

**CHAPIN HIGH SCHOOL**  
**NAVY JUNIOR RESERVE OFFICER TRAINING CORPS**  
**BOOSTER CLUB**

**“THE CHAPIN NAVY BOOSTER CLUB”**

**BYLAWS**

**ARTICLE I**

**Name and Location**

The name of this organization is The Chapin High School Navy Junior Reserve Officer Training Corps Booster Club. Hereinafter on this document it will be referred to as the Booster Club. The address of the Booster Club is 300 Columbia Ave., Chapin, South Carolina 29036.

All club meetings may be held at such place within the boundaries of the School District 5 of Lexington and Richland Counties or chosen by club officers.

**ARTICLE II**

**Purpose**

The Booster Club is organized exclusively for charitable purposes as defined in section 501(c)(3) of the Internal Revenue Code. The purpose of The Booster Club is to support the academic program and enrichment activities of the Chapin High School Navy Junior Reserve Officer Training Corps (CHS NJROTC), through the voluntary participation of parents and other interested adults within the Chapin community.

The Booster Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan.

No part of the net earnings of the Booster Club shall inure to the benefit of any officer of the Booster Club, or any private individual (except those in financial hardship as defined in these bylaws). No officer or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the Booster Club. The Booster Club shall not attempt to influence legislation, participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.



The Booster Club shall conduct activities allowed under Section 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or as they may be amended.

The Booster Club shall abide by and be held to policies and administrative rules administered by School District Five of Lexington and Richland Counties, South Carolina Secretary of State, and the Internal Revenue Service's Guidelines.

Upon dissolution of the Booster Club or the winding up of its affairs, the assets of the club shall be distributed exclusively to the program activity fund of the Chapin HS Navy JROTC; which would be in line with the provisions of Section 501(c)(3) of the Internal Revenue Code.

### ARTICLE III

#### Membership

Membership in the Booster Club is open to any individual, business, foundation, or organization interested in supporting the program of CHS NJROTC who will uphold the policies of this organization and agree to its Bylaws. Membership dues are established annually by the Booster Club Board of Directors, hereinafter referred to as the Board.

Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to all rights and privileges.

The membership term shall be one school year, renewable each year at the start of or before the new school year. New members may join the Booster Club at any time during the year, for the remainder of the school year. All memberships will expire at the start of the next school year.

Annual dues shall be assessed in such amounts as decided by the majority of members present at the organizational meeting for the upcoming year. Dues shall be payable at the beginning of each school fiscal year or as families join the Booster Club.

### ARTICLE IV

#### Governance

The Booster Club shall be governed by a Board. The Board will consist of no less than five members and will include the following positions: President, Vice President, Secretary, Treasurer, Co-Treasurer. The Board will also seek to add 2-3 At Large members each year. The Board may also add additional positions on a yearly basis at their discretion. The positions may include but are not limited to a Senior Naval Advisor and Fundraising Advisor. The Senior Naval Science Instructor (SNSI) and Naval Science Instructor (NSI) will be deemed Ex-officio members



and will have no voting rights. This will eliminate any potential conflicts of interest. All business of the Booster Club, apart from the annual election of the Board, may be conducted by the Board alone if necessary.

The Board shall be elected annually for one-year terms prior to the conclusion of the school year. Nomination submissions will be accepted during the March and April Booster Club meetings and official ballots will be available and voting will take place during the May Booster Club meeting. Should any board positions become vacant during the school year, the Board shall appoint a member of the Booster Club who is in good standing to fill the vacancy for the remainder of the school year. Any member in good standing is eligible to serve as an Officer of the Club. Only member of the Club can vote in Booster Club business.

The Booster Club board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

No Officer or members shall receive compensation for any service he or she may render to the organization. Officers or members may be reimbursed for actual expenses incurred in the performance of their duties.

The officers and their respective duties are as follows but not limited to:

#### President

The President shall preside at all meetings of the Board. The President shall establish, with input from other members as appropriate, an agenda prior to each meeting, resolve problems in the membership, regularly meet with the treasurer to review the organization's financial position, and schedule an audit of records.

#### Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the President's absence. The Vice-President shall have such powers and duties as may be assigned by the President.

