

**CONSTITUTION AND BYLAWS FOR THE  
WAKE FOREST HIGH SCHOOL ARMY JUNIOR ROTC (AJROTC) BOOSTER CLUB**

EIN \_\_\_\_\_ # 27-0208615

(Adopted \_ March, 7, 2019)

Revised March 7, 2019

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Wake Forest High School AJROTC Senior Army Instructor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Wake Forest High School AJROTC Booster Club President

**CONSTITUTION AND BYLAWS FOR THE  
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**ARTICLE I. NAME**

1. The name of this organization shall be the "Wake Forest High School Army Junior ROTC (AJROTC) Booster Club".

**ARTICLE II. PURPOSE**

1. The organization exists exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
2. Dissolution clause: Upon dissolution of the organization, the Wake Forest High School Senior Army Instructor (SAI) and Executive Board shall be custodians of the assets of this entity after paying or making provisions for the payment of all the liabilities of the association, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation 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.

**ARTICLE III. OBJECTIVES**

1. The following are the basic objectives of the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club:
  1. To provide financial assistance and moral support to the Wake Forest High School AJROTC program and its directors, and to the school authorities, in the pursuance of their programs and objectives.
  2. To provide support to the AJROTC in matters not covered by the policies of the Wake County Public School System.
  3. To promote cooperation between the Wake Forest High School AJROTC program, school, other programs and or organizations within Wake County Public School System, and members of the community.
  4. To support the Wake Forest High School AJROTC program in their endeavors.
  5. To financially support various social and charitable events throughout the academic calendar year, including a scholarship program.
  6. To work with the Wake Forest High School AJROTC program instructors and school officials in a cooperative and professional manner
  7. To assist students in building character by providing a positive environment that promotes growth and learning
  8. To promote and develop good citizenship.

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**ARTICLE IV. MEMBERSHIP AND DUES**

**1. MEMBERSHIP**

1. Membership shall be made available without regard to race, sexual orientation, gender identity, color, creed, national origin or religion, to all parents or legal guardians of students enrolled in the Wake Forest High School AJROTC Program, or other interested parties and friends of Wake Forest High School Army Junior ROTC (AJROTC) Booster Club that submit a written request for ancillary membership, pending background check and are approved by the President and the Senior Army Instructor (SAI).

2. This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time. Annual dues may be established prior to each school year by the incoming Executive Board but are not required. There shall be five meetings in the Fiscal Year (June to July).

**2. MEMBERSHIP ELIGIBILITY**

Member in good standing is defined as one whom:

1. Has paid membership dues at the beginning of each academic calendar year.
2. Agrees to uphold the constitution and by-laws of the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club.
3. Has registered with the Wake County Public School System Volunteer approval process
4. Performs a minimum of 6 hours of Wake Forest High School Army Junior ROTC (AJROTC) Booster Club Volunteer service per year.
5. Members who remain in good standing are entitled to the following benefits: voting privileges, entry to organization-sponsored events as deemed necessary. Eligibility for leadership positions.

**3. TERMINATION OF MEMBERSHIP**

1. Shall be made by simple majority vote of the Executive Board. Final decision made by Senior Army Instructor.
2. Has displayed a disregard for the CONSTITUTION and BY-LAWS of the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club
3. Has committed some fraudulent act against the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club
4. Is convicted by any federal, state or county court of law for violation of laws regarding illegal conduct while engaged in participation in any club functions or other club sponsored events. Any member suspended under these circumstances shall not be eligible for future reinstatement
5. Displays any conduct prejudicial or deemed inappropriate and not being in the best interest and policies Wake Forest High School Army Junior ROTC (AJROTC) Booster Club and /or Wake Forest High School, 420 Stadium Drive Wake Forest, North Carolina 27587.

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6. Members will be entitled to a complaint review (by the Executive Board) for any violation reported to the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club President and AJROTC Senior Army Instructor. The President will convene a special meeting of the Executive Board and they will review and investigate allegations. Upon completion of the investigation and review, the Executive Board will determine if membership should be suspended or revoked.

