

Clear Creek Cavaliers Booster Club By-Laws

December 2018

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 non-profit 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 non-profit club decides the type and amount of assistance they can provide; however, the non-profit club does not have the authority to decide the activities or trips in which the Cavaliers will participate. The parents and the non-profit 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 non-profit 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 non-profit 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 non-profit 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.

Article III
Membership and Voting Rights

Section 1. Membership in the non-profit 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.

Section 3. The voting membership of the non-profit club includes up to two votes per family. Voting members must be in attendance to vote.

Section 4. The membership shall use the District Volunteer Guidelines for Parents as a reference (Exhibit 4).

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. No more than two persons (which is 20% of a quorum) may participate by speaker phone in order to meet quorum.

Section 4. A physical quorum must be in place during the May meeting when the election occurs for the executive board for the upcoming school year. If a quorum is not present, the President will call a separate meeting within 7 days and communicate the date to the general membership, so a quorum can be established, and voting can commence.

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, committee chairperson, or a committee member authorized to make the purchase by the officers 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 July. The audit report shall have as attachments, copies of the audit-year Texas state sales tax documents filed on behalf of the non-profit club as well as copies of all audit-year Federal income tax documents filed by the non-profit club. The books will be turned over to the newly elected treasurer immediately following the audit.

Section 5. Annually, the board and membership will decide if scholarships will be awarded for the next academic year, based on the budget.

Article VI Officer Duties and Elections

Section 1. The elected officers of this non-profit 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.
- f) The President regularly communicates with the dance team Director regarding booster club activities.
- g) The President resolves problems within the membership.
- h) The President regularly meets with the Treasurer of the booster club to review the organization's financial position.

2. Vice President

- a) The Vice President shall perform all duties of the President in the President's absence.
- b) In the event the office of the President is vacated for any reason, the Vice President shall automatically 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 maintains records of attendance & minutes for all board and general membership meetings for 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.

4. Treasurer

- a) The Treasurer shall keep an accurate record of all money collected by the Clear Creek Cavaliers Booster Club through dues and fundraising projects and shall deposit all monies into the non-profit 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.
- h) Two members of the same family cannot sign on the same CCCBC check.

5. Prop Manager

- a) Prop manager will be the head of the prop team.
- 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 up to 3 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 team participation.
- f) Oversee spirit items sales for football/basketball games and dance clinics.
- g) Submit dates for car washes (Director and Booster Club) for approval.
- h) Oversee car washes; assign squad ties/keep fees and donations separate.
- i) Keep cash box current/submit monies for deposit to Treasurer.
- j) Prepare Fundraiser Financial Recap Form and submit annually.
- k) Sponsorships.

7. Parliamentarian

- a) Attends all executive board and general membership meetings.
- b) When requested, can advise on the Cavalier Booster Club 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 upcoming 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 eligible, active members present at the membership meeting in May of each year.
- c) Elected officers shall serve for a term of one year. Officers may be re-elected for no more than one additional term in the same office, unless no other active member steps up to fill the position.
- d) Active members to be considered for election to hold offices shall be presented by the nominating committee at the April meeting.
- e) Removal of any officer may be accomplished by a majority vote of the membership present at any regular meeting. Grounds for removal are failure to execute the duties of the office as described in Section 1.

Article VII Committees and Chairpersons

Section 1. Committees shall fall under the respective board members and chairs shall be appointed by the board.

- President: Publicity; Nominating; Scholarship; Audit; By-Laws (works with Parliamentarian)
- Vice President: Social/Hospitality.
- Prop Manager: Security; Set-up/Break-down; Competition props.
- Ways & Means: Kicked by a Cavalier; Photo buttons; Spirit Items; Sponsorships.
- Treasurer: Participates with all committees.

Any new committees formed in the future will fall under the appropriate board member.

Section 2. All chairpersons and committee appointments may be held by any active member of the non-profit club. Within the Nominating, Scholarship, Audit and By-Laws Committees, each of the following shall apply:

- No two persons can be related;
- Each shall include 1 board member and 2 members from the general membership, appointed and/or approved by the president;
- Each committee shall have an alternate member. In the event a member cannot attend a meeting or drops out, the alternate would step in to complete the process and the original member cannot return;

- Any member of the non-profit club may serve more than one year on a committee, however, not consecutive years, with the exception of the Parliamentarian on the By-Laws Committee and the appointed person on the Scholarship Committee who is selected by the President to serve 2 consecutive years.

The following details are special provisions for the four [4] committees noted within this section:

- **Nominating-**
 - a) If a Nominating Committee member is nominated for a board position, the alternate would step in to replace this person.
 - b) The committee shall use Exhibits 1, 1a, and 1b.
 - c) The committee may present 1 or more nominees for each executive board position to the general membership for election at the May meeting. Consent from each candidate is required.
 - d) The President shall ask if there are any nominations from the floor of the general membership.
 - e) Election shall take place by secret ballot for those positions in which there is more than one candidate.
 - f) In the event of a ballot vote, two tellers shall be appointed prior to the voting process.
- **Scholarship-**
 - a) Parents of senior Cavaliers are not eligible to participate on this committee.
 - b) The current president shall appoint one member of the committee to serve two [2] consecutive years for continuity purposes.
 - c) The committee shall use Exhibits 2, 2a, 2b, and 2c.
- **Audit-**
 - a) No person on this committee can be related to the treasurer for this audit year.
 - b) The committee shall use the audit exhibits provided by the CCISD Internal Auditor.
- **By-Laws-**
 - a) The committee shall use Exhibit 3.

Article VIII Executive Board

Section 1. The Executive Board of the Clear Creek Cavaliers Booster Club shall consist of a Director, the President, the Vice President, the Secretary, the Treasurer, Prop Manager, Ways and Means (up to 3 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 the 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 complete the nominating process and nominate one or more persons for the vacant positions. 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

Records shall be kept for a period of five [5] 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 the meeting and providing that this majority represents at least 20% of the dues paying membership.