

ANCHOR BAY AFJROTC MI-931 BOOSTER CLUB

BY-LAWS

Revised February 2023

ARTICLE I, NAME

The name of this organization shall be "ANCHOR BAY AFJROTC MI-931 BOOSTER CLUB", hereafter referred to as the "Booster Club."

ARTICLE II, OBJECTIVES

The Booster Club functions in support of the Anchor Bay High School Air Force Junior Reserve Officers Training Corps Unit MI-931 cadet class body. The objectives of this organization are to promote and encourage active participation of the Booster Club members, and to cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and not seek to control school policies.

ARTICLE III, BASIC POLICIES

SECTION 1.

This organization shall be nonprofit, noncommercial, and nonsectarian, forever.

SECTION 2.

The name of this organization, or the names of any of its members, in their official capacities, shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to the Booster Club objectives.

SECTION 3.

The executive board consists of the following: President; Vice-President; Recording Secretary; Treasurer; Sergeant at Arms; Fundraising Chairperson.

SECTION 4.

The executive board will provide a budget for vote at the end of the year, for the next year. A majority vote of a quorum of the executive board is required. Any opposed vote within the executive board, and general membership opposing comments shall be recorded in the minutes. Four members of the executive board shall constitute a quorum. The President will be the deciding vote in case of a tie.

SECTION 5.

The executive board shall operate within the approved budget. The executive board shall be authorized to expend non-budgeted funds, with a majority vote of a quorum of the board (four members of the executive board shall constitute a quorum, the President will be the deciding vote in case of a tie), when the situation warrants. The suggested guidelines in these matters are considered to be up to \$500.00 without general membership approval.

SECTION 6.

A petty cash fund will be allocated to the Senior Aerospace Science Instructor (SASI) in the amount of \$100.00. This money is for miscellaneous supplies needed for the program. Any receipts must be kept and turned into the Treasurer and approved before allocating replacements into the petty cash fund.

SECTION 7.

Two signatures are required on any contract to make said contract legal. The President and the Treasurer will sign the contract. The Recording Secretary and the Treasurer will each file a copy of the contract.

SECTION 8.

Any member who does not follow the by-laws of this organization shall be brought before the full membership of the board. A written statement of the violation, with applicable documentation, shall be presented to the Sergeant at Arms or the President, to be submitted to the executive board. The executive board shall review the grievance to see if the problem can be resolved and make a decision as to what type of action needs to be taken. If the board cannot resolve the conflict, the matter shall be brought before the general membership.

SECTION 9.

The Booster Club shall refuse consideration and discussion of any personal grievances with individual cadets and/or personality conflicts.

SECTION 10.

Robert's Rules of Order will be followed in matters not specified in these by-laws.

ARTICLE IV, MEMBERSHIP

SECTION 1.

Membership shall be open to parents and legal guardians of current cadets. Members shall be accepted at any time.

ARTICLE V, ELECTED OFFICERS, BOARD MEMBERS, AND THEIR ELECTIONS

SECTION 1.

The elected officers shall be President; Vice-President; Recording Secretary; Treasurer; Sergeant at Arms; and, Fundraising Chairperson.

SECTION 2.

The elected officers shall be voluntary positions.

SECTION 3.

Future election of officers shall be as follows:

-
- A. Nominations. Nominations will take place at the April meeting of the Booster Club. Only those persons who have signified their consent to serve shall be nominated for or elected to an office. If a nominee is unable to attend the May Booster Club meeting, written acceptance must be turned in to the Executive Board prior to that meeting.
 - B. Officers shall be elected at the May meeting and will hold office until the next academic year's election.
 - C. The officers shall be elected by secret ballot, except when there is only one (1) nominee for an office, in which case the nominee is elected by acclamation, and no vote is necessary.
 - D. Members as of the second Thursday in April, are eligible to vote.
 - E. Ballots will be issued, one each, to those persons in attendance on the membership roster.
 - F. A majority of all valid votes of all members present shall be necessary to constitute an election. No absentee ballots can be accepted. No proxy votes will be accepted.
 - G. The newly-elected officers shall assume office at the last meeting of the academic year.

SECTION 4.

A vacancy occurring in any office shall be filled, for the unexpired term, by a person appointed by the President, with the approval of the Executive Board. In the case of a vacancy occurring in the office of President, the Vice-President shall serve out the term of President.

ARTICLE VI, DUTIES OF THE MEMBERSHIP

SECTION 1.

The main duties of the membership shall be to:

- A. Give continuity to the work of the Booster Club and to transact business deemed necessary during the intervals between the general membership meetings.
- B. Appoint an auditor, or an auditing committee, at the May general meeting to audit the Treasurer's accounts two (2) weeks prior to the end of the last meeting of the year.

SECTION 2.

The authority of the executive board shall be limited to transacting the business assigned to it in the by-laws or referred to it by the Booster Club's general membership. The board will guard against acting on the Booster Club's behalf on matters that would best be brought before its general membership.

SECTION 3.

