

TX 802
Squadron
Booster Club
Bylaws

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Bylaws of the TX 802 Squadron Boosters

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ARTICLE I

1.0 NAME

- 1.1 The name of this organization shall be the TX 802 Squadron Parent Club, hereinafter referred to as TX 802 Squadron Boosters. It is a local unit organized by family members of cadets and members of the Sheldon TX 802 Civil Air Patrol Squadron.

ARTICLE II

2.0 PURPOSE AND INTENT

- 2.1 TX 802 Squadron Boosters is formed for the purpose of furthering the enrichment and education of the Sheldon TX 802 Civil Air Patrol Squadron. It shall be the intent of the organization to aid the Civil Air Patrol Cadet Program by promoting school and community interests in all endeavors.

ARTICLE III

3.0 BASIC POLICES

- 3.1 The organization shall be a non-profit organization.
- 3.2 The name of the organization or the name of any members in their official capacities shall not be used in any connection with a commercial concern.
- 3.3 The organization shall not, directly or indirectly, participate or intervene in any political campaign for public office.
- 3.4 The organization will work with the Sheldon TX 802 Civil Air Patrol Squadron to provide a quality program.
- 3.5 The organization may work with organization and agencies benefiting child welfare, but no person shall make commitments that bind the organization.

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ARTICLE IV

4.0 MEMBERSHIP AND DUES

- 4.1 Membership in the TX 802 Squadron Boosters shall be open to any and all persons who will abide by the objectives and policies of the organization and are interested in supporting the Sheldon TX 802 Civil Air Patrol Squadron.
- 4.2 Every individual who is a member in good standing is entitled to all benefits of such membership.
- 4.3 The organization shall conduct an annual membership drive. Membership shall be accomplished by supplying the information as requested on the form provided by TX 802 Squadron Boosters, and by paying the fee for the year beginning in September and ending at a date determined by the executive board. Said date must be a minimum of one week prior to elections. *See Governing Board and Election of Officers*
- 4.4 Each member of the organization shall pay annual dues of \$2.00. The executive board is responsible for setting the amount of dues.
- 4.5 All monies collected for member dues will remain within the chapter.
- 4.6 Only members of the organization will be eligible to vote in general meetings and/or serve in elected or appointed positions.
- 4.7 Members who fail to pay dues as specified shall thereby terminate their membership.

ARTICLE V

5.0 GOVERNING BOARD AND ELECTION OF OFFICERS

- 5.1 The officers shall consist of President, Vice-President, Treasurer, Secretary and the Sergeant-at-Arms.
- 5.2 Each officer of this booster club shall be a member in good standing of this booster club.

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- 5.3 THE FOLLOWING APPLY TO THE OFFICERS AND THEIR ELECTION:
- 5.3.1 Officers shall be elected by a voice/ballot vote annually at the last TX 802 Squadron Boosters meeting of the fiscal year.
- 5.3.1.1 Written notice of the election must be made to all potential interested parties (including sent home with all Sheldon TX 802 Civil Air Patrol Squadron Cadets) at least six weeks prior to the election. The notice must also include the deadline to become a member for the current fiscal year, therefore eligible to vote. The cut off date for membership must be at least one week before the election, but no earlier than 2 weeks before the election.
- 5.3.2 Officers shall serve a term of one year, or until the office is filled. The said term is to begin at the first meeting of the following fiscal year.
- 5.3.3 A person may not serve more than two consecutive terms in the same office. One who has served more than one-half year of a term shall be credited with having served that year.
- 5.3.4 Any officers violating the bylaws and polices of the TX 802 Squadron Boosters shall be replaced by the executive board.
See: Expulsion and Suspension of Officers and Members
- 5.4 OFFICER VACANCY
- 5.4.1 The Vice-President shall automatically succeed to the position of President in the event that the position is vacated during the fiscal year
- 5.4.1.1 The executive board may appoint a new vice-president.
- 5.4.1.2 Notice of such changes must be given to the membership.
- 5.4.2 If any other position is vacated during the fiscal year, a new officer shall be elected by a majority vote of the remaining executive board.

