

Highsteppers Booster Club By-Laws

A Non-Profit Organization

Rev May 2018

ARTICLE I

SECTION 1: The name of this organization shall be the Highsteppers Booster Club. The Booster club is located at 1 Longhorn Dr. Cedar Hill, Texas 75104 with a mailing address of P.O. Box 1415 Cedar Hill, Texas 75106

SECTION 2: The Highstepper Booster Club was formed May 28, 2013. The Highstepper Booster Club is a nonprofit organization that exist for organizational and financial support of the Cedar Hill Highsteppers, and qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

SECTION 3. LIMITATION OF METHODS. The Club shall observe all local, state and federal laws which apply to any unincorporated non-profit organization. The Club shall not engage in activities which would not be in harmony with objectives of the CHISD or the UIL.

ARTICLE II

PURPOSES

SECTION 1. The Highstepper Booster Club is formed entirely of parents, guardians, school faculty, and administrators who volunteer their time and talents to benefit their children in the pursuit of excellence in dance and promoting school spirit.

The Highstepper Booster Club commits itself to cooperate with school officials for both building and maintaining an efficient Highstepper Dance Program and for promoting general activities pertaining to the Highsteppers dance team taking precautions not to interfere with the curriculum and direction of the Highsteppers Directors.

OBJECTIVE

The objective of the Highstepper Booster Club is to support the Directors and the Highsteppers with volunteer, financial support, to encourage, facilitate parent

involvement, and to keep the Highsteppers' parent informed of expectations, requirements, events and news of the Highsteppers. The booster club works to achieve this through active participation of as many parents as possible in the program, working closely with the directors and parents.

The Executive Board and the Booster Members:

- Assist the Directors of the Highsteppers Dance Team.
- Aid in financing for the Highsteppers Dance Team.
- Provides organizational support for the Highstepper organization and extracurricular activity of the dance team.
- Promote scholarship, dance achievement, and sustain high moral standards among the Highsteppers Dance Team.
- Encourage parent involvement.
- Organize fundraising efforts to support the Highsteppers in services not covered in the school budget.
- Recruits volunteers and coordinate volunteer efforts to staff dance functions and assist with the dance program.

The Executive Board and Booster Club do not:

- Govern the Highstepper organization
- Require parents to participate in booster and/or school activities
- Set policies regarding the Highstepper organization
- Define the Highstepper curriculum
- Spend funds without notifying director or President of usage.
- Have jurisdiction or authority over Directors

**ARTICLE III
BYLAWS**

SECTION 1. This document shall serve as the official and binding by-laws of the Cedar Hill High School Highsteppers Booster Club.

SECTION 2. A copy of these by-laws shall be provided to every member.

ARTICLE IV MEMBERSHIP

SECTION 1. Membership of the Highstepper Booster Club shall consist of all Highstepper parents and guardian, Cedar Hill High School Faculty and administrative staff.

- a. CRITERIA. Membership will be extended to family members who demonstrate a genuine interest in the promotion of the Dance Team at no charge.
- b. BOOSTER DONATION. A booster donation would be requested from each member but not required. Each donation would go towards a shirt for the member, donation to the Highsteppers booster budget and end of the year gifts. (*Donation will be determined by board members*)
- c. ENROLLMENT. An annual enrollment of members will take place in May but may admit persons to membership at any time. Membership will begin at the beginning of the dance season and expire at the end of the dance season.
- d. The designated school official will be considered an honorary member of this organization.
- e. The director and/or assistant will be considered a member of this organization, the Executive Board, and the Fundraising and Spring Show Committees. The Director does not have voting privileges.
- f. VOTE. All members will be entitled to vote, providing they are in good standing with the Booster Club. (*one vote per household*)
- g. COMMITTEE. Each Booster Club member is expected to participate in a minimum of two activities and be on at least one committee.
- h. REMOVAL. Any member may be removed from the membership roll by a majority vote by the Executive Board for violating the objectives of the Booster Club, creating disruption and division with both executive board and booster members.
- i. STANDARDS OF CONDUCT. Parents, Executive Board, and members are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring or attending student activities, including rules in the campus handbook.
- j. PARTICIPATION. Each individual student's or group of students' participation will be determined by the sponsor, the principle/designee and

not by the organization or any member(s). Participation is considered to be a privilege and not a right, and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for disapproval for participation and travel.

k. Checks are not accepted.

