

Hutto Air Force JROTC Parent Group BYLAWS



ARTICLE I: ORGANIZATION

The name of the organization shall be “Hutto Air Force JROTC Parent Group” and hereafter shall be referred to as the “Parent Group”. The Parent Group shall be a nonprofit organization.

ARTICLE II: MISSION

To support the Hutto Air Force JROTC (TX 20131)
Mission: “Develop citizens of character dedicated to serving their nation and community,” through school activities and community service.

ARTICLE III: GOALS

The goals of the parent group shall be:

1. To provide support for and promote the goals of the TX 20131 through voluntary participation of parents/guardians.
2. To cooperate fully with the Aerospace Science Instructors and to provide assistance as necessary.
3. To provide supplemental financial support to enrich TX 20131.

ARTICLE IV: MEMBERSHIP

1. Membership is open to all parents/guardians of students in the program who have paid their

membership fees of thirty dollars (\$30) for each student, or forty dollars (\$40) for a family with multiple students in the program simultaneously.

2. Membership categories and duties are established by the Board of Directors
3. Membership year will run from the first day of the Hutto ISD school year to the last day of the Hutto ISD school year. This will be referred to as the academic year.

Membership rights and privileges:

1. Each family who has paid dues will get two (2) votes, members must be present to cast votes.
2. Any voting member shall be eligible to hold office.
3. Any member may attend any regular meetings.

ARTICLE V: POLICIES

1. The Parent Group has no jurisdiction over the policies and procedures of TX 20131. The organization will seek neither to direct the administrative activities of TX 20131 nor to control policies.
2. Meetings will not be used to discuss school policy or individual student problems.
3. The Parent Group shall be non-commercial, non-sectarian and non-partisan. Neither any commercial enterprise, nor any candidate shall be

endorsed by this organization.

4. The name of this organization and its officers in their official capacity may not be used in any connection with a commercial concern, or with any political interest, or for any purpose beyond the regular work of the Parent Group.

ARTICLE VI: OFFICERS

The Elected Offices of the Parent Group are the following:

1. President
2. Vice President
3. Secretary
4. Treasurer

The Volunteer Offices of the Parent Group are the following:

1. Fundraising Chairperson
2. Hospitality Chairperson
3. Technical/Social Media Chairperson

The Executive Board shall consist of the elected and volunteer officers. Additionally, the Aerospace Science Instructors shall be non-voting advisors to the Executive Board.

All officers shall serve without compensation.

If a vacancy occurs in the office. of the President during the academic year, the Vice President shall assume that position. If the subsequent vacancy of the Vice President will be longer than ninety (90) days, a new Vice President shall be elected at the next monthly meeting of the Parent Group.

If a vacancy occurs with the Board or Executive Board, and can be filled during the summer, the President can fill the position without a vote occurring.

To protect TX 20131 and the Parent Group, any member may be removed from office for any act, illegal or deemed harmful to the Parent Group or TX 20131. The Executive Board will hold closed meetings to discuss and take action if necessary. A two-thirds (2/3) majority ballot vote of the Executive Board will be required for any action. All Executive Board Officers will maintain confidentiality to protect the well-being of all parties concerned.

DUTIES OF THE ELECTED AND VOLUNTEER OFFICERS

An officer shall have the duties normally associated with the office held, and any other duties specifically delegated to such officer.

1. The President shall:
 - a. Preside at all meetings of the Parent Group and the Executive Board.

- b. Appoint all committee chairpersons, subject to approval by the Executive Board.
 - c. Serve as an ex-officio member of each committee.
 - d. Prepare the agenda for meetings of the Parent Group.
- 2. The Vice President shall:**
- a. Act as an aide to the president.
 - b. Assume the duties of the President in the absence of the President.
 - c. Other duties assigned by the Executive Board.
- 3. The Secretary shall:**
- a. Keep the minutes and attendance of all meetings of the Parent Group and the Executive Board.
 - b. Keep a list of all members of the organization.
 - c. Send out proper notices of all regular meetings and other meetings when necessary.
 - d. Conduct the correspondence of this organization except as otherwise provided, and discharge such duties as are incumbent upon this office.
- 4. The Treasurer shall:**
- a. Collect all money and pay all authorized bills.
 - b. Maintain a list of assets donated or purchased by the Parent Group.
 - c. Arrange storage for any non-hospitality related assets used by the Parent Group

- d. Provide a Treasurer's Report at each monthly meeting of the Parent Group.
 - e. File the Annual Report by 1 February with the Texas Secretary of State along with required fees. (If applicable)
 - i. The Fiscal year of the Parent Group shall be from January First (1-1) to December Thirty First (12-31) for tax purposes unless otherwise established by the Board of Directors.
 - f. Prepare an annual financial report covering the dates of May First - April Thirtieth (5-1 4-30) for the audit committee no later than May Seventh (5-7).
- 5. Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI) are:**
- a. Retired Air Force commissioned and noncommissioned officers.
 - b. Full time faculty members of Hutto South High School.
 - c. Employed by the Hutto Public School Board to teach AFJROTC classes.
 - d. The decision-makers for the TX 20131.
 - e. Advisors of the Executive Board however do not

have a vote.

- f. Relied upon by the Executive Board to provide suggestions
- g. and updates on the Cadet Activities in which the Parent Group should become involved.