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5.4.2.1 Notice of such change must be given to the membership.

ARTICLE VI

6.0 DUTIES OF OFFICERS

- 6.1 The President shall preside at all meetings, executive, business and general of this organization. He/She shall perform other duties as prescribed in the bylaws and policies, and perform such other duties as may be necessary. He/She shall facilitate the communication between officers and coordinate the work of the officers/committees of the organization to promote its goals. The president shall be required to co-sign all expenditures of the TX 802 Squadron Boosters funds.
- 6.2 The Vice-President shall act as an aide to the president and shall perform the duties of the president in his/her absence or disability to act. He/She shall perform other duties as prescribed in the bylaws and policies, and perform such other duties as may be necessary.
- 6.3 The Secretary will record minutes of all meetings of the organization and will retain all secretarial documents until the close of their one-year term. At the end of their term all of the secretarial documents shall be stored with the official documents of the organization. The secretary is responsible for notifying members of meetings, preparing the agenda, and must have previous minutes of the current term at all meetings, available to all members. Additionally the secretary is responsible for maintaining the official membership roll.
- 6.4 The treasurer shall keep full and accurate records of all monies. He/She shall abide by the budget adopted by the executive board and membership. The treasurer is responsible for submitting a summary statement of the current financial status at TX 802 Squadron Boosters meetings. The treasurer should prepare the yearly budget, and present to the executive board for approval within the first two months of the fiscal term. The treasurer is to record all deposits & expenditures and their records are to remain in his/her custody for the duration of the term. The treasurer is subject to an audit annually or when deemed necessary. The treasurer shall be required to co-sign all expenditures of the TX 802 Squadron Boosters funds. At the end of their term all of the treasury documents shall be stored with the official documents of the organization, and a

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formal financial statement should be filed with the documents as well as provided to both the exiting and entering executive board.

- 6.5 All officers shall deliver to their successors all official material within ten days prior to the beginning of the new fiscal year on the first day of September.

ARTICLE VII

7.0 STANDING & SPECIAL COMMITTEES

- 7.1 Only members of the organization will be eligible to serve elected or appointed positions.
- 7.2 All standing and special committees are governed by the same bylaws and rules as the executive board. All committees must contain at the minimum a chairperson and a clerk/record keeper.
- 7.3 Members of the executive board may participate in any or all committees, and may not be denied this right by the chairperson of the specific committee or any member of the committee.
- 7.4 The Chairperson will be expected to perform the duties as set forth by the executive board or he/she will be replaced at the board's discretion.
- 7.5 The Chairperson of each committee will present a plan of work to the executive board for approval. No committee work will be undertaken without consent of the executive board.
- 7.6 The President or Vice-President may call special meetings of all executive committees.
- 7.7 The president shall be a member ex-officio of all committees, and shall have all the rights of a regular member of the committee, but none of the obligations of said committee members.
- 7.8 A majority of the standing/special committee members shall constitute a quorum.

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ARTICLE VIII

8.0 EXPULSION & SUSPENSION OF OFFICERS AND MEMBERS

- 8.1 Any officer or member of the TX 802 Squadron Boosters may be expelled or suspended from membership for conduct detrimental to the name or welfare of the TX 802 Squadron Boosters and/or the Sheldon TX 802 Civil Air Patrol Squadron. Robert's Rules of Order shall govern the procedures/steps.
- 8.2 Any officer of the TX 802 Squadron Boosters may be suspended or expelled from his office for any of the following reasons: neglect of duties pertaining to his or her office or for conduct detrimental to the name or welfare of the TX 802 Squadron Boosters. The suspension or expulsion will work a vacancy in any such office.

