**North Penn High School**

***AFJROTC Squires***

**By Laws**

**Article I Name**

*Section 1* This organization shall be known as the North Penn High School *Squires*.

*Section 2* The principal office of the organization shall be North Penn High School, 1340 Valley

Forge Road, Lansdale, Pennsylvania 19446

**Article II Purpose**

*Section 1* The purpose of the *Squires* shall be to enhance, promote and support the Air Force Junior Reserve Officer Training Corps (AFJROTC) at North Penn High School. This is to be done through encouraging and supporting AFJROTC students from the North Penn High School and Middle Schools in all facets of the program. It shall be incumbent upon future *Squire* Officers to review these bylaws annually.

*Section 2* To provide a means for the AFJROTC faculty to communicate with parents and family members in regard to program goals and objectives, events and community support activities.

*Section 3* To stimulate student and community appreciation of and interest in the AFJROTC

Program.

*Section 4* To provide financial assistance to the AFJROTC program. All financial support provided by the *Squires* to students within the AFJROTC program is generally for the benefit of the entire cadet corps. The *Squires* may sponsor specific awards for individual students to recognize their academic excellence in conjunction with outstanding AFJROTC program involvement.

**Article III Membership and Dues**

Annual dues of membership shall be set by a majority vote of Executive Council

members each April. Dues will be used to defray operating costs.

*Section 2* **Voting Member:** Membership is open to all parents or guardians of students enrolled within the North Penn High School AFJROTC program who are in good standing, defined as current in respect to organization dues if applicable.

**Non-Voting Member:** Parents or guardians of students attending either the High School or associated Middle School, who are not yet enrolled in the AFJROTC program but have expressed an interest, are certainly invited to participate and attend *Squire* activities and functions. This category would also include parents or guardians who have students within the program, but are not current with their organization dues. Non-voting members are not entitled to vote on *Squire* organizational initiatives.

**Sustaining Member:** Any community non-profit or for-profit organization or business established in the State of Pennsylvania may participate in organizational activities as a designated Sustaining Member. A financial donation, at the discretion of the Executive Council, supporting the organization would certainly be welcome in establishing membership. While Sustaining Members are certainly welcome at all *Squire* activities, they are not entitled to vote on organizational initiatives.

*Section 3* All students currently enrolled in the AFJROTC program are members of the *Squires*.

Student members are not entitled to vote on organizational initiatives.

*Section 4* All North Penn High School AFJROTC faculty members and their spouses are members of the *Squires*. AFJROTC faculty members will serve in an advisory capacity only and are not entitled to vote on organizational initiatives. Spouses of faculty members who meet the criteria of Article III, Section 2 may participate as a voting member.

**Article IV Officers and Duties**

*Section 1* All officers of the *Squires* will be Voting Members in good standing. The elected officers forming the ***Executive Council*** will be the President, Vice President, Treasurer and Secretary. Officers will serve for a 1 year term beginning in September each year; with the general membership body electing new candidates in the May/June timeframe. There is no term-limit for officers, hence they may be considered for multiple terms if voted upon by the general membership. The Executive Council will appoint an Internal Auditor to review the financial records.

*Section 2* Officer Duties

 **President:**

o Shall communicate with AFJROTC faculty and other organization members.

o Shall cast the deciding vote in case of a membership voting tie.

o Shall preside at and chair all Executive Council and general membership meetings.

o Shall ensure the observance of all organizational By-Laws.

o Shall put forward all appropriate motions to organizational group membership for consideration and vote.

o Shall prepare an agenda for all general membership and Executive Council meetings.

o Shall appoint project officer(s) as needed to assist in organizational programs and activities

o Shall upon completion of term, turn over all appropriate files, reports and activities to the succeeding President.

o Shall co-sign all checks with the Treasurer.

o In the case that there are Co-Presidents only one of them can have signature privileges on all bank accounts.

 **Vice-President:**

o Shall perform the duties of president in their absence.

o Shall assist the president in the organization’s administration.

o Shall conduct an annual audit of organizational funds.

o Shall upon completion of term, turn over all appropriate files, reports and activities to the succeeding Vice President.

o Shall co-sign checks for the Treasurer if the President is unavailable and the

President has been informed.

