

**Clear Creek Cavaliers Booster Club
By-Laws**

August 2015

**Article I
Name**

The name of this non-profit organization shall be the Clear Creek Cavaliers Booster Club. It is referred to hereafter in these bylaws as a "non-profit club".

**Article II
Objective and Purposes**

Section 1. The objective of this non-profit club shall be to promote and support the Clear Creek High School Cavalier Drill Team. The Clear Creek Cavaliers Booster Club is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. The non-profit club shall provide a means of adult support for all Cavalier activities. The Clear Creek Cavalier Booster Club decides the type and amount of assistance they can provide; however, the Booster Club does not have the authority to decide the activities or trips in which the Cavaliers will participate. The parents and the Booster Club may provide suggestions about particular activities; however, the Director has the final decision.

Section 3. The non-profit club will strive to foster a spirit of success and dance achievement for each student, to provide confidence, emphasizing and promoting character development at all times and to assure that each member feels as important as all the others to the whole organization.

Section 4. The non-profit club will aid in financing the above mentioned opportunities. No part of the net earnings of the Clear Creek Cavaliers Booster Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Clear Creek Cavaliers Booster Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Clear Creek Cavaliers Booster Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5. The non-profit club will create and provide a communication network concerning Cavaliers activities for parents, students, director, and the public.

Section 6. Upon the dissolution of the Clear Creek Cavaliers Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Galveston County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article III Membership

Section 1. Membership in the Clear Creek Cavaliers Booster Club shall be open to parents and legal guardians of all participants and persons who demonstrate a genuine interest in the promotion of the Cavaliers. An Active Member is any member who has paid membership dues for the fiscal year. Membership for non-parents requires the approval of the Booster Club Executive Board.

Section 2. The principal of the school and the director of the Cavaliers shall be ex officio, non-voting members of the non-profit club. The executive board may award honorary memberships.

Article IV Meetings

Section 1. General membership meetings shall be held on a monthly basis during the school year. Additional or fewer general membership meetings may be held as needed.

Section 2. Additional meetings may be called at the discretion of the President.

Section 3. A quorum shall consist of ten active members excluding officers.

Article V Finances

Section 1. Annual dues for all members shall be \$25 per family per school year. Dues must be paid before a member is eligible to vote or run for a non-profit club office. The dues payment covers one fiscal year. The amount of dues may be adjusted yearly (increase/decrease) at the discretion of the Executive Board, upon approval by the Booster Club Members.

Section 2. The fiscal year of the non-profit club shall be July 1 to June 30. The Executive Board shall prepare a proposed budget no later than July 31 of each year and submit that budget for consideration by the membership. The membership may adopt a final budget appropriating funds for purchases throughout the year, and may amend the budget by majority vote of the membership present at any regular meeting of the non-profit club. The Treasurer is prohibited from issuing checks for goods, services, or reimbursements in excess of the approved budget amount, but the Treasurer may issue checks for scholarships granted prior to adoption of the budget.

Section 3. Each officer and committee chairperson is responsible for ensuring expenses do not exceed the budgeted amount. Purchases up to \$500 may be made by any officer or committee chairperson, or a committee member authorized to make the purchase by the officer or committee chairperson. Purchases of \$500 or greater may be made by any officer after receiving three competitive bids.

Section 4. The Treasurer's books shall be audited by an audit committee appointed by the President and in accordance with the audit committee guidelines outlined in the CCISD Booster Club Manual. The President may not appoint to the audit committee anyone with signature authority on the bank account. The audit committee shall perform the audit during the month of June. The audit report shall have as attachments, copies of the audit-year Texas state sales tax documents filed on behalf of the Booster Club as well as copies of all audit-year Federal income tax documents filed by the Booster Club. The books will be turned over to the newly elected treasurer immediately following the audit.

Article VI

Officers Duties and Elections

Section 1. The elected officers of this club shall be a President, a Vice President, a Secretary, a Treasurer, a Prop Manager, Ways and Means, and a Parliamentarian. Their term of office shall be from June 1 to May 31 or until the outgoing officers' finish their duties that extend into June, such as the outgoing Treasurer. The other outgoing group of Board officers will serve only in an advisory/mentoring capacity through June 30.

1. President
 - a. The President shall preside at all meetings of the Clear Creek Cavaliers Booster Club.
 - b. The President will be a member in good standing for at least one year on the Clear Creek Cavalier Booster Club.
 - c. The President shall enforce the By-Laws of the Clear Creek Cavaliers Booster Club at all meetings.
 - d. The President shall appoint chairpersons as needed with the recommendation from the appropriate officers.
 - e. The President shall serve as an ex-officio member of the committees.
2. Vice President
 - a. The Vice President shall perform all duties of the President in the President's absence.
 - b. In the event that the office of the President is vacated for any reason, the Vice President shall automatically become the President of the Clear Creek Cavaliers Booster Club and shall immediately assume title and all duties delegated to the office of the President without any action on the part of the membership. The Vice President shall serve as President until such time as the vacancy is filled in accordance with the provisions of Article VIII.
 - c. The Vice President is the head of all activities and projects not specifically headed by a standing committee chairperson.
3. Secretary
 - a. The Secretary shall accurately record all minutes of the Clear Creek Cavaliers Booster Club and keep those records for reference by any member of the non-profit club.
 - b. The Secretary shall be responsible for all correspondence of the non-profit Club.
 - c. The Secretary serves as membership chairperson by keeping an accurate record of non-profit club membership, addresses, telephone numbers, email addresses and other pertinent information.
 - d. The Secretary is responsible for all publicity for the Clear Creek Cavaliers Booster Club.

