

WESTWOOD HIGH SCHOOL

WESTWOOD CHEER BOOSTER CLUB

BY-LAWS



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## **ARTICLE 1. Organization**

### **1.1 Name**

The name for the organization shall be Westwood Cheer Booster Club. (Also referred to as Cheer Boosters or WHS Cheer Boosters).

### **1.2 Purpose**

The purpose of this organization shall be to promote and support the Westwood High School Cheerleading Program and cheerleading coaching staff.

### **1.3 Mission**

The mission of the Westwood High School Cheerleader Booster Club is to provide financial, social and educational support to the cheerleading program at WHS and to promote and support the development of good sportsmanship, squad unity and mutual respect. This organization shall promote a congenial relationship among the membership, cheerleaders, coach(es), school administration, other school organizations and the community in general.

### **1.4 Prohibited Actions**

The WHS Cheerleader Booster Club shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:

*Selection of uniforms,*

*Selection of officers among cheerleaders,*

*Squad awards,*

*Performance, tryouts, formations, stunts or choreography,*

*Selection of cheer camps,*

*Selection of clothing to be worn by cheerleaders during camp, school or other events,*

*Discipline.*

### **1.5 Conflicts**

The activities of this organization shall not conflict with the policies of the RRISD Booster Club Guidelines and shall be operated in compliance with the UIL guidelines for Booster Club.

## **ARTICLE 2. Membership**

### **2.1 Families**

One booster membership per family is expected per cheerleader each year

### **2.2 Classes**

There shall be three classes of membership in the Booster Club: active members, associate members and ex-officio members.

*A. Active membership is the only voting membership category and is open to parents and/or legal guardians of current cheerleaders, mascot(s), escorts and manager(s) who have paid their annual dues.*

*B. Associate membership is open to any individual who is interested in supporting the activities of the Booster Club and has a genuine interest in the promotion of the cheerleading program. The Principal of the school and the Coach(es) of the cheerleading program will be considered associate members of the Booster Club.*

*C. Ex-officio membership is open to any patron, outside of the families of those in the cheer program, who provides financial support for the cheerleading program through the Booster Club.*

### **2.3 Term**

The term of membership will be from the Monday following cheerleader selection until the close of the final meeting the following school year.

### **2.4 Duty**

It is the duty of the membership of this organization to be willing to promote, support and participate in activities of the Booster Club. Members will conduct themselves in accordance with the By-laws of this organization and in a manner that will bring credit to the organization, the school and the participating students.

### **2.5 Annual Dues**

Annual dues will be used solely to promote the purpose of the Booster Club.

Dues shall be paid once per school year.

Payment of dues entitles parents and/or legal guardians of current students in the cheer program, the right to vote on Booster Club business at general meetings.

One vote per paying family is allowed.

Dues cannot be refunded at any time for any reason.

### **2.6 Voting Rights**

Active members have the right to vote.

Associate members are ineligible to vote; however, associate members who are parents or legal guardians of current cheerleaders, mascot(s), escorts, and manager(s) may vote to approve the slate of officers presented by the Nominating Committee for the election of a new Executive Committee.

Ex-officio members have no voting rights within the organization

## **2.7 Volunteer Hours**

The cheer squad could not operate without the work of parents and volunteers throughout the year. As Cheer Booster Club's sole purpose is to support the program, all active members, excluding executive board members, must participate in a minimum of 5 volunteer opportunities per year (per family). Members that contribute above the expected shifts may be eligible for discounts or benefits as budget allows and as agreed upon by the booster club board in its efforts to encourage maximum volunteer participation.

Members who do not voluntarily sign-up for shifts during the year will automatically be assigned to shifts later in the season or spring.

Signups for shifts will be available beginning at the June meeting, and online throughout the year. Member volunteer shifts will be tracked and made available at regular intervals.

## **ARTICLE 3. Meetings**

### **3.1 General Meetings**

General meetings will be held on the second Monday of each month, unless the date is in conflict with a school holiday or other event, at which time, the date can be changed.

