

COLTS NECK HIGH SCHOOL

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS PARENTS CLUB

BY-LAWS

Article I Name and Document Terms

The name of this organization shall be the Colts Neck High School NJROTC Academy Parents Club. Within the By-laws document, the organization will be referred to as NJROTC Parents Club.

The NJROTC Parent's Club Advisor will be referred to as Senior Naval Science Instructor.

The Executive Board of the NJROTC will be referred to as Executive Board.

The Navy Junior Reserve Officer Training Corps Academy Cadets will be referred to as Cadets.

Officer refers to the individual members for each position on the Executive Board.

Article II Objectives

- A. This organization is intended to provide support to included, but not be limited to:
1. To be a non-profit organization under the Colts Neck High School P.T.S.O. umbrella;
 2. To provide support and financial assistance to NJROTC Academy of Colts Neck High School;
 3. To act as an advisor and chaperone body;
 4. To assist Cadets with community service;
 5. To enhance the capabilities of the NJROTC Academy through the involvement of talents and resources of Cadet parents;
 6. To provide a NJROTC Parent's Club elected Executive Board as support to the NJROTC Senior Naval Science Instructor.

- C. The parent officer positions can be shared by two persons. These officers shall be the Executive Board
- D. **Officers shall be elected annually during the April general meeting of the year.**
- E. **Officers shall assume their official duties at the close of the school term.* Each Officer will serve a term of one year and or until a successor is elected and installed into office.**
 - E.1 * **Exception –The Treasurer’s position will transition at the end of August when the PTSO and NJROTC audits are complete.**
- F. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 2

- A. There shall be a Nominating Committee composed of three members, one of whom shall be selected by the Executive Board from its membership body in the January Executive Board meeting. Two of the members of the Nominating Committee shall be selected from the general membership and chosen by the membership in February. The chairman of the Nominating Committee shall be appointed by the President of the Executive Board.
- B. **Nominees will be given to the members of the Nominating Committee. The Nominating committee will determine the eligibility of nominees in accordance with the criteria set forth in the NJROTC Parents Club Nominating Committee Procedures item 3.**
- C. Those individuals, who have agreed or consented to serve, shall be eligible for nomination.
- D. **Officers shall be voted on by ballot at the April general membership meeting.**

Section 3

- A. Any Officer may be removed by a majority vote of the Executive board whenever it is the judgment of the Executive Board that the best interest of the NJROTC Parents Club would be served by such action.
- B. A vacancy in any office for whatever reason shall be filled by the majority vote of the Executive Board for the unexpired portion of the term of office.

Article VI

Duties of the Officers

- A. President – The president shall preside at all meetings of the NJROTC Parents Club and the Executive Board and shall perform such other duties as may be prescribed by these By-Laws or assigned by the Parents Club or by the Executive Board; and shall coordinate the work of the officers and committee chairperson and their teams in order that the objectives may be promoted and implemented throughout the year.
- B. Vice-President – The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of the President; as well as other duties assigned by the Executive Board.
- C. Secretary – The Secretary shall record the minutes of all meetings of the NJROTC Parents Club and the Executive Board and shall perform other duties as delegated.
- D. **Treasurer** – **The Treasurer shall receive all monies of the NJROTC Parents Club, shall keep an accurate record of receipts and expenditures and shall forward such funds to the PTSO Treasurer for verification and deposit. The Treasurer shall request check reimbursement to be processed by the PTSO Treasurer, in accordance with the PTSO check procedures, put into effect and amended by the PTSO Accountant. The Treasurer will follow any recommendations made following the annual audit at the request of the PTSO Treasurer/Accountant. The Treasurer also prepares and presents the financial status reports to the membership on a regular basis.**
- E. Senior Naval Science Instructor - The Senior Naval Science Instructor is the decision maker for the Cadets and the NJROTC program. The Senior Naval Science Instructor is a member of the Executive Board, however does not have a vote. The Senior Naval Science Instructor is relied upon by the Executive Board to provide suggestions and updates on the Cadet activities, in which the NJROTC Parents Club must become involved and provide support to the Senior Naval Science Instructor and the Cadets. When the Senior Naval Science Instructor anticipates funds will be needed for Cadet activity, the Senior Naval Science Instructor must provide the Executive Board with as much notice as possible prior to the need for funds. This will provide the Executive Board with the time to enact committee direction to meet needs of the funds requested by the Senior Naval Science Instructor.

Article VII

Executive Board and Duties

- B. The Executive Board may accept on behalf of the NJROTC Parents Club any gift, or contribution, for the general purpose of the NJROTC Parents Club.

Article X

Changes and Addendums to By-Laws

Recommendation for changes and addendums to be added to the NJROTC Parents Club By-Laws can be made by the Executive Board and presented to the general membership for a vote at anytime during the year. Suggestions for changes or addendums from the general membership can be submitted to any member of the Executive Board and will be discussed at an Executive Board meeting. A determination will be reported at the next general meeting.

Amendments to By-laws noted in “bold” and to be voted on for approval at the March 3, 2009 general membership meeting.