ARTICLE V MEETINGS

SECTION 1. Monthly Booster Club meetings location, date, and time will be announce every month.

SECTION 2. A majority of the members of the Executive Board and other interested members present will constitute the quorum.

SECTION 3. All Booster Club meetings will be run according to Robert's Rule of Order.

ARTICLE VI OFFICERS, DUTIES, AND ELECTIONS

SECTION 1. OFFICERS

- a. Each officer must be a member of the Highstepper Booster Club during their term of service.
- b. The officers of the Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, and Public Relations.
- c. Officers of the Executive Board shall be elected by ballot by the end of the current dance season. However, if there is but one nominee for an office, election for that office shall be by voice vote.
- d. The current President can decide to install any Officer seat without parent vote if there is a viable option for current board member in good standing that satisfies the requirement for a position that a person can be assign a role.
- e. The Executive Board upon election shall select the chairpersons. The chairs shall report to designated Executive Board officer.

The chairs shall be Fundraiser, Social Events, football/Competition Logistics, Year End Banquet, Community Service, Chaperone/Volunteers and any other chairpersons as deemed necessary. Chairpersons of standing committees are solicited through volunteer sign-up at the beginning of each

year. Those positions not filled through this process will be filled through recruiting by the Executive Board.

- f. All officers of the Executive Booster Board must have been a member of the Booster Club the previous year.
- g. Officers, with the exception of the Treasurer shall assume their official duties at the end of the current dance season and shall serve a term of one year. The Treasurer shall assume their official duties after the audit is complete at the end of the fiscal year.
- h. Board meetings or booster meetings will not be held without the attendance of the President and the Director.

SECTION 2. NOMINATING COMMITTEE

- a. The nominating committee will consist of the Executive Board and Chairpersons.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting at which time additional nominations may be made from the floor by active members. The nomination report shall be publicized to the general body through regular publicity channels at least 10 days before election meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. If a current officer chooses to hold their current seat, they may choose to do so. As long as their current position has been satisfied by the current President.
- e. Nominees can only run for 1 office on the executive board ballot.
- f. The ballot created using Google Docs which will be sent out through email by the President of the current board with notification to the Director.
- g. Results of the election will also be announced through email by the current President.

SECTION 3.VACANCIES

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by the majority vote of the Executive Board, notice of such election having been given.

- b. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.

SECTION 4. REASON TO REMOVE

By two-thirds vote of the executive board and officer or chairman may be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in Highsteppers Booster Club business. An officer or chairman who misses three consecutive meetings may be removed from office.

ARTICLE VII EXECUTIVE BOOSTER BOARD

SECTION 1. The Executive Booster Board shall consist of the President, Vice President, Secretary, Treasurer, and Public Relations of the association, and the Dance Team Director & Assistant Director.

SECTION 2. THE DUTIES OF THE EXECUTIVE BOARD

- a. Transact necessary business in the intervals between the Booster Club meetings and other such business as may be referred to it by the organization.
- b. Create standing and special committees.
- c. Elect an audit committee consisting of not less than three members, who are not authorized signers, at least 30 days before the annual meeting to audit the Treasurer's accounts.
- d. Approve routine bills within the limits of the budget.
- e. Fill vacancies of officers and chairpersons.

SECTION 3. EXECUTIVE BOARD MEETINGS

- a. Regular meetings of the Executive Booster Board shall be held prior to each regular Booster Club meeting, the time to be fixed by the board at its first meeting of the year.
- b. A majority of the Executive Booster Board shall constitute a quorum.
- c. Special meetings of the executive booster board members may be called by the President or by a majority of the members of the Executive Booster Board, three day notice being given.

- d. Create standing and special committees.

SECTION 4. THE PRESIDENT

- a. Serve as chairman and preside at all general and Executive Board meetings following The Robert's Rules of Order.
- b. Coordinate the work of the officers and committees of the organization.
- c. Confirm that a quorum is present before conducting any business at any meeting of the organization.
- d. Call a meeting of the officers for the purpose of selecting standing committee chairpersons.
- e. Appoint chairpersons of special committees subject to approval of the executive board.
- f. Appoint and dissolve committees where needed.
- g. Be authorized to sign on bank account (two of three authorized signatures shall be required on all checks.)
- h. Be a member ex officio of all committees except the nominating and audit committees, or may appoint a VP in his/her place.
- i. Only vote in the event of a tie or a written ballot.
- j. Keep track of disbursements and provide receipts and left over funds to Treasurer
- k. Maintain order during meetings.
- l. Ensure justice and equality.
- m. Expedite business.
- n. Tabulate votes during voting procedures.

