

Bylaws
Alabama Association of
Junior Reserve Officer Training Corps
(ALAJROTC)



Affiliate of the Alabama Association of
Career and Technical Education (ALACTE)

As Amended on
30 July 2015

ARTICLE I

NAME

This organization shall be called the Alabama Association of Junior Reserve Officer Training Corps, hereafter referred to as ALAJROTC.

ARTICLE II

PURPOSE

The purpose of the ALAJROTC will be to promote JROTC as an integral and important part of the secondary education program for full time high school students in Alabama. The organization will promote continuous professional involvement, leadership development and career preparation among members and recommend standards for ALAJROTC.

ARTICLE III

MEMBERSHIP DUES

Membership dues constitute membership in the Alabama Association of Career and Technical Education and the Alabama Association of Junior Reserve Officer Training Corps. Any person employed in Junior Reserve Officer Training Corps and /or actively involved in the promotion of Junior Reserve Officer Training Corps in Alabama is eligible to be a member of ALAJROTC. Members must also maintain paid membership in ALACTE. Annual dues will be determined by the members and shall be paid prior to the time of the annual meeting. Dues shall be set at each annual meeting and become effective at the following membership renewal period. The membership year will be for one year from the date the dues are paid.

ARTICLE IV

OFFICERS

Section 1. The officers of the ALAJROTC shall consist of the following and be referred to as the Executive Board:

President (also ALACTE Section President for JROTC)
Vice President – Army JROTC
Vice President – Navy/Marine Corps JROTC
Vice President – Air Force JROTC

Section 2. The term of each office will be a two year term. In order to retain continuity, selection of Vice Presidential positions will alternate each year. On even numbered years, elections will be held for the President, and Vice President – Army JROTC. On odd numbered years, elections will be held for Vice President Navy/Marine Corps – JROTC and Vice President – Air Force JROTC.

Section 3. Each military branch (Navy & Marines are combined due to the small number of these programs in the state) will determine their officer representatives. Representatives can be elected or serve on a voluntary basis as determined by each military branch, provided they are ALCTE members.

Section 4. The Executive Board will determine which of the officers will serve as Secretary/Administrator and Treasurer. Additional positions will be designated as needed. Additional positions and/or committees shall be established as the need arises. Individuals will be appointed to these positions/committees by the President and approved by the officers at least three months in advance of the annual ALAJROTC meeting.

Section 5. In the event a member of the board cannot fulfill his/her term, a replacement will be named to complete that individual's term of office. That individual may be from the same military service as the individual being replaced.

ARTICLE V

ALAJROTC EXECUTIVE BOARD MEMBERS

Section 1. The Executive Board shall consist of the President and Vice Presidents of each respective service.

Section 2. Credentials: Candidates for office must be currently employed and members of ALACTE. Individuals must meet the basic instructor requirements of their military branch and the Alabama Professional Standards Commission requirements.

Section 3. The Executive Board, by majority vote, shall be empowered to remove any person from office and declare that office vacant if any person misses too many meetings, fails to fulfill their duties as outlined in these By Laws, or is no longer employed or actively promoting Alabama JROTC Programs. This action shall require a unanimous affirmative vote by the remaining Executive Board members.

Section 4. The Executive Board shall:

- A. Approve the minutes of the annual state meeting and JROTC Advisory Board minutes.
- B. In the event of a vacancy, ensure another individual from the same branch as the individual leaving fills that vacancy for the remainder of that term if possible.
- C. Establish membership dues, approve the bank where monies are located, and approve expenditures.

ARTICLE VI

DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Preside at all meetings
- B. Appoint all committee chairpersons with the advice and approval of the Executive Board.
- C. Serve as an ex-officio member of all committees.
- D. With the concurrence of the Executive Committee, make all appointments and ensure all interim vacancies are filled.

E. Serve as the ALACTE President for the JROTC Section and liaison between the ALACTE and ALAJROTC associations, attending the meetings of both associations.

Section 2. The Vice Presidents shall:

- A. Be responsible for committee activities including membership and committee progress reports.
- B. The senior Vice President will perform duties of the President in his/her absence.
- C. The senior Vice President shall chair the ALAJROTC Bylaws Committee.

Section 3. The Appointed Secretary/Administrator shall:

- A. Keep a written record of the proceedings of all meetings of the association and give a copy to the Executive Board for approval.
- B. Maintain an accurate roster of the membership.
- C. Transmit notices regarding meetings.
- D. Perform other general duties assigned by the President that are customary to the office.
- E. Have the President approve all official correspondence.

Section 4. The Appointed Treasurer shall:

- A. Receive and deposit all monies of the association in a bank approved by the Executive Board.
- B. Maintain an accurate account of receipts and expenditures, with warrants and bills for the latter.
- C. Prepare an annual financial statement for the membership.
- D. Document paid memberships to include individual's name, school, mailing address, phone number, and email. Information will be For Official Use Only. If personnel request information remain "unlisted" or not for public knowledge, their information will not be released outside the executive board.
- E. Prepare and send out membership listings.

