between these By-laws and the rules and regulations of BHS, NISD, and/or the UIL, the rules and regulations of BHS, NISD and/or UIL shall prevail.

Section 3.4: Said organization is organized exclusively for the charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3.5: Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization 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.

Section 3.6: No member of the AFJROTC Parents for Cadets, Officer Group, or Committee Group will be personally liable for any of the organization's debts, liabilities, or obligation.

Section 3.7: The fiscal year is June 1 to May 31.

ARTICLE 4 – MEMBERSHIP AND DUES

Section 4.1: Voting Members. Parents, guardians and relatives of students enrolled in the AFJROTC program of BHS, may become Voting Members of the AFJROTC Parents for Cadets by paying annual membership dues to the Parents for Cadets organization and agreeing to abide by the By-laws. Voting Members may vote, hold an elected office, serve in an appointed position, and participate in all AFJROTC activities at BHS.

Section 4.2: Non-voting members. Interested adults may participate in all AFJROTC activities at BHS, to include attending meetings and participating on committees. However, non-voting members may not vote, may not hold an elected office, nor serve in an appointed position.

Section 4.3: Dues. Annual membership dues shall be recommended by the Officers. Dues shall be approved by a majority of the current Voting Members present at a regular or special meeting of the AFJROTC Parents for Cadets at the end of the current school year. The membership year shall be the same as the fiscal year.

Section 4.4: Termination. AFJROTC Parents for Cadets may, by a majority of Voting Members present at any meeting, terminate the membership of any member who violates the By-laws of said Organization.

ARTICLE 5 - OFFICERS AND COMMITTEES

Section 5.1: Executive Board. The elected Officers of the AFJROTC Parents for Cadets will together form the Executive Board, and shall include the President, Vice President, Secretary and Treasurer. The appointed Parliamentarian shall also be a member of the Executive board. The Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI) shall be ex-officio non-voting members of the Executive Board.

Section 5.2: Board of Directors. The Executive Board and Committee Chairs shall form the Board of Directors.

Section 5.3: All officers, committee chairs and committee members must submit to a background check in accordance with NISD policy.

Section 5.4: Term of Office. Officers shall come from the general membership and serve a term of one service year. The office of President is limited to one year, and no member shall serve two consecutive terms as President. Other Executive Board positions are limited to three consecutive terms in the same office. Elections shall be conducted in accordance with Article 8 of the Bylaws.

Section 5.5: Vacancy. In the event an office (other than the office of President) becomes vacant, a special election shall be conducted in accordance with Section 8.6 of the Bylaws.

Section 5.6: Removal. Any elected officer or appointed position may be removed from office by a majority of the Voting Members of the organization.

Section 5.7: Reporting Requirements: To comply with State and Federal banking and tax regulations, all officers must submit their personal address and social security number to financial, state or federal institutions as required by law.

Section 5.7: Duties. The following duties shall be required of the Officers:

A. The President shall:

1. Serve as Executive Officer of the AFJROTC Parents for Cadets and shall represent the interests of the organization as necessary to the Administration of BHS, NISD, and other clubs and organizations in the community.
2. Sign/approve correspondence for AFJROTC Parents for Cadets.
3. Serve as an ex-officio member of all committees.
4. Preside at meetings of the AFJROTC Parents for Cadets.

5. Be an authorized signatory for checks drawn on the AFJROTC Parents for Cadets' account(s) within the requirements of the By-laws.
6. Ensure all proceedings of the organization abide by its By-laws and proper meeting etiquette.
7. The current AFJROTC President will notify, in writing, to the AFJROTC Instructors and BHS Administration Office of any changes to the AFJROTC By-laws.

B. The Vice-President shall:

1. Perform the duties of the President in the absence of the President, or in the case of the inability of the President to act.
2. Assume the office of the President in the event of resignation, termination, or death of the President.
3. Coordinate the work of the officers and committees of the AFJROTC Parents for Cadets.
4. Sign/approve correspondence for AFJROTC Parents for Cadets.
5. Be an authorized signatory on checks drawn on the Pfc accounts in accordance with the requirements of these bylaws.

C. The Secretary shall:

1. Record, maintain, and make available to any member, upon request, minutes of all meetings of the AFJROTC Parents for Cadets.
2. Maintain all records of the organization, except such as are specifically assigned to other Officers or Committee members.
3. Prepare and distribute, by mail or otherwise, correspondence for AFJROTC Parents for Cadets.
4. Record attendance at the AFJROTC Parents for Cadets meetings, noting the voting members and non-voting members.
5. Maintain a roster of Officers and Standing Committee Chairpersons, including names and telephone numbers, and make it available to all members of the AFJROTC Parents for Cadets at the first meeting of the school year. This roster shall be updated as necessary.
6. Maintain and provide, to each member of the Board, the list of Officer and Committee Member duties.