THE PRESIDENT shall preside at all general and executive board meetings and perform duties incidental to the office. His/her duties shall include creating agendas for meetings; appointing standing and special committee chair and co-chairpersons from their members, as applicable; and, acting as the executive member of all committees, with the exception of the nominating committee. When necessary, the President may poll executive board members for emergency decisions and/or special meetings.

SECTION 4.

THE VICE-PRESIDENT shall act as an aide to the President and, in the event of an absence of the President, perform duties expected of that office. He/she shall assist in the fulfillment of the duties of a vacant chair or office until that position is filled.

SECTION 5.

THE RECORDING SECRETARY shall keep an accurate record of the minutes of all general meetings in a notebook. These records should be turned over at the end of the term of office. He/she shall provide written minutes to the board members at all general meetings, and a copy of these minutes shall be made available for public review in Anchor Bay High School's office. He/She shall conduct the correspondence delegated and be custodian of all communications, papers, and documents belonging to the Booster Club. These shall all be kept in a notebook, in orderly fashion, and turned over at the end of the term.

SECTION 6.

THE TREASURER shall be responsible for seeing that monies collected on behalf of the Booster Club are promptly deposited into the Booster Club account(s), by either him/herself, the President, or the Senior Aerospace Science Instructor. Should money be turned in to any other executive board member, it must be promptly turned over to the Treasurer. The Treasurer may pay out funds in accordance with the approved budget as authorized by the Booster Club. All records shall be kept in a ledger with receipts filed. This ledger shall be turned over at the end of the term. The Treasurer shall provide written statements of the account, for all board members, at each general meeting and shall make a full report at the annual meeting. He/She shall submit the financial record books two (2) weeks prior to the end of the fiscal year for audit.

SECTION 7.

THE SERGEANT AT ARMS shall assist in maintaining order during all board and general meetings. He/She shall accept written grievances, with proper documentation, and present them to the board for referral. He/She will also take attendance, and alert the President when a member has had three (3) consecutive absences from the general members meetings.

SECTION 8.

THE FUNDRAISING CHAIR shall assist in coordinating, planning and executing fundraising efforts. He/She shall update the board and booster club at general meetings as appropriate. The fundraising chair shall also ensure fundraising efforts abide by all school, local, and state guidelines as mandated by appropriate governing boards.

SECTION 9.

The Senior Aerospace Science Instructor (SASI), Aerospace Science Instructor (ASI) shall be honorary members of the Booster Club.

ARTICLE VII, MEETINGS

SECTION 1.

The order of business shall be as follows:

- A. Call to Order
- B. Approval of the Minutes from the Previous Meeting
- C. Treasurer's Report
- D. Fundraising Reports
- E. Old Business
- F. New Business
- G. Open Discussion
- H. Adjourn

SECTION 2.

THE ANNUAL MEETING of the Booster Club shall be held at the last meeting of the year.

SECTION 3.

THE GENERAL MEETING for the next meeting of the Booster Club shall be set by the executive board during the monthly meeting for next month. These meetings will be held at 7:00 PM at Anchor Bay High School, unless voted on in accordance with these by-laws.

ARTICLE VIII, FISCAL YEAR

SECTION 1.

The fiscal year of the Booster Club shall begin on the first day of July and end on the last day of school in June the following year. This fiscal year is concurrent with the fiscal year of Anchor Bay High School.

SECTION 2.

Scholarships shall be awarded each school year to three (3) Senior cadets in the amount of \$1500.00 each totaling \$4500.00 annually, based on fund availability. Cadets must submit an essay in writing to the program SASI describing the following; the cadets leadership position in the program, what was learned in their roles, and how they have helped promote teamwork within the ROTC. Scholarship award recipients shall be determined by the ASI and SASI and will be awarded at the Hail and Farewell in June.

ARTICLE IX.

The by-laws may be amended by a majority vote of those present at a general membership meeting.

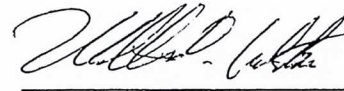
ARTICLE X, DISSOLUTION

SECTION 1.

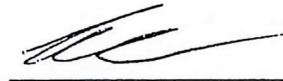
In the event the Booster Club is dissolved, all properties will be transferred to the "Anchor Bay School District" and its school account.

SIGNED AND DATED:

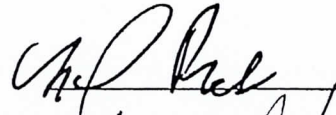
President
William Calihan

 21 Feb 23

Vice-President
Jordan Siwula

 21 Feb 23

Recording Secretary
Ninette Probyn

 21 FEB 23

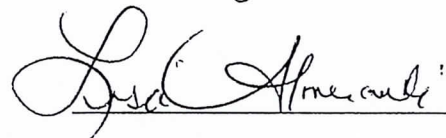
Treasurer
Larry Rachow

 21 FEB 23


Sergeant at Arms
Kim Perkins

 21 FEB 23


Fundraising Chairperson
Lisa Almeranti

 21 FEB 23

Senior Aerospace Science Instructor
"Acting" Stephen R. Quintana, SMSgt, USAF (Retired)

 21 Feb 23

Aerospace Science Instructor
Stephen R. Quintana, SMSgt, USAF (Retired)

 21 FEB 23