4. Treasurer
 - a. The Treasurer shall keep an accurate record of all money collected by the Clear Creek Cavaliers Booster Club through dues and fund raising projects and shall deposit all monies into the Club's bank account.
 - b. The Treasurer will be a member in good standing for at least one year on the Clear Creek Cavalier Booster Club.
 - c. The Treasurer shall make an itemized report at each meeting.
 - d. The disbursements from the bank account of the Clear Creek Cavaliers Booster Club shall require the signature of two of the following: the Treasurer, the President, the Vice-President, or Prop Manager.
 - e. The Treasurer shall prepare Texas state sales tax and Federal income tax filings and report for approval the estimated taxes owed at a regular Booster Club meeting.
 - f. Upon approval, the Treasurer shall submit Texas sales tax and Federal income tax filings annually in accordance with published Texas and Federal guidelines.
 - g. The Treasurer shall maintain Booster Club financial records as prescribed in Article IX of these By-Laws.
5. Prop Manager
 - a. Prop Manager will be the head of Prop-Pops
 - b. Prop Manager will coordinate with the director, all sets, props, and other technical needs of the director in support of the Cavalier Dance Team activities and football games.
6. Ways and Means (May consist of 1 or 2 officers)
 - a. Gather information from potential vendors and present information to committee members/delegate responsibilities.
 - b. Present fundraising plan to Booster Club
 - c. Set fundraising dates
 - d. Submit fundraising forms to CCISD/Principal.
 - e. Maintain all records from fundraising including team participation.
 - f. Oversee Spirit Items Table Sales for football games/basketball games/dance clinic.
 - g. Submit dates for car washes (Director & Booster Club) for approval.
 - h. Oversee Car Washes – assign squad times/keep fees and donations separate.
 - i. Keep Cash Box current/submit monies for deposit to Treasurer.
 - j. Prepare and submit annually Exhibit C- Fundraiser Financial Recap Form
 - k. Sponsorships
7. Parliamentarian
 - a. Attends all executive board and general member meetings
 - b. When requested can advise on the Cavalier Booster Clubs By-Laws, CCISD Booster Club Policy, and parliamentary law.

Section 2. The election of officers shall be held during the booster club meeting on the first Tuesday of May. Elections shall be held by secret ballot, if necessary. All active members for the coming fiscal year are eligible to vote in the election, excluding the New New New members. All active members with students who will be members of the Cavaliers for the coming school year are eligible for election to office. Only active members with a minimum of one year of active Clear Creek Cavalier Booster Club membership shall be eligible for the offices of President and Treasurer.

- a. Officers elected for the ensuing school year shall assume all responsibilities delegated to that office immediately after the last regular meeting except for the transfer of the Treasurer's books, which is described above.
- b. Officers shall be elected by the majority of the eligible active members present at the election meeting.
- c. Elected officers shall serve for a term of one year. Officers may be elected for one additional term in the same office.
- d. Active members to be considered for election to hold offices shall be presented by the nominating committee at the April meeting. The nominating committee shall consist of three members appointed by the President: One from the Executive Board and two from active membership. The nominating committee will provide 1 nominee for each executive board position to present to the Booster Club at the May meeting. Other nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination, either by the nominating committee or from the floor.
 - a. Removal of any officer may be accomplished by a majority vote of the membership present at a regular meeting. Grounds for removal are failure to execute the duties of the office as described in Section 1.

Article VII Committee and Chairpersons

Section 1. The committees of the Clear Creek Cavaliers Booster Club shall be called Standing Committee and Project Committees.

- a. The Standing Committees shall be Social/Hospitality, and Publicity. The chairs for these committees will be appointed by the President.
- b. The Project Committees shall be Cavalier Showcase, Spring Show, Banquet, Nominating, Mother-Daughter Tea and Spring and Fall Dance Clinics. Other project committees shall be formed as deemed necessary to further the purpose and objectives of the club and at the discretion of the President.

Section 2. All chairpersons and committee appointments may be held by any active member of the nonprofit club.

Article VIII Executive Board

Section 1. The Executive Board of the Clear Creek Cavaliers Booster Club shall consist of the Director, the President, the Vice President, the Secretary, the Treasurer, Prop Manager, Ways and Means (1 or 2 officers), and Parliamentarian.

Section 2. The Executive Board shall meet as called by the President.

Section 3. If any officers resign, are removed, or otherwise cannot complete term to which they are elected, the Executive Board shall call a special meeting of the membership for the purpose of electing one or more replacements. The nominating committee shall nominate one or more persons for the vacant positions, and other nominations may be made from the floor during the meeting. If a sitting officer is elected to a vacant position, that office then becomes vacant and may be filled through

nomination and election at that same meeting. The newly elected officers shall take office immediately and shall serve the remainder of the unexpired term.

**Article IX
Record Keeping**

Section 1. Records shall be kept for a period of five years for audit purposes.

**Article X
Amendments**

The By-Laws may be amended by a simple majority of active members present at any regular meeting providing all members have been notified 5 days prior to meeting and providing that this majority represents at least 20% of the dues paying membership.