ARTICLE VII

STANDING COMMITTEES

Section 1. The association shall have the following standing committees, appointed by the President with approval of the Executive Board. Committee members will be current ALAJROTC members.

Section 2. The Executive Committee. The executive committee; composed of the President, Vice President, Administrator, and Treasurer shall plan the committee meetings, recommend general policies to be observed by the membership and executive committee, and report all activities at the annual business meeting. Committee members have the authority to initiate new items of interest during regular or special meetings.

Section 3. Membership Committee. This committee shall promote membership in the Alabama Association for Career and Technical Education and other related associations that are deemed necessary to promote ALAJROTC. The committee will review, validate, and verify the credentials of all membership candidates.

Section 4. Bylaws Committee. This committee shall review, edit, and make recommendations concerning the bylaws as deemed necessary by the Executive Board.

Section 5. Legislative Committee. This committee shall promote as well as keep its members informed of both federal and state legislation that is related to our professional needs in Alabama.

Section 6. Awards Committee. This committee will be chaired by the JROTC instructor who serves on the ALACTE Awards Committee. Only instructors with a current ALACTE membership who meets the ALACTE award criteria are eligible for the awards. Each service may submit one nomination in all four categories. The final nominations will be sent to the DOE JROTC Program Specialist who will organize a committee of DOE employees to determine the winner in each category based on nomination package information.

Section 7. Other committees may be formed and appointed by the President and/or the Executive Board as needed.

ARTICLE VIII

MEETINGS

Section 1. A regular meeting of the membership shall be held annually in conjunction with the Alabama Association for Career and Technical Education meeting. Other regular meetings and special meetings may be held when called by the President for the purposes that shall be specified in the notification to the members. Said notification must be provided to the membership at least fifteen days prior to the meeting.

Section 2. Meetings of the Executive Board shall be held at least twice during the year, at the request of the President or any member of the Executive Board. Meetings can be held via telephone, video conferencing, email, etc. if time and finances prohibit face to face meetings.

Section 3. The order of business at the stated annual meeting shall be as follows:

- A. Call to order by the President
- B. Reading of the minutes of the last meeting (published and sent to members before the meeting, hard copies will be available at the meeting.)
- C. Report of the Administrator and the Treasurer.
- D. Report of the Executive Committee by the President.
- E. Report of the Standing Committees
- F. Report of Special Committees
- G. Report from ALACTE
- H. Unfinished Business
- I. New Business
- J. Appointment of Committees
- K. Next Meeting Date and other Announcements
- L. Adjournment

ARTICLE IX

ALABAMA ASSOCIATION FOR CAREER and TECHNICAL EDUCATION DELEGATES

At the annual meeting of ALAJROTC, the Executive Board shall designate an appropriate amount of money to send voting delegates (elected or appointed) to the annual meeting of the Alabama Association for Career and Technical Education. Finances will also be designated to honor the ALAJROTC award recipients.

ARTICLE X

AMENDMENTS

Section 1. These bylaws shall become effective upon a majority vote approval of the ALAJROTC members present at the annual meeting and shall be ratified thereby.

Section 2. All proposed amendments to the by laws shall be distributed to all members thirty (30) days in advance of the annual meeting or as deemed necessary by the Executive Board.

ALABAMA'S JROTC ADVISORY COMMITTEE

PURPOSE OF THE ADVISORY COMMITTEE:

The purpose of the Alabama JROTC Advisory Committee is to serve as a liaison between JROTC instructors and the Alabama State Department of Education to make recommendations for JROTC program involvement.

ADVISORY COMMITTEE MAKE-UP:

The Advisory Committee is made up of two voting representatives from each branch of the military and the Alabama Department of Education JROTC Program Specialist. One Army voting positions will be filled by the individual filling the national liaison position. The recommended member tour is two years as a voting member in order to maintain continuity. Individuals filling these leadership positions will be volunteers who are active JROTC instructors with at least three years experience teaching JROTC and who are current members of ALACTE. They will maintain their membership while on the committee. Volunteers will begin their duties the first time the Advisory Committee meets after the ALACTE Summer Conference.

RESPONSIBILITIES OF THE ADVISORY COMMITTEE:

1. Communicate and serve as a clearinghouse for JROTC instructors in the military branch represented.
2. Encourage membership in the professional organization Alabama Association of Career and Technical Education (ALACTE).
3. Plan and assist in developing professional learning activities for JROTC instructors at the annual ALACTE summer convention.
4. Invite JROTC leadership from all branches to the annual ALACTE summer convention. Coordinate meeting rooms, and national update briefing, and any other higher headquarters requests.
5. Recommend program enhancements needed to maintain currency in accordance with service, state, and national education requirements.
6. Collect data and information from individual services/headquarters as deemed necessary.
7. Recruit volunteers for special projects and activities as required.
8. Complete other activities as necessary.