SECTION 2. THE VICE-PRESIDENT

- a. Assume the responsibilities of the President in his/her absence.
- b. Act as aide-to-the-President.
- c. Be in charge of promoting membership.
- d. Welcome all new members to the Booster Club meeting.
- e. Is the official host of all social events sponsored by the Booster Club.
- f. Keep a current membership list to include the Booster Club members name, address, and telephone number(s).

- g. Obtain permission from Booster Club members for the purpose of a directory to be used by Booster Club board and members. Keep an updated directory for the Booster board and members
- h. Keep track of disbursements and provide receipts and left over funds to Treasurer.

SECTION 3. THE SECRETARY

- a. Act as aide-to-the-President and perform other duties as assigned by the President.
- b. Keep records for the Booster Club and the Executive Board meetings.
- c. Keep record of all members' attendance at each general membership meeting.
- d. Forward a copy of the minutes to the Director, President, and make available upon request to all members of the Booster Club.
- e. Have a current copy of the by-laws.
- f. Be responsible for forming a committee to assist in communicating with the members of the Highsteppers Booster Club.
- g. Be responsible for written and verbal communications to the Director, Executive Booster Board and all Booster Club members.
- h. Be responsible for obtaining telephone votes and reporting those results to the Executive Board.
- i. Keep written record of telephone votes for review by Booster Club members.
- j. Coordinate all fund raising activities.

SECTION 4. THE TREASURER

- a. Receive and deposit all Booster Club monies in the Booster Club bank account.
- b. Be chair of the budget committee, which will prepare and submit a budget for the year to the association for adoption.
- c. Have all receipts of monies verified by two people including him/herself.
- d. Make disbursements in accordance with the budget adopted by the Booster Club.
- e. Sign on bank accounts (two of three authorized signatures shall be required on all checks.)

- f. Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for five years.
- g. Present a financial statement at general meetings, Executive Board meetings, and at other times when requested by the Booster Club or Executive Board.
- h. Make a full report at the annual meeting at the end of the current dance season.
- i. Submit books to the auditing committee as requested (books may be requested at any time but must be audited whenever the Treasures leaves their position and at the end of the fiscal year.).
- j. Maintain records for the fiscal year of June 1st to May 31st.
- k. Keep track of fundraising revenue, documentation and/or disbursements

SECTION 5.PUBLIC RELATIONS

- a. Act as overseer of all records and materials pertinent to the history of the Booster Club.
- b. Review all photographs with the Director and President prior to publication on the website.
- c. Work with the Director to create a scrap/memory book of the year.
- d. Be responsible for all social media updates and accuracy.
- e. Be responsible for publicizing the activities of the Highsteppers Booster Club functions.
- f. Work with the Highsteppers Director to promote and publicize the activities of the dance team throughout the year.
- g. Work with the Director to provide Booster Club and Dance Team members with a newsletter at least once every month.
- h. Be responsible for taking pictures at Highsteppers functions, practices, performances, and social events.
- i. Form a committee to help with these responsibilities.
- j. Be responsible for the development and publishing of all emails and flyers with news and announcements of all Cedar Hill Highsteppers Dance activities, competition results, etc.
- k. Be responsible for forming a committee to assist with drafting and publishing emails and flyers.
- l. Be responsible for maintaining the website and social media, keeping all information up to date.

ARTICLE VIII BOOSTER CLUB COMMITTEES

SECTION 1 .The Booster Club Committees shall consist of the Fundraiser, Social Event, Vice President, Secretary, Treasurer, and Public Relations of the association, and the Dance Team Director & Assistant Director.

