

CTHS Cheerleaders Booster Club Bylaws

Article I – Name

- A. The name of the organization shall be the CTHS Cheerleaders Booster club (hereinafter referred to as the Booster Club).

Article II - Objectives

Section 1. Promote school and community interest.

Section 2. Assist Cheerleading Coach(es) in carrying out the activities of the cheerleaders and to give aid in the areas that might require assistance toward realizing the objectives of the cheerleading program.

Section 3. The Booster Club shall pursue only those money-raising projects that are for the benefit of the cheerleaders, such as funding trips, cheerleader activities, cheerleader banquets or equipment items designated by the Cheerleading Coach/director.

Section 4. In the event of dissolution of the club, its assets shall be distributed to Chisholm Trail High School or if Chisholm Trail High School is no longer in existence, assets shall be distributed to the Eagle Mountain-Saginaw Independent School District, and if the Eagle Mountain Saginaw Independent School district is no longer in existence, assets shall be distributed to another exempt organization that is exempt under the rules of 501 (c)(3) of the Internal Revenue Service or any corresponding section of any future federal tax code.

Section 5. The objectives of the Booster Club will be met by the following basic policies:

- A. The organization shall be nonpartisan, a nonsectarian and nonprofit organization.
- B. Members shall have the right to govern through elected officers in accordance with the EMSISD Booster Clubs and School Support Organizations Guidelines and UIL guidelines.
- C. The organization will work with the school to provide quality student leadership, through the cheerleaders, for all students.
- D. The organization shall work with cheer coaches to promote the welfare and objectives of the Chisholm Trail Cheerleading squads by providing aid and guidance.
- E. Notwithstanding any provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c) (3) of the

Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

Article III - Membership

Section 1. All adult individuals interested in supporting the cheerleaders are eligible to apply for membership.

Section 2. Membership enrollment will be held after tryouts through August 31st of each year. Membership dues shall be determined by the Booster Club.

Section 3. To be eligible for Booster Club scholarships, the cheerleader's family must be active members.

Section 4. All cheer parents/guardians are eligible to vote in the election of club officers at the made it meeting. After August 31st of each year only paid booster club members will be eligible to vote in further booster club proceedings. Each family is allowed 1 vote per membership.

Section 5. Annual dues are due by August 31st. Family membership is \$25.00 annually.

Section 6. When documented expenses warrant an increase in yearly dues, the current officers can recommend a change for increased dues for the following year's membership.

Section 7. Membership dues are non-transferable.

Section 8. All members are required to complete the EMSISD volunteer background check

Article IV - Executive Board and Their Election

Section 1. Executive board members shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, Fundraising Chairperson, Special Events Chairperson, Communications Chairperson, Concessions Chairperson and Competition Chairperson. Cheerleading Coach(es) and sponsors will be ex-officio members. All board members must have paid dues.

Section 2. The annual election of officers shall take place in the meeting immediately following tryouts. The opportunity to volunteer will be available to all cheerleading parents/guardians. The election of officers will take place by secret ballot elections per office. A simple majority vote of the parents/guardians present shall be sufficient to elect an officer(s). The results will be tallied and announced at the same meeting in which voting takes place. All board voting shall be documented and published in the board minutes. This will include total votes cast and vote outcome. The outgoing officers should hand off all records, contacts, materials and duties to the newly elected officers immediately after the election meeting.

Section 3. Vacancies will be filled by a replacement recommended by the Board and voted on at the next general meeting by the majority. Should the office of President become vacant, the Vice President automatically becomes President, and a successor to the office of Vice President is appointed for the remainder of the term. Officers should not be related by blood or marriage.

Section 4. Term limit on any one position on the Executive Board cannot exceed two consecutive years.

Article V - Duties of the Executive Board

Section 1. President - Presides over all meetings, coordinates projects, ex-officio member of all committees, appoints, special committees, and collects and distributes pertinent materials. Will help with publicity projects as needed.

Section 2. Vice-President - Presides in the absence of President, various other duties as needed. Will help with publicity projects as needed.