#### Secretary

The Secretary shall maintain the records of meetings, approved bylaws, and current membership. The Secretary shall keep minutes of the proceedings of all meetings of the Board and any other historical records as deemed necessary. The Secretary shall perform all duties and have such other powers as may be assigned by the Board or by the President.

#### Treasurer

The Treasurer shall have custody of all Booster Club funds and shall keep full and accurate records of all receipts and disbursements. The Treasurer shall collect any necessary monies and deposit them in the assigned bank account. The Treasurer shall disburse funds to required



persons and institutions applicable to CHS NJROTC activities. The Treasurer will issue a receipt for all monies received. The Treasurer will present a current financial report to the Board and general membership on a monthly basis. If the Board fails to meet, the Treasurer will e-mail officers with a recap of monthly financials. The Treasurer will reconcile all bank statements as received and resolve any discrepancies with the bank within 30 days of month end, file annual tax reports with the IRS 4.5 months after year-end. The Treasurer will submit records to the audit/finance committee upon request or at the end of the year. The Treasurer will prepare a detailed proposed budget listing planned contributions to or support of Chain HS Navy JROTC program itemized by activity.

#### Co-Treasurer

The Co-Treasurer will perform all duties of the Treasurer in their absence.

#### SNSI

The SNSI will advise the board of upcoming activities that will require Booster Club support.

#### NSI

The NSI will advise the board of upcoming activities that will require Booster Club support.

Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed. The President will stay on as an advisor to the incoming President for an appropriate period of time to ensure a smooth transition after the completion of his/her term.

### ARTICLE V

#### Meetings

An annual membership meeting of the Booster Club will be held at the start of a new school year and in May for the purpose of electing board members. Other membership meetings may be called at the discretion of the Board. A meeting schedule shall be published via email and social media for the benefit of all members and school officials. Any member of the Booster Club is invited and encouraged to attend regular meetings. During the meetings any member or school official in attendance may be recognized by the presiding officer for the purpose of bringing forth appropriate discussion or proposing actions to the Board.

Each family unit shall have the right to cast one vote at each matter at any meeting. The decision of a majority of the voting members present at a meeting, at which a quorum is established, will be binding on the organization.



## ARTICLE VI

### Finances

The fiscal year of this organization shall be July 1 through June 30 of each calendar year.

Operating funds shall be maintained in a bank account, and an accounting of such funds shall be presented at all meetings.

This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist.

Scholarships may be awarded to cadets who qualify based on need. The SNSI and the NSI will administer scholarships.

## ARTICLE VII

### Committees

An Audit/Finance Committee will consist of 3 members of the Booster Club. The Committee will be responsible for yearly audits of expenditures, monies received, and all bank account activity. No Booster Club Officer or member that has any financial duties pertaining to the Club can serve on said committee.

## ARTICLE VIII

### Revisions

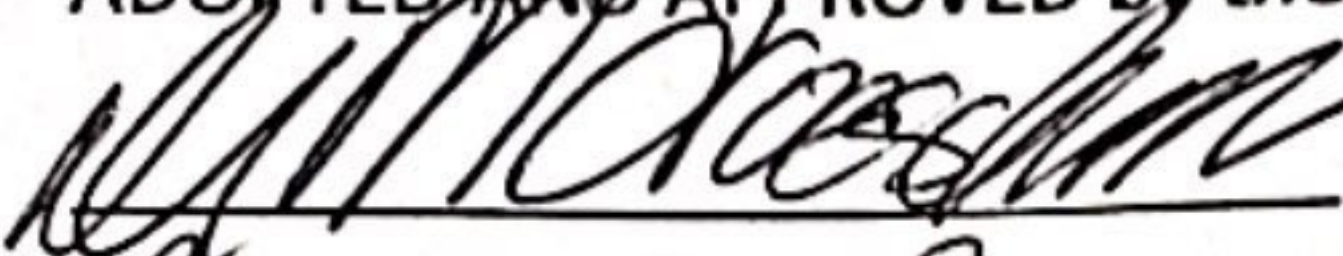
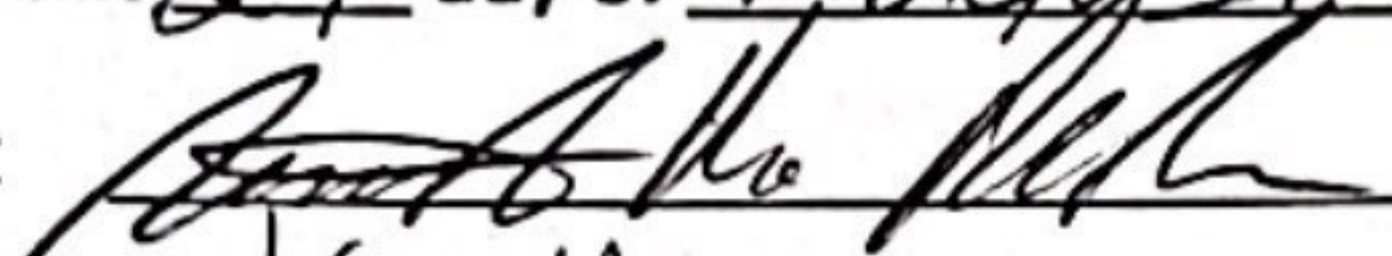

