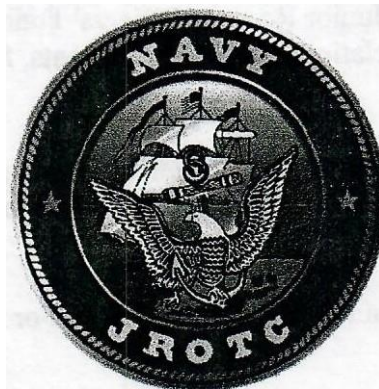


By-Laws  
Of The  
Port Angeles High School NJROTC Parents'  
Association



**Port Angeles High School**



**Roughrider Company**

## ARTICLE I

A. This organization shall be known as the Port Angeles NJROTC Parents' Association.

## ARTICLE II

### **Purpose**

A. The object and purpose of this organization is to provide assistance and support to the Instructor(s) in promoting the U.S. Navy Junior Reserve Officers' Training Corps (NJROTC) at Port Angeles High School, and to help foster a close relationship between parents, faculty, cadets, and the Community.

1. No action shall be taken by this organization that shall be contrary to the rules of the Port Angeles High School, The Port Angeles Board of Education, or U.S. Navy JROTC Program.
2. This organization is not authorized to make school or unit policy.
3. This organization will award scholarships as outlined in the Scholarship Addendum.

## ARTICLE III

### **Membership**

A. Membership shall consist of those parents/guardians/adult family members whose children are actively enrolled in the NJROTC Program and who:

1. Are willing to contribute to the support of this unit.
2. Subject themselves to the rules and regulations of this organization.

B. In the event a cadet drops out of the program after the first semester and his/her parent(s) are officers of the association, the parent(s) may continue as officers to the end of their elected term subject to the approval of the remaining Board members.

C. Associate Membership will be extended to those members of the Community who wish to contribute to the NJROTC Program. An Associate member will not have the right to vote or hold office.

## ARTICLE IV

### **Governance**

- A. The organization shall be governed by its By-Laws and Unit Regulations.
1. The Officers of this organization shall consist of the President, Vice President, Secretary, and Treasurer elected by the Membership at the May meeting.
  2. The elected officers shall assume their official duties in June and serve one year.
  3. The President as the Chief Executive Officer of the organization, shall preside at all general meetings and shall appoint all committee heads, organize committees as necessary, assign properly approved activities/requests to a committee for action, attempt to carry out the decisions of the general Membership as voted on, follow up on activities in progress or pending activities, and chair the By-laws Committee (which should review and or revise the By-Laws yearly.)
  4. The Vice President shall work at the discretion of the President, preside in the absence of the President, assume the office of the President should this office become vacant, assist in follow up of activities in progress or pending activities, and maintain planning of current and upcoming events on the calendar. Will coordinate parental support to include rotation of chaperones for competition trips.
  5. The Secretary shall keep accurate records of all meetings and publish the minutes of all meetings, keep track of attendance and other correspondence as designated by the president, keep complete roster of Membership and committees. Minutes of the monthly meeting must be typed and include the following statement:  
  
*"The minutes of the last meeting were read, accepted and approved"*  
  
The June meeting minutes must also include the following statement:  
  
*"The NJROTC Advisory Committee has reviewed and approved the CTE curriculum"*
  6. The Treasurer of the Association shall be bondable and will keep accurate records at all times. Receive, issue receipts and deposits in an authorized account; account for all moneys and distribute same according to the approved yearly budget or subsequent amended budget. Submit books for audit at the May General meeting prior to the election. Disbursements of five

hundred dollars or more must have approval of at least two board members. Disbursements of less than five hundred dollars, which fall within the approved budgetary parameters, without any board approval allows the instructor(s) the flexibility to conduct business in recognized NJROTC activities. The Board must be notified via email or at a regular Association meeting prior to such disbursement.

## ARTICLE V

### **Meetings**

- A. All meetings shall be held at Port Angeles High School monthly as announced.
  - 1. The meetings shall begin promptly at 6:00 p.m.
  - 2. Special meetings of the Membership may be called upon approval of the majority of the elected officers.

## ARTICLE VI

### **Finances**

- A. All moneys generated by this organization will be deposited into the Port Angeles NJROTC Parents' Association Account
- B. Instructor(s), the Treasurer, and at least one other association officer will be included on the signature card held at the bank. The Treasurer will ensure that appropriate signature cards are provided on a timely basis to the bank. The checkbook is maintained by the Naval Science Instructor (NSI) or Treasurer, and the debit card is maintained by the NSI, for safekeeping. The Treasurer will audit every statement cycle.
- C. An annual budget shall be prepared in May with the NSI, current President, Treasurer and newly elected officers and presented for approval at the June general meeting. Alternatively, it can be prepared in May for approval at the first meeting of the next academic year.
- D. Distribution of funds will be receipted by the delivering officer and receiver. All expenditures will be related to a recognized NJROTC activity.

## ARTICLE VII

### **Officers and Elections**

A. The President, Vice President, Secretary, and Treasurer, shall be elected for a one-year term. At the April meeting, nominations for all positions will be taken from the floor. Those members wishing to remain in the elected position, are welcomed to re-nominate themselves for the position. Voting will take place during the May meeting and the newly elected officers will assume their new positions at the end of the June meeting.

B. Any vacancy of the officers shall be filled by special election at the first regularly scheduled meeting following notification of the vacancy. The elected shall serve for the duration of the individual being replaced, or until the next regular election. In the event of the vacancy of the President, the Vice President will assume the President's office and the Vice President's position will be re-elected at the first regular scheduled meeting to serve until the next regular election.

C. All organization members in good standing are eligible to participate and vote in all organization business.

D. If an Officer remains away from three meetings during the school year, that position may be declared vacant by a majority vote of the remaining officers and NSI.

## ARTICLE VIII

### **Organizational Records**

A. All organizational records shall be open for inspection by the members at any meeting.

### **Committees**

A. Committees are deemed necessary and proper to fill the objectives and purpose of this organization:

Committees will be established as needed with the cooperation of the Board and the NSI. It is further suggested that such committees will include Cadet representation, as appropriate.

B. All committees' chairpersons shall be appointed by the President. The President shall be an Ex-officio member of all committees.

### **Parliamentary Procedures**

A. All questions of a parliamentary procedure will be governed by "Robert's Rules of Order."

ARTICLE IX

**Amendments**

- A. Changes in the Constitution and By-Laws must be submitted to the President in writing and signed by said member.
- B. Proposed By-Law changes will be reviewed and approved by the Board prior to presentation to the Membership.
- C. Proposed changes will be sent to the Membership prior to a vote by the Membership.
- D. These changes may be amended by a two-thirds vote of the members present at any regular or special meeting, provided notice of the proposed action has been disseminated to the Membership

ARTICLE X

**Dissolution of the Association**

A. In order to dissolve this association, a notice of dissolution shall be sent to all members at least one week prior to a meeting of the association called for that purpose only. The Parent Association and Association Board hold sole authority to dissolve the Association.

In the event of discontinuation of the NJROTC program by the Port Angeles School District, the Association may elect to continue as a Scholarship Program to benefit NJROTC Cadets until all funds are expended.

B. Upon dissolution of the Association, all remaining assets after settlement of obligations will be turned over to another JROTC organization as determined by a vote of the Association and Board.

END OF BY-LAWS

Signed

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Treasurer