 **Treasurer:**

o Shall be responsible for the organization’s budget .

o Shall receive funds due the organization, issue appropriate receipts and be responsible for deposits of the same in a designated depository approved by the Executive Council.

o Shall pay all organizational bills from funds to support general membership approved activities and initiatives. All expenditures in excess of $500.00 will require the approval of the Executive Council prior to purchase.

o Shall be responsible for filling all Federal, State or additional financial forms as required by law or the governing North Penn Coordinating Council (NPCC).

o Shall provide the Internal Auditor all financial records and reports necessary to assist him/her in their annual financial audit.

o Shall retain copies of all invoices and provide a written report of all funds received and disbursed made on behalf of the *Squires* at each regularly scheduled general meeting.

o Shall upon completion of term, turn over all appropriate files, reports and activities to the succeeding Treasurer.

 **Secretary:**

o Shall record all meeting minutes from general membership and Executive

Council meetings.

o Shall oversee the development and upkeep of organizational websites, newsletters or flyers as appropriate.

o Shall serve as an informational conduit to the general membership in regard to AFJROTC and *Squires* program activities and functions.

o Shall upon completion of term, turn over all appropriate files, reports and activities to the succeeding Secretary.

 **Internal Auditor:**

o Shall perform internal audit of all financial records yearly or at the request of the Executive Council.

o The Auditor should have a working knowledge of GAAP (General Approved Accounting Principal) and have no personal involvement with any of the financial transactions of the Squires

**Article V Meetings**

*Section 1* **General Membership Meetings** for all members may be held on a quarterly basis at a location and time selected by a Quorum of the general membership body. Additional meetings of the general membership or individual members wherein will be called at the discretion of the Executive Council.

 The Secretary will ensure that a notice will be provided to the general membership announcing the meeting agenda, date, time and location.

 All Executive Council officers are required to attend the general membership meetings.

 The general membership meetings will employ a Quorum-based strategy to vote on all presented motions and initiatives. A Quorum is defined as of at least 5 voting members present with the majority vote of the Quorum sufficient to carry a motion.

 Minutes from the meeting will be made available to the general membership.

*Section 2* **Executive Council Meetings** for all officers of the Executive Council will be held at the discretion of the Executive Council. However, at a minimum, the Council will meet at the conclusion of each academic year to facilitate the transition to their newly elected successors.

 Any decisions by the Executive Council made at these meeting may be challenged by

a voting member and brought forward to the next general membership meeting for consideration. A two-thirds majority vote of a Quorum is required to overturn an Executive Council decision.

**Article VI Fiscal**

*Section 1* The organization shall not incur or cause to be incurred any liability or obligation which shall be subject to liability for any organization, subdivision, group of persons or other individuals or corporations. For example, the organization shall not co-sign a loan.

*Section 2* When acting as a part of the Executive Council, an organization officer shall not become personally liable for any damages for such actions so long as said actions do not constitute self-dealing, willful misconduct, and/or recklessness. The limitations on liability do not apply to criminal activities for payment of fees.

**Article VII Affiliation**

*Section 1* The *Squires* organization is a chapter of the North Penn School District Coordinating Council (NPCC), Inc. established pursuit to the Pennsylvania Non-Profit Cooperation Law, Section 5511. To the extent the provisions of this chapter By-Laws conflict with the dissolution, purpose, or financial reporting requirements sets forth in the Coordinating Council By-Laws, the provisions of the NPCC By-Laws shall take precedent.

*Section 2* Financial reports as required shall be filed according to the stipulations of the NPCC By- Laws.

*Section 3* The *Squires* is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

*Section 4* No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the

organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

*Section5* Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be dispose of by the Court of Common Pleas of the county in which the principal office of the organization 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 VIII Amendments**

*Section 1* These By-Laws may be amended at a general membership meeting by a two-thirds Quorum vote, provided that notice of the proposed amendment (s) shall be made available to the general membership at least two weeks preceding that regular meeting.

*Section 2* In no event shall any amendment to these By-Laws be adopted which shall contravene or conflict with the charitable purposes and dissolution provisions set forth herein. The By- Laws of the *Squires* herewith have been presented to the general membership, and approved and accepted this \_\_\_\_\_ day of ­­­­­\_\_\_\_\_\_\_\_\_\_\_, ­­­\_\_\_\_\_\_\_

Accepted by:

Squire President

Witnessed by

Secretary