- A. *Executive Committee reserves the right to cancel meetings if meeting is deemed unnecessary; however, all dates will be posted on the cheer organization website and all members will be notified electronically of any change at least 2 days prior to the meeting.*
- B. *No general meeting shall conduct business without a quorum of the Executive Committee present.*
- C. *There shall be a minimum of 6 meetings with the general membership during the school year.*

### **3.2 Executive Committee Meetings**

- A. *Executive Committee meetings will be held within the hour prior to the start of the general meeting, unless deemed unnecessary by the Executive Committee.*
- B. *The President may call extra Executive Committee meetings as deemed necessary.*

### **3.3 Special Meetings**

- A. *A special meeting of the members may be called by the President, any three members of the Executive Committee or a written request from not less than 2/3 of the majority of active members. Written requests for a special meeting shall be made to the Secretary and the Secretary shall deliver this special meeting notification at least 2 days prior to the meeting.*
- B. *The President or Executive Committee can call special committee meetings as necessary. General membership is not required to be notified of meetings among committee members.*

### **3.4 Quorum**

A majority of active members shall constitute a quorum and the action of the majority of the active members shall be the action of the Booster Club. If necessary, extended voting by email is permissible to achieve quorum.

### **3.5 Meeting Rules**

All meetings will follow Robert's Rules of Order.

## **ARTICLE 4. Officers**

### **4.1 Qualification**

The right to hold office with the Booster Club shall be confined to active members of the organization.

### **4.2 Executive Committee**

The officers of the organization by virtue of their office make up the Executive Committee and the members are as follows:

President

Vice-President

Vice-President Fundraising

Treasurer

Secretary/Communication

Webmaster

### **4.3 Term**

The officers shall be elected for a period of twelve months, from the close of the May meeting until the next annual election of officers is held.

### **4.4 Limits of Terms**

- A. *Each cheerleader shall be represented by no more than one parent in an elected or appointed position.*
- B. *President and Treasurer positions will be limited to no more than two consecutive one year terms.*

### **4.5 Election of Officers**

Nominations to fill Executive Committee offices will be requested at the first general meeting following cheerleader selection for the upcoming school year.

The Nominating Committee and Committee Chair will be elected at said meeting and will consist of 3 active members wishing to serve on the committee.

- A. *Whenever possible, there will be one (1) parent representative from each cheer squad (Incoming JV, Incoming Varsity. An Outgoing Senior parent will serve as the committee chair.*
- B. *The Cheer Coach(es) may serve as an advisor to this committee but will hold no voting rights in nomination process.*

Anyone submitting a nomination, whether for themselves or another member, shall be required to complete a nomination form to be considered for an elected office.

- A. *Nomination forms will be made available at the meeting and available for download on the cheer program website.*



- B. Nominations will be open until 5:00 PM on the Friday before the April meeting, at, at which time, all forms are due to the Nominating Committee chairperson.*

After deadline for nominating submissions has passed, the Nominating Committee chairperson will contact each nominee either by phone or email, to confirm their interest in holding the office for which they are nominated.

After all nominees have been contacted and their desire to serve has been confirmed, the Nominating Committee will review all nomination forms and select a slate of officers from those nominated by the membership.

- A. In the event that one person does not receive a majority vote of the Nominating Committee, two names for that particular office can be submitted for approval.*
- B. The Nominating Committee will make every reasonable effort to include at least one parent representative of each cheer squad in the slate of officers.*
- C. If two nominees express a desire to serve as co-chairs of the same office and the Nominating Committee agrees, both names can be submitted as co-chairs to serve together. (Co-chairs who hold one office are only granted one (1) vote in decisions made by the Executive Committee; however, for general membership votes, they are each allowed to cast their own vote.)*

The membership will be notified by email of the slate of officers at least 2 days prior to the next meeting.

The Nominating Committee will present the slate of officers for approval at the final general meeting of the school year.

The slate of officers will be approved by a majority of members present at the general meeting.

- A. If there is no more than one person nominated for a particular office, the vote will be taken by voice*
- B. If there is opposition to the slate of officers, a vote by written ballot will be taken for that office.*

## ARTICLE 5. Duties of Officers

### 5.1 Executive Duties

The Executive Committee, Sponsor/Coach(es), and Principal shall supervise, control and direct the affairs of the Booster Club by determining policies or changes within the limits of these by-laws, and they shall actively execute its purpose and have discretion in the disbursement of its funds. Officers shall help transition their duties to the newly elected officers and shall transfer any official records to the newly elected officers. The Executive Committee members' specific duties are outlined as follows

- A. President – The president should be an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:
- *Preside at all meetings of the organization.*
  - *Regularly meet with the designated campus representative regarding booster activities.*
  - *Resolve problems in the membership.*
  - *Regularly meet with the treasurer of the organization to review the organization's financial position.*
  - *Schedule an annual audit of records or request an audit if the need should arise during the year.*
- B. Vice-President – The Vice-President acts as the President's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:
- *Preside at meetings in the absence or inability of the president to serve.*
  - *Perform administrative functions delegated by the president.*
  - *Assist with the Dispute Resolution Board and serve if needed.*
  - *Regularly review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.*
- C. Treasurer –The Treasurer is the authorized custodian of the funds of the association. The Treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the association. The major duties include, but are not limited to, the following:
- *Issue a receipt of all monies received and deposit on a weekly basis (daily if receipts on hand total over \$250.00).*