SECTION 1 .FUNDRAISING

This fundraising Committee will coordinate fundraising activities to support the dance team and the Booster Club. The chair of this committee maintains all records and information regarding the fundraising program. Year Long Commitment

- a. Be responsible for organizing the fundraising subcommittee they are responsible for. Depending on the type of fund raiser may need to secure location of fund raiser prior to date of event, contact businesses and arrange event, coordinate needed items with parents, create/coordinate communication of event (email/flyer), create/coordinate any forms and seek parent volunteers for various events.
- b. Be responsible having a plan for the day of the event.
- c. Be responsible for forming committees to assist with planning and implementing fundraisers.
- d. Keep track of fundraising revenue and provide documentation and funds to Treasurer.
- e. Reports to the Treasurer and Public Relations

SECTION 7 .THE SOCIAL EVENTS

- a. Be responsible for planning and organizing social events for the Highsteppers.
- b. Be responsible for forming committees for assistance with various events.
- c. Keep track of expenses and provide documentation and left over funds to Treasurer.
- d. Reports to Vice President

SECTION 8. THE HOSPITALITY & SPIRIT:

- a. Coordinate volunteers to create themed snack bags for team/managers
- b. Pass out snack bags and drinks to team during half time.
- c. Coordinate meal pick up for team for each game.
- d. Be responsible to promote spirit.
- e. Work with parents in making spirit items such as posters, noisemakers, t-shirts, etc.
- f. To unite parents at games, competitions, parades, etc.
- g. Reports to the President & Secretary

SECTION 9. SPRING SHOW

- a. Be responsible for working with the Director to provide costumes for the Highsteppers Dance Team, and establishing prop needs. Additionally, will organize ticket and spring show program book sales and ticket sales table, flowers for seniors, and decorations.
- b. Be responsible for forming a committee to assist with sewing or assembling costumes, props, acquiring, building, set-up and removal, and updating ad sales forms (family and business), getting Booster Club and the Highsteppers to sell ads, determine due date for final ads, collect money and document ads sold, research/select printing companies, assemble book, proof book, and determine how much to sell book for (*determined with executive board vote*)
- c. Work with Director to determine the type of book we want to publish.
- d. Be responsible for program book ad sales, development, publishing and book sales.
- e. Keep track of spring show (*ticket sales, book sales, ad sales*) sales/revenue/expenses and provide documentation and left over funds to Treasurer.
- f. President is the Committee Chair.

SECTION 10. THE YEAR END BANQUET

- a. Be responsible for determining a location for the end of year banquet; selecting a menu, arranging decorations, create and print programs, ticket

prep and sales, and working with the Dance Team Director to determine a date.

- b. Be responsible for trophies and selecting and purchasing senior gifts within established budget. Follow up to make sure all is going as scheduled with the Memory book
- c. Be responsible for DJ and photographer. Ensure DJ is within established budget.
- d. Be responsible for forming a committee to assist with planning and implementing year end banquet. e. Keep track of expenses and provide documentation and left over funds to Treasurer.
- e. Reports to the President

SECTION 10.THE COMMUNITY SERVICE/SERVICE PROJECT

- a. Work with the Director to establish the schedule for the year.
- b. Find a need in the community or work with other parents who may know of one.
- c. Be responsible for forming a committee to assist with planning the visit (gifts, etc).
- d. Arrange for the team to participate and execute everything necessary to make this a successful endeavor for the team.
- e. Reports to Public Relations

SECTION 11.THE CHAPERONE

- a. Work with the Director to establish the number of chaperones needed for each event.
- b. Acquire names of parents and guardians who are interested in chaperoning.
- c. Review chaperone guidelines with chaperones.
- d. Reports to the Vice President

ARTICLE VI MEETINGS

SECTION 1. Regular meetings of the general membership shall be held as needed during the months that Cedar Hill High School has its regular classroom session. Five day notice shall be given to all Booster Club members if a change of

date is needed. The Executive Board will meet during the summer months. Booster members will not be required to attend summer meetings.

SECTION 2.Special meetings may be called by the President or by a majority of the Executive Booster Board after giving a three-day notice to all members.

SECTION 3.The election meeting shall be held before the end of the current dance season.

SECTION 4. The annual meeting shall be held before the end of the current dance season.

SECTION 5.A majority of members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE VII STANDING AND SPECIAL COMMITTEES

SECTION 1. Only members of the association shall be eligible to serve on any elective or appointive position.

SECTION 2.The Executive Booster Board may create such standing and special committees as it may deem necessary to meet the objectives of the organization. The term of each chairman may be one year.

SECTION 3.The newly elected President shall call a meeting of the officers for the purpose of selecting standing committee chairpersons.

SECTION 4.The President shall be a member ex officio of all committees except for the audit committees.

SECTION 5.The audit committee consisting of, not less than three board members shall present the audit report before the end of the current dance season.