ARTICLE IX

9.0 MEETINGS

- 9.1 The organization will hold 5 to 9 regular meetings during the fiscal year. The dates of those meetings will be determined by the executive board, and distributed to the members of the TX 802 Squadron Boosters.
- 9.2 The president may call special meetings with at least 24 hours prior notice given to all executive board and ex-officio members of the executive board.
- 9.3 Twenty members, in good standing, are required to constitute a quorum for the election meeting or a general business meeting of the organization.
- 9.4 A quorum of the executive board must be present, at a meeting, before any official action, or approval may be made, for the expenditure of funds.
- 9.5 The quorum of the executive board shall be a $2/3^{\text{rds}}$ majority (or 3 members + the president for a 5 person board) of all executive board members.
- 9.6 Any issue put to vote of the general members will be decided by a majority vote of those in attendance.

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- 9.7 Any member of the TX 802 Squadron Boosters may attend the regularly scheduled executive board meetings.

ARTICLE X

10.0 FISCAL YEAR

- 10.1 The fiscal year of the organization will begin on 1st of September and end the 31st of August of each calendar year.
- 10.2 In the spring of each year, the executive board shall appoint an auditing committee. The auditing committee shall report its findings at the last TX 802 Squadron Boosters meeting of the fiscal year.

ARTICLE XI

11.0 PARLIAMENTARY AUTHORITY

- 11.1 ROBERT'S RULES OF ORDER WILL GOVERN THE TX 802 SQUADRON BOOSTERS IN ALL CASES WHEN THEY APPLY AND DO NOT CONFLICT WITH LOCAL BYLAWS.

ARTICLE XII

12.0 TERMINATION OF ASSOCIATION

- 12.1 Should the TX 802 Squadron Boosters be terminated or abolished for any reason whether by voluntary or involuntary action or by operation of law then all assets of the TX 802 Squadron Boosters of whatever type or character shall be distributed as follows, and in the order of priority indicated:
- 12.1.1 First: Payment of all obligations, claims or liabilities against the association, except the claims of members of the TX 802 Squadron Boosters.
- 12.1.2 Second: Payment of valid claims of members of the TX 802 Squadron Boosters

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12.1.3 Third: The remains of all assets shall be donated to the Sheldon TX 802 Civil Air Patrol Squadron, to be used as the commander deems necessary.

ARTICLE XIII

13.0 AMENDMENTS

13.1 Bylaws may be amended at any regular meeting when a quorum is present. Notice of amendments shall be given 30 days prior to the vote. General membership has the right to propose amendments to these bylaws. Amendments to these bylaws must be read at the general meeting before the vote, and a 2/3^{rds} majority of the members present and voting is required for the amendment to pass.

ARTICLE XIV

14.0 STANDING RULES

- 14.1 A minimum balance of \$500 shall be carried over into the next fiscal year.
- 14.2 The Sheldon TX 802 Civil Air Patrol Squadron Commander shall be a member ex-officio of the executive board and all committees. He/She shall have all the rights of a regular member of the board/committee, but none of the obligations of said members. Should he/she so deem necessary he/she may appoint, in writing, a proxy.
- 14.3 Any officer who is absent for 3 consecutive (regular or executive) meetings may have his/her office declared vacant by the executive board and filled according to the bylaws.
- 14.4 A calendar will be issued with all meetings and activities of the membership (it can be monthly, quarterly, or yearly, and may be amended when necessary, providing that adequate notice of the change/cancellation can be made).
- 14.5 All members of the TX 802 Squadron Boosters are required to sign in and out at the meeting location

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- 14.6 All monies raised at a TX 802 Squadron Boosters fundraiser must remain within the club. Outside sources, including parents, guardians and TX 802 Squadron Boosters members are not permitted to raise funds at TX 802 Squadron Boosters fundraisers.
- 14.7 At the close of the fiscal year, all records are to be boxed, clearly labeled and filed for 5 years.
- 14.8 It will be the responsibility of outgoing officers to work and train their respective successors at the close of the fiscal year.