D. The Treasurer shall:

1. Have and maintain custody of all AFJROTC Parents for Cadets accounts / funds.
2. Pay authorized debts by check in accordance with the procedures in Article 7 of the bylaws.
3. Maintain an accurate and permanent record of all receipts and disbursements.
4. Maintain a record of paid membership dues and have the record available at all meetings.
5. Present a report of the current financial status at each regular meeting of the AFJROTC Pfc.
6. Present a Current Status Report on all fiscal activity since the previous meeting.
7. Be an authorized signatory for checks drawn on the AFJROTC Parents for Cadets account(s) in accordance with the requirements of these By-laws.
8. Prepare Form 990, Return of Organization Exempt from Income Tax, on or before July 15 of each year immediately following term of office. The incoming treasurer shall file this Form 990 with the Internal Revenue Service on or before October 5 of each year. These submission dates shall be amended automatically if so changed by state or federal tax authorities.
9. Attach to the final treasurer's report before audit, the compensations paid June 1 through May 31 of each year so that this information is available for filing of Form 1099 to the Internal Revenue Service.
10. File Forms 1096 and 1099 with the Internal Revenue Service.
11. Send Form 1099 to all appropriate parties.
12. Prepare and send all forms of any financial nature that may be required to ensure the organization's compliance with all local, state and federal laws and regulations.
13. Obtain Forms W-9 from all parties who are paid for services.

E. The Parliamentarian shall:

1. Be appointed by the President and confirmed by the Executive Board.
2. Ensure all meetings and proceedings are conducted in accordance with these By-laws as well as Robert's Rules of Order.

F. The SASI/ASI shall:

1. Serve as the liaison between the organization and BHS, NISD, and UIL.
2. Ensure all officers, committee members, and volunteers serve within the guidelines and responsibilities of BHS, NISD, and UIL.

ARTICLE 6 - MEETINGS

Section 6.1: There shall be at least four (4) regular meetings in any fiscal year. All regular meeting dates and times will be decided on by the Officers and Voting Members of the AFJROTC Parents for Cadets.

Section 6.2: Special meetings may be called by the President, a majority of the Executive Board, or at the written request of a majority of the voting members. A notice and the purpose of such special meetings shall be given to each member by telephone, mail, e-mail or any other method that is reasonably calculated to distribute the information to the members of the organization.

Section 6.3: Quorum. Business at all regular and special meetings requires a quorum of 10% of the voting members.

Section 6.4: Any business of the organization shall require a 51% majority vote.

Section 6.5: Parents and guardians of all AFJROTC Parents for Cadets students at BHS shall be notified, prior to the first regular meeting of the school year of the dates, times, and locations of the regular meetings. This notice shall be by telephone, mail, e-mail or any other method that is reasonably calculated to distribute the information to the members of the organization.

Section 6.6: All meetings are open to all voting and non-voting members of the AFJROTC Parents for Cadets.

Section 6.7: The latest edition of Robert's Rules of Order shall guide the course of the meetings. In all instances not provided for in these By-laws, proper meeting etiquette shall govern the conduct of said meetings.

Section 6.8: The Executive Board shall meet one week prior to the general membership meeting, or a meeting may be called as necessary by the President. A quorum shall be at least 50 percent of the Executive Board. Each Committee Chairperson may also attend as directed by the President.

Section 6.9: The Executive Board shall meet monthly with the Cadet Corps Officers.

ARTICLE 7 - FINANCES

Section 7.1: The expenses of the AFJROTC Parents for Cadets shall be borne by membership dues, revenues from the organization's fund raisers, and donations.

Section 7.2: The AFJROTC Parents for Cadets shall operate on a budget adopted by a majority vote of the Voting Members. The budget may be amended during the school year by a majority vote of the Voting Members.

Section 7.3: The President shall have authority to approve non-budgeted expenditures, which do not exceed \$100. Any expenditure between \$100 and \$500 must be approved by a majority vote of the Executive Board. Non-budgeted expenses expected to exceed \$500 must be approved by a majority of the Voting Members present at a regular or special meeting of the AFJROTC Parents for Cadets at which such a proposed expenditure is presented.

Section 7.4: An Audit Committee of three Voting Members shall be appointed by the incoming President immediately following the election of the new officers. This committee will serve for the upcoming fiscal year. Written reports of the quarterly audit findings shall be presented to the President. The audit findings for the complete fiscal year shall be presented to the President by September 30 and to the general membership at the first meeting of the school year. The President and Treasurer shall not be on the Audit Committee.

Section 7.5: The Treasurer shall establish and maintain financial account(s) in a bank or savings institution. All monies received by the AFJROTC Parents for Cadets shall be deposited in a timely manner into these accounts in a Federally Insured Bank or Savings Institution. All expenditures or other disbursements shall be made by checks drawn onto these account(s). The balance of any financial account(s) shall not exceed the Federally Insured limit. Checks or drafts drawn on any financial account(s) shall require the signatures of two of the three Executive Board members authorized to execute checks.

Section 7.6: All Officers and any Committee Chairpersons who handle money shall be bonded.

ARTICLE 8 - ELECTIONS

Section 8.1: Elections. The Officers listed in Section 5.1 and Committee Chairs listed in Section 9.1 shall be nominated at the October General Membership Meeting, and elected at the November General Membership Meeting each year. In accordance with these by-laws, notice of the upcoming election will be provided to all members, voting and non-voting, one month prior to the election. Any non-member may join the organization on the day of nomination in order to be considered for office.