**4. REINSTATEMENT**

1. A member, who has been previously suspended for the above-mentioned reasons, with exception of Article IV. Paragraph C., 3. and 4. may re-apply after payment of any overdue fees, dues or charges at any regular meeting. A member applying for reinstatement after suspension must receive a unanimous affirmation of members present at the meeting

**5. RESIGNATION**

1. Any member in good standing may resign their membership at any time (no refunds of dues). A member who resigns "in good standing" may reapply for membership by requesting to do so at any regular Wake Forest High School Army Junior ROTC (AJROTC) Booster Club meeting. Membership will be automatic upon payment of any necessary fees. No vote by members will be required.

**6. Members in good standing will be eligible to:**

1. Volunteer in club functions and projects as deemed necessary by the Executive Board and Senior Army Instructor, all publications, notifications and information concerning the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club.

2. A vote on general booster club business when in attendance, a vote in election of officers when in attendance, or by absentee vote. Absentee voting is allowed when specifically requested by a member. The absentee vote will be placed on a formal, signed ballot and submitted to an officer in a sealed envelope before being counted. The President may also employ the use of an e-ballot system when deemed appropriate.

**ARTICLE V. OFFICERS AND THEIR ELECTION**

1. Each officer shall be a member, in good standing, of this organization and at least eighteen (18) years of age with a student enrolled in the Wake Forest High School AJROTC program

2. The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.

3. The Executive Board shall be composed of the officers of this organization and the AJROTC Senior Army Instructor and Army Instructor.

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**4. NOMINATING COMMITTEE**

1. The President shall form a Nominating Committee at the general meeting in December of each year consisting of not less than three persons nor more than five persons. The committee may consist of representatives from the Executive Board, school staff and non-Board members. The current President may not serve on this committee.
2. The Nominating Committee shall accept nominations of an eligible member in good standing (Article IV sec c.) for each office to be filled and present the committee's recommendations in writing at the general meeting in March.
3. Only persons who signify their consent to serve if elected may be nominated and must have a student currently enrolled in the program.

**5. ELECTION OF OFFICERS**

1. Officers shall be nominated at the March meeting.
2. Elections shall be conducted at the general meeting in May of each year (Q4) assuming their duties July 1<sup>st</sup> of that year.
3. Nominations will be accepted at the March meeting, with the verbal affirmation of the nominee confirmed by the appointed Nominating Committee.
4. When there are two or more nominees for the same office, the vote shall be by written ballot. Election by acclamation shall be permitted if only one person is nominated for an office.
5. Elected officers shall assume their duties the first day of July and shall serve for one term.
6. The term of each elected officer shall be one year. One who has served more than one half of a term in an elected position shall be credited with having served the complete term.
7. No member shall hold the same elected office for more than two consecutive terms.
8. No two positions may be held by the same person/officer.
9. Only one parent/guardian per Cadet may serve on the Executive Board during a given term.

**6. VACANCIES**

1. In the event of a vacancy in the office of the President, the Vice President shall assume the position for the remainder of the term. If the Vice President chooses not to fill the position, an Interim appointment to fill the vacancy may be filled by the Wake Forest High School AJROTC Senior Army Instructor.
2. In the event of a vacancy or vacancies in the offices of Vice President, Secretary or Treasury the Executive Board shall fill the same by appointment.

**ARTICLE VI. REMOVAL FROM OFFICE**

1. By majority vote of the Executive Board, an officer or chairperson may be removed for failure to perform duties.

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2. An officer who misses three consecutive meetings may be removed from office.