6. Fundraising Chairperson shall:

- a. Suggest and submit for approval by the Parent Group, various methods of raising funds to support TX 20131.
- b. Organize fundraising projects that have been approved by the Parent Group.
- c. Recruit committee members to assist with fundraising projects.

7. Hospitality Chairperson shall:

- a. Obtain appropriate refreshments and/or meals for activities and special functions and coordinate volunteers to assist.
- b. Track and find storage for any hardware donated or purchased by the Parent Group for hospitality purposes.
- c. Track and find storage for any unused consumables donated or purchased by the Parent Group used for hospitality purposes.
- d. Notify the Treasurer with a proposed budget a minimum of forty eight hours in advance of an activity of the Parent Group member to receive

appropriate funds to cover said activity's expenses.

8. Technical/Social media Chairperson shall:
 - a. Maintain and record access to all online and social media accounts.
 - b. Update, or delegate updates to social media accounts with current activities of both the Parent Group and TX 20131
 - c. Maintain and manage technical services for the Parent Group.
9. The Executive Board Shall:
 - a. Transact necessary business in the intervals between regular meetings of the Parent Group, and such other business as may be referred to the Executive Board by the President.
 - b. Confirm the appointments of persons, submitted by the President, as committee chairpersons.

ARTICLE VII: NOMINATIONS AND ELECTIONS

The President may appoint a nominating committee of not less than three (3) Parent Group members. The nominating committee shall report their nominations of officers to the membership at the regular meeting held a month prior to the Change of Command/ Awards Ceremony. Elections shall be held during the month of the Change of Command/Awards Ceremony. In the event a

nominating committee is not appointed, nominations will be accepted from the floor at the meeting held a month prior to the Hutto AFJROTC TX 20131 Change of Command/ Awards Ceremony.

Candidates receiving a simple majority of the votes of those members present and voting will be elected to their respective offices. Elected officers will assume their duties at the beginning of the academic year. Each officer shall have a term of one year. Unlimited terms are permitted.

In the event of more than one nominee for an office, a ballot vote shall be held. Ballot votes shall be tallied by the Cadet Commanding Officer and the Cadet Executive Officer of the TX 20131 or their designees.

ARTICLE VIII: MEETINGS

The Parent Group will have regular meetings on the first Tuesday of each month at 7:00 PM of each academic year. The President and Executive Board when deemed necessary may call special meetings. The agenda for each normal meeting will be posted to the Parent Group's website (<https://www.huttojrotc.org/>) on the first of the month. The agenda for special meetings will be posted to the website at least twenty four hours ahead of the meeting. The agenda for closed meetings will not be posted, but kept by the secretary for review by the board.

All minutes from special meetings, other than closed meetings, will be made available to the full membership at the next regular meeting. A quorum consisting of at least ten (10) Parent Group members and at least one “Aerospace Science Instructor” must be present to constitute a quorum. A quorum must be present for a vote to be taken.

Any member of the executive board may be declared present for the purposes of quorum and voting by assigning a proxy to attend the meeting. The proxy designation must be sent to proxy@huttojrotc.org, timestamped within twelve (12) hours of the meeting, and announcing who is representing the executive board member. A new proxy designation must be supplied for every meeting. No more than one third of the quorum can be made of proxy members.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Meetings are to be carried out in accordance with Roberts Rules of Order eleventh edition.

ARTICLE X: FINANCIAL ACTIVITIES

1. The Treasurer shall maintain a record for all funds. All disbursements shall be by check. All checks must be signed' by both the Treasurer and the SASI or ASI.

2. All funds raised by the Parent, Group or donated to the Parent Group shall be used primarily for the purposes of TX 20131 and in accordance with any conditions or limitations imposed by the donor.
3. The SASI/ ASI or other members of his staff may request funds.
4. Pre Approval of all expenditures at regular meetings is preferred, In order to use non-pre approved Parent Group funds, at least two other Executive Board members must agree on the necessity of the expenditure. Non-pre approved expenditures may not exceed two hundred fifty dollars (\$250.00) between regular meetings
5. For reimbursements to be processed, receipt must be submitted directly to the Treasurer.
6. The President shall appoint an Audit committee consisting of at least two members of the Parents group and SASI or ASI to perform an audit of financials not later than May first. The treasurer and anyone related to the treasurer cannot serve on the audit committee The financials will be made available by the treasurer no later than May 7 (5-7).

ARTICLE XI: AMENDMENTS

Amendments to the Hutto Air Force JROTC Parent Group Bylaws may be proposed at any regular meeting of the

Parent Group if properly placed on the agenda. Approval of all proposed additions and I or changes will require two-thirds (2/3) majority vote of those members present and voting at the reading. The President shall notify the membership regarding the reading via the published agenda.

ARTICLE XII: DISSOLUTION

In the event it becomes necessary to dissolve the Parent Group, the following procedures will be adhered to:

Dissolution must be approved by two-thirds (2/3) vote of those members present and voting. Any funds in the custody of the Parent Group will be transferred to TX Z0131 and designated for the TX 20131. All records and materials belonging to the Parent Group shall be turned over to the SASI/ASI. In the event the Hutto TX 20131 is dissolved, all funds will be distributed to the Hutto account for TX 20131.

These Bylaws are adopted this ____ day of _____,
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At Hutto, Texas.