ARTICLE VIII DISBURSEMENTS OF FUNDS

SECTION 1. The Executive Board must vote and agree on all Booster Club fundraiser events. A majority vote from the attending members will carry the motion of that issue.

SECTION 2.Booster Club must vote and agree on all monies collected for activities or fundraising events to be either put toward credit accounts for Highsteppers or the Booster Club account before the event is to take place.

SECTION 3. The Director is to make a request before or during the Booster Club meeting as to the Highsteppers needs. Booster Club then votes on this request.

SECTION 4. Monetary funds of the Booster Club shall be deposited in an acceptable bank. Principal signing authority for withdrawal of funds shall be by the Treasurer and any one of the following: The President or any Board member designated by the Executive Booster Board to be given check signing authority.

Article X Competition Fees

A competition fee determined during the Fall of the current dance season will be assessed to each Highsteppers to help offset the cost of attending competitions each year.

Article IX

Conflict of Interest Policy

The purpose of the conflict of interest policy is to protect the Cedar Hill Highsteppers Booster Club interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Officers or members of the Booster Club must fully disclose, to the Booster Club via email or in person at a Booster Club meeting, any business, family or personal relations that may constitute a conflict of interest when representing or conducting business on behalf of the Cedar Hill Highsteppers Booster Club. Conflict of interest is herein defined as: a situation that arises when an officer, committee head or member of an organization may personally benefit from decisions he or she could make or provide benefits to any business associate, family member or other personal associate from an action he or she might make. Any conflict of interest must be revealed prior to a vote.

Article X Amendments

Section 1. These by-laws may be amended at any regular or special meeting called by the Executive Board, provided a quorum is present by a majority vote. Notice of the proposed amendment shall have been given at the previous meeting or 30 days prior to the meeting at which the amendment is to be voted upon.

Section 2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the Booster Club. The requirement for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Section 3. The amendments or revised set of by-laws will take effect after being passed by the majority vote. Amended May 2018

Article XI

Scholarships

- Booster should refer to CHISD Booster Club Orientation Procedures for updated requirements/recommendations.
- Amount of scholarship will be based on available funds and number of participants.
- Applicant must be a qualifying graduating senior at Cedar Hill High School or Collegiate and currently enrolled in the Cedar Hill Highsteppers Drill Team program.
- Scholarships will be granted based on information provided in the application.
- Scholarship winners must provide proof of continuing their education at a college, university or technical school. This proof might be a receipt for tuition, books, room, etc.

- Scholarship money will be disbursed after the CHHS Treasurer receives receipts for paid tuition, books, supplies, or room and board. Payment will only be made from August 1 through September 30 to the Educational Institution not to the student or parents. Pertinent information should be provided by student using an approved application provided by booster club.
- Application must be completely filled out, signed and returned no later than April 1
- Scholarships should be announced at the Highsteppers Year End Banquet.

Committee chairs and booster members are organized to provide a division of responsibilities and to provide a framework to encourage participation by all members. Many activities of the booster club will be managed by the Executive Board.

These activities may include team costumes (clean, handout and return), transportation/chaperones, sponsorships, fundraising, Spring Show, and the end of year banquet among other things.

Generally, there will be signups for the committees but the president will also request volunteers for these activities and may appoint a committee chair and committee members as appropriate.

Record Keeping

Executive Officers and Committee Chairs shall retain adequate and correct records (e.g. records of finances, minutes, and procedures followed key decisions). At the end of the school year, these records will be gathered together and passed on to the incoming president to insure continuity. Termination

ARTICLE VI - DISSOLUTION

Section 1. PROCEDURE. On dissolution of the Club, all funds shall be distributed as designated by the Board to one or more regularly organized and qualified educational organizations. If the Booster club & Executive Board disbands or ceases to operate, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this association shall be distributed to Cedar Hill High School.

Section 2. The booster club must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose –i.e. dance booster funds would remain with the musical program at that particular campus. Any other distribution of funds could void the organization's tax exempt status and force it into a fully taxable situation. ***The Cedar Hill ISD Superintendent/School Board, Principal, or the Director of the Highsteppers Dance Organization reserves the right to dissolve this booster board and club at will.***

ADOPTION: The undersigned does hereby amend, restate, and rescind any previous by-laws, and with the signatures of all the undersigned organizers adopts these by-laws of the Cedar Hill Highstepper Booster Club on May, 2018.