**ARTICLE VII. DUTIES OF OFFICERS**

**1. PRESIDENT**

The President shall:

- a) Preside at all general and special meetings of the organization;
- b) Confirm that a quorum of officers is present before conducting a general membership meeting, if a quorum of officers is not available, the Senior Army Instructor and/or Army Instructor may fill those officer requirements (with prior notice) and complete the meeting.
- c) Coordinate the work of the officers and committees of the organization in order that the purposes of the organization may be promoted;
- d) Enforce the provisions and maintain custody of the Constitution and Bylaws;
- e) Will be the central point of contact for the 501 (c.) (3) status, approval and execution.
- f) Appoint chairpersons of all standing and special committees subject to approval of the Executive Board,
- g) Act as Chairperson of the Executive Board;
- h) Perform such duties that may pertain to the office.
- i) Serve as the immediate liaison between the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club and the Wake Forest High School AJROTC Cadre and school (communications and coordination, limited cadet supervision as needed).

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**2. VICE PRESIDENT**

The Vice President shall:

- i) Act as an advisor to the President;
- j) Preside in the absence of the President;
- k) Organize committee continuity notebooks;
- l) Distribute and retrieve continuity notebooks to new committee chairpersons;
- m) Oversee the development and compilation of job descriptions, instructions, and information from committee chairpersons to be included in each notebook;
- n) Coordinate changes and reviews/updates each notebook;
- o) Take control of continuity notebooks from each committee chairperson by term's end; and report finding to the President and Executive Board.
- p) Seek out opportunities for fundraising and propose to the Senior Army Instructor and President. Report progress of various Committee Chairpersons in charge of fundraising to President and /Senior Army Instructor.
- q) Coordinate and oversee Committee Chairpersons on behalf of the President and Executive Board;
- r) Perform other duties assigned by the President of the organization.
- s) Enforce the provisions and maintain a copy of the Constitution and Bylaws.
- l) Review Bylaws annually and present in writing, any recommended changes/ amendments to the President and Senior Army Instructor for approval. Upon approval, amendments to be placed on agenda for the General Wake Forest High School AJROTC Booster Club Membership to vote during a General Booster Club meeting.

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**3. SECRETARY**

The Secretary shall:

- t) Record and maintain minutes of all regular and special meetings of the organization and provide a copy of the minutes to the President within a two week period after each meeting;
- u) Make minutes of preceding meeting available to all members at general monthly meetings (Primarily thru written and electronic media);
- v) Maintain the membership Roster compiled and provided by President, Vice President and or Cadre.
- w) Maintain roster of those in attendance at all Executive Board Meetings and General Meetings.
- x) Maintain a current copy of the Constitution and Bylaws and a current edition of "Robert's Rules of Order Newly Revised" have available at all meetings of the organization;
- y) Prepare and report all communications as directed by the President, the Executive Board or the Senior Army Instructor / Army Instructor to the membership; and,
- z) Perform other duties assigned by the President of the organization.
- aa) Enforce the provisions and maintain a copy of the Constitution and Bylaws.



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**4. TREASURER**

The Treasurer shall:

- a) May be an elected position having accounting credentials.
- b) The Treasurer may not lead or chair any committee as it constitutes a "conflict of interest", however, they may serve as a participating volunteer if they so desire.
- c) Have custody of all funds and financial records of the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club.
- d) The funds shall be deposited in a legal banking institution by the Treasurer and any bonafide debts shall be paid by check or on-line banking. Checks to be signed by the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club Treasurer and countersigned by Wake Forest High School Army Junior ROTC (AJROTC) Booster Club President. Details of these transactions will be made transparent to entire Booster club
- e) Maintain accurate and permanent financial records including bank statements, receipts, budget, budget invoices, paid receipts, audit findings, and canceled checks;
- f) Make disbursements as authorized by the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club Executive Board and or President in conjunction/ coordination with the Senior Army Instructor as needed and in accordance with the budget adopted by the organization;
- g) Present and make available a financial statement to all members at regular monthly meetings, Executive Board meetings and at any other times when requested by the organization or the Executive Board;
- h) Submit financial records for audit as required in Article VII; and complete Profit and Loss statements and Balance Statement on a monthly basis.
- i) Furnish a mid-year and end-of-year financial statement to the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club President and the Senior Army Instructor by July of each year.
- j) Present a written financial record (Pre-approved by the President and Vice President) of the organization to the incoming President at the beginning of the term; and
- k) Perform other duties assigned by the President of the organization.
- l) Maintain a list of Wake Forest High School Army Junior ROTC (AJROTC) Booster Club donors and grantors and the amount of cash contributions or grants (or a description of the noncash contributions) received from each.
- m) File all appropriate Tax related documentation for the 501 ( c ) (3)
- n) Enforce the provisions and maintain a copy of the Constitution and Bylaws

