

Fargo Air Force JROTC Parent Group BYLAWS

ARTICLE I: ORGANIZATION

The name of the organization shall be “Fargo 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 Fargo Air Force JROTC (ND-20061) 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:

- A. To provide support for and promote the goals of the ND-20061 through voluntary participation of parents/guardians.
- B. To cooperate fully with the Aerospace Science Instructors and to provide assistance as necessary.
- C. To provide supplemental financial support to enrich ND-20061.

ARTICLE IV: MEMBERSHIP

- A. Membership is open to all parents/guardians of students in the program.
- B. Membership categories and duties are established by the Board of Directors.
- C. Membership year will run from June 1 to May 31 of the following calendar year. This will be referred to as the academic year.

Membership rights and privileges:

- a) Each member shall have one (1) vote.
- b) Any voting member shall be eligible to hold office.
- c) Any member may attend any regular meetings.

ARTICLE V: POLICIES

1. The Parent Group has no jurisdiction over the policies and procedures of ND-20061. The organization will seek neither to direct the administrative activities of ND-20061 nor to control its 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

The Executive Board shall consist of the elected 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 90 days, a new Vice President shall be elected at the next monthly meeting of the Parent Group.

To protect ND-20061 and the Parent Group, any member may be removed from office for any act, illegal or deemed harmful to the Parent Group or ND-20061. 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.
- e) Authorized to sign checks. The other is the Treasurer.
- f) Retains the right to correspond with the membership as needed.

2. The Vice President shall:

- a) Act as an aide to the President.
- b) Assume the duties of 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) File the Annual Report by 1 February with the North Dakota Secretary of State along with required fees.

- c) Authorized to sign checks. The other is the President.
 - d) The Treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.
 - i) Such books of account and records shall be open to review by an authorized representative designated by the members of the Executive Board at any time.
 - ii) Records must be audited at least annually and fully documented by a responsible School/District Bookkeeper, CPA, or equivalent.
 - iii) Shall be responsible for the financial integrity of the Parent Group and provide a Treasurer's Report at each monthly meeting of the Parent Group.
 - e) File taxes on an annual basis. The Fiscal year of the Parent Group shall be from January 1 to December 31 for tax purposes.
 - f) Prepare an annual financial report from June 1 – May's parent meeting. Due to the date in May of the parent meeting being in flux, there may be a gap until the end of May. If this occurs, the additional accounting will be absorbed into the accounting for the new calendar year.
5. Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI) are:
- a) Retired Air Force commissioned and noncommissioned officers.
 - b) Fulltime faculty members of Fargo South High School.
 - c) Employed by the Fargo Public School Board to teach AFJROTC classes.
 - d) The decision-makers for the ND-20061.
 - e) Advisors of the Executive Board however do not have a vote.
 - f) Relied upon by the Executive Board to provide suggestions 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 ND-20061.
 - 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) Notify the Treasurer a minimum of 48 hours in advance of an activity of the Parent Group member to receive appropriate funds to cover said activity's expenses.
8. 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) Approve 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 (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 Fargo AFJROTC ND-20061 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 of the ND-20061 or their designees.

ARTICLE VIII: MEETINGS

The Parent Group will have regular meetings monthly August through May of each academic year. The President and Executive Board when deemed necessary may call special meetings. 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 5 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.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Meetings are to be carried out with the proper parliamentary procedure.

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 either of the authorized signers (President or Treasurer) of the Parent Group.
2. All funds raised by the Parent Group or donated to the Parent Group shall be used primarily for the purposes of ND-20061 and in accordance with any conditions or limitations imposed by the donor.
3. The SASI/ASI or other members of his/her staff may request funds.
4. Preapproval of all expenditures at regular meetings is preferred. In order to use funds not preapproved, Parent Group funds, at least two other Executive Board members must agree on the necessity of the expenditure. Non-preapproved expenditures may not exceed \$250.00 between regular meetings.
5. For reimbursements to be processed, receipt(s) must be submitted directly to the Treasurer.
6. The President shall appoint an Audit committee consisting of at least 2 members of the Parents group and SASI or ASI to perform an audit of financials not later than May 31. The financials will be made available by the Treasurer no later than May parent meeting.

ARTICLE XI: AMENDMENTS

Amendments to the Fargo 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/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 ND-20061 and designated for the ND-20061. All records and materials belonging to the Parent Group shall be turned over to the SASI/ASI. In the event the Fargo ND-20061 is dissolved, all funds will be distributed to:

Roy Chandler Fargo VFW Post #762

202 Broadway
Fargo, ND 58102
Phone: (701) 235-8243

These Bylaws are adopted this 16th day of April, 2012, at Fargo, North Dakota.

Revised:

September 17, 2012

April 15, 2013

March 17, 2014

May 16, 2023