- *Present a current financial report including bank statements, bank reconciliations, and financial statements to the regular executive committee and general board meetings.*
- *Maintain an accurate and detailed account of all monies received and disbursed.*
- *Reconcile all bank statements as received and resolve and discrepancies with the bank immediately.*
- *File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.*
- *File annual IRS form 90, 990-T, 990-N or 990-EZ in a timely manner or work with an accounting professional to file these documents.*
- *Submit records to audit committee appointed by the organization upon request or at the end of the year if deemed necessary.*

D. Secretary /Communication – The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings and have a thorough knowledge of parliamentary law and the organization's bylaws. The major duties include, but are not limited to, the following:

- *Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws.*
- *Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing.*
- *Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format.*
- *Maintain records of attendance and volunteer hours of each member and report to membership.*
- *Conduct and report on all correspondence on behalf of the organization.*
- *Makes the WHS Cheer Booster Club documents available to school administrators and district personnel as requested.*
- *Schedule all meetings, including reserving locations as necessary*

E. Webmaster– The webmaster is responsible for publishing information that is indicative of the Booster Club’s purpose and mission and reflects on the activities of the Booster Club during the year.

- *Maintains Booster Club information displayed on cheer program website, including but not limited to Booster Club approved forms, by-laws, online registration, sign-ups and other information pertinent to Booster Club business.*
- *Coordinates with the VP Fundraising to facilitate and manage online sales*

Manages online files (e.g. Google Drive) and email access permissions

F. VP Fundraising-The VP of Fundraising is responsible for all matters related to booster club fundraising, including but not limited to T-shirt, decal and other specialty sales, online and at cheer events and games.

- *Coordinate with the with the Webmaster to ensure proper inventory and online sales representation*
- *Coordinate external fundraising events (e.g. Spirit Nights)*
- *Report online/other sales to the board at board meetings*
- *Order fanware and other merchandise as decided on by the executive board and/or cheer membership.*
- *Coordinate with the Cheer Coach(es) and executive board to ensure fanware sales are properly staffed and product is available*

## 5.2 **Appointment Powers**

The Executive Committee has the right to appoint an active member to fill a vacancy among Executive Committee members, should the need arise. Any appointee will hold office on the Executive Committee for the remainder of the term.

## 5.3 **Removal**

Any officer may be removed from office for failure to perform duties, using unethical practices while conducting WHS Cheer Boosters business or for criminal misconduct. The officer may be removed by a majority vote of the Executive Committee.

## 5.4 **Attendance**

Attendance will be taken at every meeting and published as part of the meeting minutes. Any Officer who is absent from three (3) meetings can be removed from his/her position. The officer may be removed by a majority vote of the Executive Committee. An officer may appeal his/her removal with the Dispute Resolution Board.

## **ARTICLE 6. Committees**

### **6.1 Committee Makeup**

All committees shall consist of volunteers from the membership and will be established based on the needs of the organization. If not enough members volunteer to form the committee, the Executive Committee has the right to appoint members to serve.

### **6.2 Responsibility of Committee Members**

Committee members are required to consider budgetary requirements when making decisions regarding expenditures for activities, events and other purchases.

Committee members will serve if the committee work is necessary. Committees are dissolved once the work is complete.

Committee members must work with committee chairpersons to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of these by-laws.

## **ARTICLE 7. Finances**

### **7.1 Operating Fund**

An operating fund shall be carried forward at the end of each school year and shall be no less than \$ \$2,500.

- Fund balance amount may increase from year to year but may only decrease if approved by 2/3 majority vote of active members present.
- A vote on decreasing the Fund Balance must be reflected in the agenda for the posted meeting where vote is to be taken.
- Under no circumstances may the Fund Balance be less than \$500.00.

### **7.2 Deposits and Expenditures**

- Booster Club monies shall be deposited into a checking account as determined by the Executive Committee.
- Two executive board members shall have signatory authority over the checking account
- Any expenditure shall require a signature of an elected officer who has been granted signature authority by the Executive Committee and has an authorized signature card on file at the bank.