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**ARTICLE VIII. FINANCIAL**

1. The Executive Board shall collaborate with the Senior Army Instructor to set a budget for the coming year by the first week of August. Budget to be presented by the September Booster Club meeting to the membership for approval.
2. The President shall have the authority to approve expenditures, not part of the approved budget, not to exceed \$150.00 monthly. Expenditures not part of the approved budget expected to exceed \$500.00 shall be presented to Board Members at a regular or special meeting for approval (upon emergency and/or abnormal situations, telephonic coordination/communications between the Wake Forest High School AJROTC Cadre, Wake Forest High School Army Junior ROTC (AJROTC) Booster Club President & Treasurer may be used to expedite the mission, this will be made transparent to the entire membership at the following meeting)
3. A mandatory audit of the past year's finances shall be made at the end of each fiscal year OR when there is a change in Treasurer, and/or there is a change in any officer who is a signatory. The Wake Forest High School Army Junior ROTC (AJROTC) Booster Club Executive Board shall determine the method of audit, either by at least a committee of three members of booster club (not the President, Treasurer or a school employee), or by outside audit by a qualified person agreed upon by the Board. A written report of the audit findings shall be presented to the incoming President and made part of the permanent financial records maintained by the Treasurer and Secretary.
4. An in house audit conducted by no less than three Wake Forest High School Army Junior ROTC (AJROTC) Booster Club members appointed by the Executive Board (not the President, Treasurer or a school employee), shall be executed in the months of December, March and June. A written report of the audit findings shall be presented to the President and made part of the permanent financial records maintained by the Treasurer and Secretary.
5. Fundraising must be conducted by the rules set forth by the Attorney General of North Carolina for Charities & Nonprofits (see <https://www.oaq.state.tx.us/consumer/raffle.shtml>)
6. Financial records must be kept for a period of seven (7) years as specified by IRS. Public charities must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the IRC. In general, a public charity must maintain books and records to show that it complies with tax rules. The charity must be able to document the sources of receipts and expenditures reported on Form 990 or Form 990-EZ and Form 990-T
7. File all appropriate Tax related documentation for the 501 ( c ) (3)

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**ARTICLE IX. SCHOLARSHIP PROGRAM**

1. General scholarships are funded through the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club for any qualified cadet. Wake Forest High School Army Junior ROTC (AJROTC) Booster Club funds are derived through fundraising and civic/private donations and or individual(s).
2. Available scholarships opportunities range from University and or College Book Scholarship and Tuition Assistance and other programs.
3. Applications for consideration of these scholarships are required. Announcement of such applications are posted in the Wake Forest High School AJROTC classroom areas, posted on Facebook and the website(s) of the Wake Forest High School AJROTC Department and Wake Forest High School Army Junior ROTC (AJROTC) Booster Club . These applications are due no later than March 6th of each School Year.
4. Criteria for applications is (but not limited): 1) Senior for the General Scholarship, 2) At least 16 years of age for the other Scholarship and, 3) GPA Review, 4) Cadet Participation, 5) demonstrated need, and selected by a Scholarship Selection Committee. All post High School Institutional awards applicants must show proof of acceptance letter to receive funds
5. Validation of applications are conducted by independent review /selection committee, that consists of no less than three (3) persons and overseen by the scholarship chairman, Senior Army Instructor and or Army Instructor and/or the Wake Forest High School AJROTC Booster Club president and one representative appointed by the Senior Army Instructor. Applicants will present an essay on the specific topic issued to all applicants at time of announcement for that years Scholarship Board . Applicants will be interviewed by Scholarship Board.
6. Scholarships winners are selected by committee no later than April 30 and announced at the May Awards ceremony.