Section 3. Secretary - Takes minutes of meetings, keeps membership roster and records, assist with other duties as needed. Will help with publicity projects as needed.

Section 4. Treasurer - Keeps records of finances, reports to membership at regular meetings, collects monies at major fundraisers (or the President in absence of the treasurer)

Section 5. Parliamentarian – Advises the presiding officer on parliamentary law and matters of procedure when requested. The person shall also be thoroughly familiar with the bylaws and any standing rules of the organization. A copy of the Robert's Rule of Order Newly Revised should be maintained.

Section 6. Fundraising Chair – Organizes and promotes all booster club fundraising activities.

Section 7. Communications Chairperson - Prepares announcements related to CTHS Cheer Booster and its events. Sends announcements to president for approval. Once approved, send to coach for posting on CTHS Cheer social media accounts. Assists coach with ordering, hanging, and distributing hard copy posters and flyers to promote events.

Section 8. Special Events Chair - Organizes special events throughout the year in collaboration with the Spirit Captain.

Section 9. Concessions Chair – Organizes parent/guardian and cheerleader volunteers to run concession stand throughout the school year, purchases and maintains inventory for concession stand, and hands over cash box to Treasurer after sporting events.

Section 10. Competition Chair – Aids Coach in organizing all competition squad events and activities.

Article VI - Meetings

Section 1. General and Executive Board meetings will be scheduled by the president as needed.

Section 2. A quorum will be the majority of members present. If there is not a quorum all votes must be tabled and rescheduled to the next meeting.

Section 3. If a chairperson cannot attend the board meeting, the committee assistant or a designated person may attend in his/her place.

Article VII - Committee

Section 1. Special committees may be formed to represent activities of the Booster Club. They may be created or dissolved by the President with the approval of the Executive Board.

Section 2. Chairpersons of the committees will report to the Executive Board as long as the committee exists.

Article IX - Budget and Finance

Section 1. All monies collected by the Booster Club members for dues or fundraising activities will be turned over to the treasurer, who will prepare the deposit and turn it over to CTHS Sports Club Treasurer within 48 hours.

Section 2. Orders or purchases by Booster Club members must be approved by the Executive Board. No reimbursements will be made without receipts.

Section 3. The Athletic Director shall have the authority to approve expenditures that may exceed \$500.00.

Section 4. All check request must be signed by the Treasurer (or Designated Executive Board member) and Coach and/or Athletic Director.

Section 5. Current Booster Club members shall leave not less than \$2,500 for the following year in the CTHS Sports Club-Cheer account.

Section 6. Any profits derived from the operation of the club are to be used for the promotion of the objectives of the organization or may be donated.

Article X - Amendments

Section 1. Bylaws will be reviewed annually by the Executive Board.

Section 2. Bylaws may be amended, repealed, or altered in whole or in part by a majority vote of the voting membership in attendance at any regular meeting where such action has been announced in the call and notice of such meeting. Any amendment, repeal or alternation of the bylaws must also be approved by the Athletic Director.

Article XI - Parliamentary Authority

Section 1. Robert's Rules of Order shall be parliamentary authority. Any conflict among these authorities shall be governed by the following precedence: the Bylaws of the organization shall govern first, the Booster Clubs and School Support Organizations Guideline, UIL Booster Club Guidelines second, and the provisions of Robert's Rules of Order Third.

ARTICLE XV - CONFLICT OF INTEREST

Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, a two-thirds vote of the disinterested directors is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her new office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The Board will comply with all requirements of Texas law in this area and the Texas requirements are incorporated into and made a part of this policy statement.

Amended April 2012

Conflict of Interest Statement for Board Members of CTHS Cheerleading Booster Club

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with CTHS Cheerleading Booster Club, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any CTHS Cheerleading Booster Club supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any CTHS Cheerleading Booster Club supplier of goods or services or any other organization that is engaged in doing business with or serving Nonprofit Organization Name unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Signature

Date

Revised August 20, 2018