### **7.3 Budget**

- A preliminary budget will be drafted by the Executive Committee after officer elections are held and will be used until an operating budget is approved.
- A proposed operating budget will be finalized by the Executive committee and voted on at the first general meeting in the fall semester.
- The budget will be approved by a majority of the active membership.
- Amendments to the budget can be made at any time and require a vote by the executive committee. Any individual proposed increase over \$500 will require approval by a majority of the active membership.

### **7.4 Donations**

The Executive Committee may accept, on behalf of the Booster Club, any contribution, gift, bequest, or devise to be used for the purpose of the organization in compliance with the RRISD Booster Club Guidelines.

### **7.5 Reimbursements**

Members shall submit purchase receipts and a completed reimbursement form to the treasurer for approval of reimbursement.

Approval of reimbursement requires the signature of an Executive Committee member who is also a signer on the organization's checking account.

Reimbursement forms can be found on the cheer programs website.

## **7.6 Compliance**

At all times, Booster Club financial affairs shall be in compliance with the Financial Information section of the RRISD Booster Club Guidelines.

At all times, the organization shall be prepared to share all financial information of the Booster Club with RRISD or school administration, when a request for information is made.

## **7.7 Audit Committee**

The Audit Committee should include three members consisting of officers and club members; however, the committee should have at least one non-officer member review the information

The audit committee is responsible for conducting an annual audit of the organization's financial report and the related financial activity for the school year. The primary objectives of the audit are to:

- A. Verify the accuracy of the Treasurer's financial reports.*
- B. Ensure that the club's cash balances are accurate.*
- C. Determine that established procedures for handling booster funds have been followed.*
- D. Ensure that expenditures have two sources of approval and occurred in a manner consistent with the organization's bylaws.*
- E. Ensure that all revenues have been appropriately received and recorded.*
- F. All members of the audit committee shall sign a statement indicating their agreement with the findings detailed in the report.*

The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation. All officers of the organization shall make records available as requested by the committee. Suggested audit procedures are included in Appendix A of the Round Rock I.S.D. Booster Club Guidelines. Copies of final audit report should be submitted to the campus principal and Director of Financial Services in Administration by July 31 of each year in conjunction with the financial information requirements of GASB 39.



## **ARTICLE 8. Fundraising**

### **8.1 Student Participation**

Students who participate in the cheerleading program are not required to participate in fundraising for the Booster Club, unless it is deemed necessary by the cheer coach(es), at which time, it becomes a program requirement.

### **8.2 Member Requirements**

No member shall be required to participate in fundraising activities of the Booster Club or reach quotas during fundraising events; however, all members are encouraged to take part in fundraising efforts of the Booster Club to maximize the fulfillment of the purpose of the organization.

### **8.3 Fundraising Procedures**

Fundraising procedures and activities of the Booster Club shall follow RRISD Booster Club Guidelines.

## ARTICLE 9. Disputes & Grievances

### 9.1 **Dispute Resolution Board (DRB)**

The DRB will consist of the President, Treasurer and three (3) non-officer member representatives. Immediately following elections, the President will appoint one member representative from each squad, including Junior Varsity, and Varsity. In the event that a dispute or grievance involves the President or Treasurer, the Vice President will be called to replace the officer that the grievance was filed against.

The DRB will hear and advise on the resolution of disputes. Every effort will be made to remedy a situation within the DRB and booster club, and to avoid escalating issues to the cheer coach(es), principal, and/or RRISD district personnel.

All disputes/grievances must be documented by filling out a Dispute & Grievance Form before it may be addressed. The form must be given to the Secretary for documentation. The Secretary will notify the necessary parties to proceed.

The President will first try to resolve the issue for the member. If the issue cannot be resolved by the President, a meeting with the DRB will be scheduled. Methods used to resolve disputes can include but are not limited to:

- A. *Review of booster bylaws that may be unclear.*
- B. *Mediation between parties.*
- C. *Audit and review of financials. In this instance, the Audit Review Committee will be involved in the dispute resolution process.*

## **ARTICLE 10. Amendments & Revisions**

### **10.1 Amendment**

These by-laws may be amended by a majority vote of the active members, provided the proposed amendment has been submitted in writing at the previous general meeting. The amendment can be submitted by any active member.

### **10.2 Special Committee**

After approval of the Executive Committee by way of a majority vote, a committee may be appointed by the President to draft a revised set of bylaws as a substitute for the existing by-laws. The revised set of by-laws may be adopted by a majority vote of the active membership, provided the proposed revisions are submitted in writing at the previous general meeting. Final ratification of the new set of by-laws is given by the appropriate school administrative authority.

### **10.3 Effective Date**

All amendments and revisions are effective from the date of the next general meeting, following approval by the general membership and/or school administration.