

## ARTICLE I: NAME

The name of this organization is the Leavenworth High School Army Junior Reserve Officer Training Corps (LHS AJROTC) Pioneer Support Group and hereafter shall be referred to as the PSG.

## ARTICLE II: DEFINITIONS

Unless the context clearly requires otherwise, as used in these by-laws:

(a) "LHS AJROTC" means the Leavenworth High School Army Junior Reserve Officer Training Corps.

(b) "PSG" means the Pioneer Support Group for the LHS AJROTC.

(c) "Activity" means any activity which has been approved by the Executive Board of the PSG and which provides financial or physical assistance to a program involving the LHS AJROTC.

## ARTICLE III: PURPOSE

The purpose of the PSG is to provide support for and further the goals of the LHS AJROTC program. The PSG helps to bring the cadets, their parents, and other supporters of the program and the community together in a mutually beneficial manner.

## ARTICLE IV: POLICIES

1. The PSG has no jurisdiction over the policies and procedures of the LHS AJROTC Department. The organization will seek neither to direct the administrative activities of LHS AJROTC nor to control its policies. Meetings will not be used to discuss school policy or individual student problems.

2. The PSG shall be non-commercial, non-sectarian and non-partisan. Neither any commercial enterprise, nor any candidate shall be endorsed by this organization. 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 other purpose beyond the regular work of the LHS AJROTC PSG.

## ARTICLE V: MEMBERSHIP

(a) Any person who is interested in supporting and furthering the goals of the LHS AJROTC program may become a member of the PSG.

(b) Each member shall have one (1) vote.

(c) Any voting member of the PSG shall be eligible to hold an office.

(d) Any member of the PSG may attend any regular meetings of the PSG.

## MEMBERSHIP YEAR

The PSG Membership and Fiscal year shall run from August 1st of each calendar year through July 31st of the following calendar year. This shall be referred to as the academic year.

## ARTICLE VI: OFFICERS

The Elected Offices of the PSG are the following: President, Vice-President, Secretary, Treasurer

The Volunteer Offices of the PSG are the following:

Fundraising Chairperson, Membership Promotion Chairperson, Sponsors Chairperson, Newsletter Chairperson, Transportation/Chaperone Chairperson, Hospitality Chairperson

(a) The Executive Board (EB) shall consist of the above named elected and volunteer officers. Additionally, the LHS AJROTC Instructors shall be non-voting advisors to the EB.

(b) All officers shall serve without compensation.

(c) If a vacancy occurs in the office of the President during the academic year, the Vice-President (VP) shall assume that position. If the subsequent vacancy of the VP will be longer than 90 days, a new VP shall be elected at the next monthly meeting.

(d) To protect the LHS AJROTC Program and PSG, any member may be removed from office or participation, for any act, illegal or deemed harmful to the PSG or LHS AJROTC. The EB 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 EB 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.

The President shall:

Preside at all meetings of the PSG and the Executive Board.

Appoint all committee chairpersons, subject to approval by the Executive Board. Serve as an ex-officio member of each committee.

Prepare the agenda for meetings of the PSG.

The Vice-President shall:

Assume the duties of President in the absence of the President.

Serve as Media Liaison.

The Secretary shall:

Keep the minutes of meetings of the PSG and the Executive Board.

The Treasurer shall:

Collect all money and pay all authorized bills.

Make sure all checks are signed by the treasurer and one other Executive Officer.

Provide a Treasurer's Report at each monthly meeting of the PSG.

Issue and maintain pre-paid bank cards.

Fundraising Chairperson shall:

Suggest and submit for approval by the PSG, various methods of raising funds to support the LHS AJROTC.

Organize fund raising projects that have been approved by the PSG.

Recruit committee members to assist with fund raising projects.

Membership Promotion Chairperson shall:

Keep and maintain a contact roster of PSG members, including LHS AJROTC alumni.

Organize and order PSG items approved by the PSG and SAI.

Newsletter Chairperson shall:

Publish and distribute the PSG newsletter no less than bi-annually.

Transportation/Chaperone Chairperson shall:

Establish a list of volunteers to chaperone cadets to activities.

Contact and organize volunteers for each said activity.

Hospitality Chairperson shall:

Obtain appropriate refreshments and/or meals for activities and special functions.

Notify the Treasurer a minimum of 48 hours in advance of an activity of the PSG member to receive a pre-paid bank card to cover said activity's expenses.

The Executive Board shall:

Transact necessary business in the intervals between regular meetings of the PSG, and such other business as may be referred to the Executive Board by the President.

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) PSG members. The nominating committee shall report their nominations of officers to the membership at the regular meeting held two months prior to the JROTC Awards Ceremony. Elections shall be held during the month just prior to the JROTC Awards Ceremony. In the event a nominating committee is not appointed, nominations will be accepted from the floor at the meeting held two months prior to the JROTC 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 and the Cadet Executive Officer of the LHS AJROTC or their designees.

## ARTICLE VIII: MEETINGS

The PSG will have regular meetings on the second and fourth Tuesdays of each month, 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. No quorum shall be necessary to transact any business or decide any issue concerning the PSG.

## ARTICLE IX: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order shall govern all deliberations of the PSG. Where Roberts' Rule of Order is in conflict with the Constitution and By-laws of the PSG, the Constitution and By-laws shall have precedence.

## ARTICLE X: FINANCIAL ACTIVITIES

(a) The Treasure shall maintain a checking account for all funds. This checking account shall require multiple signatures consisting of the Treasurer and at least the President or Vice-President. Individual checks must be signed by the Treasurer and one other Executive Officer.

(b) All funds raised by the PSG or donated to the PSG shall be used only for the purposes of the LHS AJROTC and in accordance with any conditions or limitations imposed by the donor.

(c) The Senior LHS AJROTC Instructor shall submit a proposed budget for the upcoming year to the PSG at the May meeting. The Senior LHS AJROTC Instructor or other members of his staff may request funds at monthly meetings.

(d) Pre-approval of all expenditures at regular meetings is preferred. In order to use non-pre-approved PSG funds the President and at least two other Executive Board members must agree on the necessity of the expenditure. Non-pre-approved expenditures may not exceed \$500.00 between regular meetings.

(e) For reimbursements to be processed, an Expenditure Form and receipt must be submitted directly to the Treasurer within 30 days of the expenditure.

## ARTICLE XI: AMENDMENTS

Amendments to the LHS AJROTC PSG Constitution and By-laws may be proposed at any regular meeting if properly placed on the Agenda. All proposed changes will require at least two separate readings at consecutive regular meetings. Approval of all proposed additions and/or changes will require a two-thirds (2/3) majority vote of those members present and voting at the final reading. The President shall notify the membership regarding the final reading via the published Agenda.

## ARTICLE XII: DISSOLUTION

In the event it becomes necessary to dissolve the PSG, 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 PSG will be transferred to LHS, and designated for LHS AJROTC department. All records and materials belonging to the PSG shall be turned over to the Senior LHS AJROTC Instructor. In event the LHS AJROTC department is dissolved, all funds will be distributed among the remaining USD 453 JROTC Programs.