**ARTICLE X. STANDING AND SPECIAL COMMITTEES**

1. Only members (in good standing) of the organization shall be eligible to serve in any elected or appointed position (others may serve in volunteer capacity)
2. Executive Board may create such standing committee as it deems necessary to promote the purpose of and to carry on the work of the organization.
3. President shall call a meeting of the officers for the purpose of selecting standing committee chairpersons.
4. The term of each chairperson shall be **one year**.
5. The chairperson of each standing committee shall present a plan of work, including a budget, to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
6. The President shall have the power to appoint special committees subject to the approval of the Executive Board.

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7. The President shall be a member ex-officio of all committees except the Nominating Committee.
8. A roster of committee members shall be maintained by the Vice President and be made available to the President at any time upon demand.
9. The Wake Forest High School AJROTC Senior Army Instructor and the Wake Forest High School AJROTC Army Instructor shall be a member ex-officio of all committees with all rights and privileges, except that the Wake Forest High School AJROTC Senior Army Instructor shall vote only in the event of a tie.
10. Committee business shall be conducted by majority vote of committee members present after having been duly notified of the committee meeting.
11. Minutes of committee meetings shall be forwarded to the Board within 7 days of said meeting.

**ARTICLE XI. MEETINGS**

1. Regular meetings shall be held during the academic calendar year; one meeting held in the following months: September, October, December, March and May.
2. A regular time, date and location shall be determined prior to the first meeting of the school year. Notice shall be made available prior to the first meeting, advising of the dates, times and locations of regular meetings. No further notice of regular meetings shall be required. Every attempt to make the results of the meeting available will be made to the membership as soon as possible, thru electronic media.
3. The President may call special meetings, or by signed petition of seven (7) members, and no less than three (3) days notice shall be given. Every reasonable effort shall be made to contact all members and advise them of the purpose of such special meetings.
4. Business at all regular and special meetings shall be conducted in accordance with a majority vote of the members present. The President shall determine the method of voting, and may vote on all matters.
5. A quorum at any meeting shall consist of all members present at said meeting. A simple majority vote of such quorum shall decide any proper questions that come before the meeting

**ARTICLE XII. FISCAL YEAR**

1. The fiscal year of this organization shall begin July 1 and end June 30.

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**ARTICLE XIII.      RULES OF ORDER**

1. In all instances not provided for in the Constitution and Bylaws, the rules contained in the current edition of “**Robert’s Rules of Order Newly Revised**” shall govern the Wake Forest High School Army Junior ROTC (AJROTC) Booster Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

**ARTICLE XIV.      TERMINATION**

1. If, for any reason, the organization is terminated, the Wake Forest High School AJROTC President and the Treasurer shall deliver to the Wake Forest High School AJROTC Senior Army Instructor all assets of the organization.

**ARTICLE XV.      AMENDMENTS AND REVISIONS**

1. This Constitution and Bylaws may be amended at any regular meeting, provided sufficient notice is given and a quorum of Executive Board officers is present, and two-thirds vote of the members present. However as there may be a cost associated with filing with the Secretary of State, to be fiscally prudent, these changes should be submitted at the end of the School Year.
2. A committee may be appointed to submit a revised set of Bylaws as substitute for the existing Bylaws only by a majority voted at any regular meeting of the organization or by a majority vote of the Executive Board. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of amendment.
3. For sufficient notice to be met, amendments and revisions shall be presented in writing at any regular monthly meeting to all members present at least one month in advance of the meeting at which the amendments or revisions will be voted on. Any amendments or revisions shall be presented once again in writing to all members at the regular monthly meeting prior to the actual vote.

**ARTICLE XVI.      EFFECT**

1. This Constitution and Bylaws shall become effective immediately following ratification by the membership. Annual review / approval is required.

Drafted March 7, 2019

Adopted, March 7, 2019