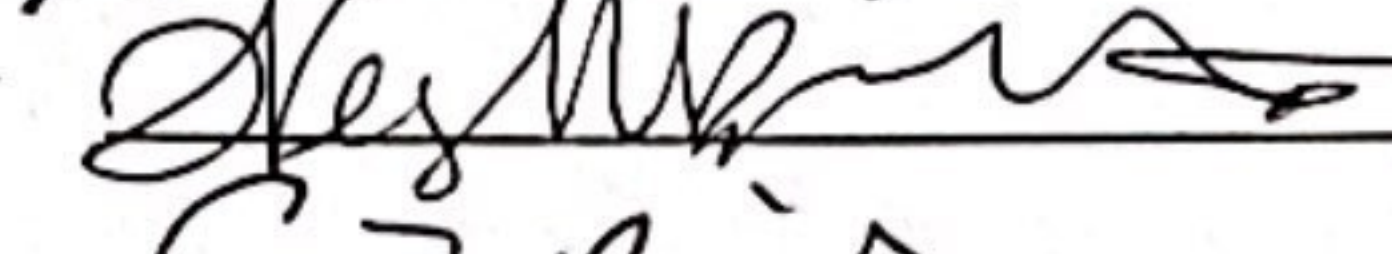

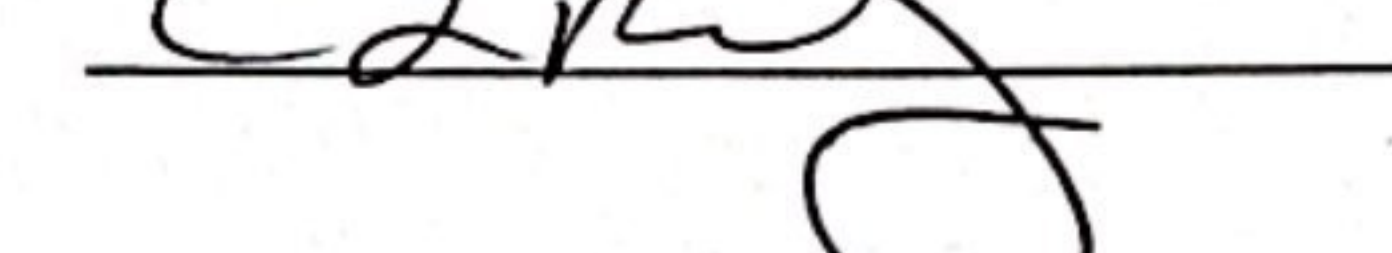
These Bylaws may be amended by a majority vote of the members present at a general membership meeting, provided that all members of the Booster Club have been notified of the meeting date and the purpose of the meeting at least thirty days prior to the date of the meeting.



ADOPTION OF BYLAWS

We, the undersigned, are members of the CHS NJROTC Booster Club Board, and we consent to, and hereby do, adopt the forgoing Bylaws consisting of Articles I through VI.

ADOPTED AND APPROVED by the Board on this 24 day of AUGUST, 2023.

	President		Vice-President
	Secretary		Treasurer
	SNSI		NSI