Section 8.2: Voting. Election to any office must be by a fifty-one percent majority of the Voting Members. If there are two or more nominees for an office, the election for that office must be by secret ballot. Election by acclamation shall be permitted if there is only one (1) nominee for the office. Voting Members will be as stated in Section 4.1.

Section 8.3: Term of Office. Officers shall hold office from November 1 through October 31, in order to mirror the term of the Cadet Corps Officers.

Section 8.4: Nominating Committee. Nominations shall be made by a Nominating Committee formed at the September general meeting. The Nominating Committee shall consist of five current voting members, at least two appointed by the Executive Board. The additional members shall be elected at the September general meeting by current voting members. The President and the AFJROTC Instructor(s) shall be ex-officio members of the Nominating Committee. The first order of business of the Nominating Committee shall be to elect its Chairperson. The Nominating Committee shall select a nominee(s) for each of the offices listed in Article 5. The consent of each nominee must be obtained before his/her name is placed in nomination. Members of the Nominating Committee and incumbent Officers and Standing Committee Chairpersons shall be eligible to become nominees for office unless otherwise prohibited by the Bylaws.

Section 8.5: Nominations from the floor. Additional nominations may be made from the floor at the September or October general meeting provided the nominees are current voting members of the Parents for Cadets and they consent to having their names considered for nomination.

Section 8.6: Special Elections. In the event an office (other than the office of President) becomes vacant, the following procedure will take place.

- A. The president may appoint a member on an interim basis.
- B. Members can be nominated and/or apply for the position at the next regular meeting. Nominations will be accepted by e-mail or letter to the president up to two weeks prior to the next scheduled meeting.
- C. The nominations will be posted on the website.
- D. The election for the vacant position shall be held at the next regularly scheduled, or specially scheduled meeting, of the organization.
- E. The newly elected officer will serve out the remaining term of the position filled.

ARTICLE 9 - COMMITTEES

Section 9.1: Standing Committees shall be formed at the beginning of the fiscal year. The Committee Chairpersons of the standing Committees shall be nominated and voted on by the Officers and voting members. Committee Chairpersons shall attend all AFJROTC Parents for Cadets meetings; missing three consecutive meetings shall be cause for removal by the Officers. General duties are as follows.

- A. Fundraising: Shall be responsible for identifying, coordinating and promoting activities to raise funds for the Pfc organization. The Fundraising Committee shall not be responsible for Spirit Wear. The Fundraising Committee is subject to audit at the discretion of the Executive Board.
- B. Membership: Shall greet all meeting attendees and insure that Voting Members have paid their annual dues; identify members willing to serve on various Standing Committees and provide said list to Committee Chairs; maintain a current roster of paid members in good standing and provide voting cards as needed at general or special meetings.
- C. Spirit Wear: Shall be responsible for promoting, ordering, selling and accounting for spirit items to raise funds for the Pfc. The Spirit Wear Committee is subject to audit at the discretion of the Executive Board.
- D. Travel/Chaperone: Shall assist the SASI/ASI with trip arrangements as needed, and shall ensure sufficient chaperones are available for any events requiring supervision.
- E. Volunteer/Communication: Shall be in charge of contacting all members to solicit volunteer work opportunities, or to communicate other important information as needed.
- F. Nationals Planning: Shall assist the SASI/ASI with trip arrangements associated with participation in any national-level competition. The committee shall work closely with the Fundraising Committee to ensure a thorough travel budget is incorporated into the fundraising plan.
- G. Audit: Shall certify the accuracy of the books and records of the financial officer and those committees which raises money for the Pfc, and to assure the general membership that the corporation's funds are being managed in a businesslike manner. The treasurer may never be a part of the Audit Committee, nor may anyone whose signature is on record at the bank.
- H. Scholarship: Shall distribute and coordinate the Pfc Scholarship requirements and selection.

Section 9.2: Committee business shall be conducted by a majority vote of the committee.

ARTICLE 10 – AMENDMENTS

Section 10.1: These By-laws may be amended, at any time, by a majority vote of the Officers and Voting Members present at a regular or special meeting.

Section 10.2: Proposed amendments may be submitted by any Officer or Voting Member in writing to the President.

Section 10.3: Proposed amendments shall be presented in writing to the Voting Members at least one meeting in advance of the meeting at which they are to be acted upon.

Section 10.4: A By-laws Review Committee shall be appointed by the President at least once every two years. The Committee shall review the By-laws and recommend amendments as necessary.

ARTICLE 11 - SUSPENSION OF BY-LAWS

Individual By-laws may be suspended only by the unanimous consent of the Officers and Voting Members present at a regular or special meeting. Suspension of any individual By-law shall be applicable only to the meeting at which the vote to suspend is taken.

ARTICLE 12 - ENACTMENT

These amended By-Laws were approved by the Board of Directors and adopted by vote of the Louis D. Brandeis AFJROTC Parents for Cadets on February 20, 2010.

DENNIS MERCER
President

Date

MONICA TURNBO
Secretary

Date