

**McNeil High School  
Cheerleader Booster Club  
By-Laws  
2020**

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## **Article I – Name of Organization**

The name of this organization shall be the McNeil High School Cheerleader Booster Club.

## **Article II – Purpose**

The purpose of the organization is to:

1. Build and maintain an organization, in cooperation with those in charge of the Cheerleaders, to help promote the activities and further the goals of all the Cheerleaders.
2. Promote and support the educational and safety aspects of cheerleading and stunting.
3. Lend all possible support to the McNeil High School Cheerleaders by promoting scholarship, excellence in cheer and dance, high moral standards, and school spirit among the Cheerleaders.
4. Encourage and maintain an enthusiastic interest by parents and community members participating in the various activities of the Cheerleaders.
5. Support fundraising activities to assist in funding additional training or equipment needs, and enhance their cheerleading experience.
6. The MHS 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 added clothing to be worn by cheerleaders during camp, school or other events
  - Discipline
  - Additional practices that will be mandated by the coaches

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 Clubs.

## **Article III – Membership**

*Section 1:* There shall be two classes of membership in the organization – Active Members and Associate Members.

Only Active Members of the Booster Club may vote. This is open to parents and/or legal guardians of active members of Cheerleaders who are current on their dues.

Associate membership is open to individuals interested in supporting the activities of the Booster Club with a genuine interest in the promotion of the MHS Cheer program. The Principal of the school or their designee and the Coach/Sponsor of the cheerleading program will be considered Associate Members of the Booster Club.

**Section 2:** The term of membership will begin when dues are paid at the Meet & Greet meeting following team try-outs for the current year to the end of the Meet & Greet meeting the following year. However, members may be admitted at any time during the year.

**Section 3:** The Executive Board will continue to act as Associate Members until a new Executive Board is in place. In this interim period, they have the authority to appoint, if necessary, to fill any officer vacancy.

## **Article IV – Dues**

Annual dues will be determined at the last meeting prior to try-outs at the suggestion of the Booster Club Executive Board and approved by the general membership.

- 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. Dues can be paid in installments if necessary.

## **Article V – Membership Meetings**

**Section 1:** General Booster Club meetings shall be held a minimum of 4 times per year. General meetings will be determined by the Booster Club Executive Board at the beginning of each fiscal year.

All dates for general meetings will be posted on the Cheer Calendar, and all members will be notified electronically of any change at least 2 days prior to the meeting.

No general meeting shall conduct business without a quorum of the Executive Board present.

**Section 2:** The President may call extra Executive Board meetings as deemed necessary. General membership is not required to be notified of meetings among committee members.

**Section 3:** A majority of active members present at each meeting shall constitute a quorum, and the decision of the majority of the active members shall be the action of the Booster Club.

## **Article VI – Election of Officers**

**Section 1:** The right to hold office with the Booster Club shall be confined to Active Members of the organization in good standing and current on their booster club dues.

**Section 2:** Officers of this organization shall be the President, Vice-President Social Chair, Secretary, Treasurer, Spirit Book Committee Chair, Merchandise Chair, Historian, and New Member Liaison.

**Section 3:** Officers shall be elected annually during the Meet & Greet meeting. It will be a simple majority vote using a method chosen by the Board. Newly elected officers shall assume their duties at the close of the meeting for a 12-month term.

**Section 4:** President and Treasurer positions are limited to no more than two one-year consecutive terms. New Member Representative is limited to a single year term, and must be filled by a member new to McNeil Cheer. There are no term limitations on other officer positions.

**Section 5:** A nominating committee appointed by the President must consist of at least three (3) parents/guardians from the Executive Board or general membership. The cheer coaches may serve as advisors and the President shall serve as an ex-officio member of the nominating committee. Applicants for Executive Board positions are not eligible to serve on the nominating committee.

**Section 6:** After tryouts, the nominating committee will announce and make application forms available for Executive Board positions. The nominating committee will vet all candidates and present the slate of nominees to the Booster Club prior to the Meet & Greet meeting. Nominations may also be submitted from the floor at the meeting if an application has been submitted and vetted by the Committee prior to the meeting. The due date for submitting forms will be communicated to all members.

**Section 7:** If there is no more than one person nominated for a particular office, the vote will be taken by voice. If there is opposition to the slate of officers, a vote by written ballot will be taken for that office.

**Section 8:** In the event of a resignation or vacancy in the Office of President, the Vice- President shall fill the unexpired term. At no time should officers be appointed without the input and approval of the membership.

**Section 9:** An officer elected may be removed whenever it is in the best interest of the Booster Club as follows: (1) by a majority vote of the Executive Board and confirmed by a majority vote of the active membership at the next meeting.

## **Article VII – Roles of the Officers**

The Executive Board, Coach(es)/Sponsor, 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 transfer any official records to the newly elected officers. The Executive Board members' specific duties are outlined as follows:

**Section 1: President** – The Office of President shall perform, but not be limited to, the following major duties:

- Serve as chairperson and preside at all Membership and Executive Board meetings.
- Appoint the chairpersons of all standing and special committees and shall serve as ex-officio member to all such committees.
- Regularly meet with the Coach regarding Booster Club activities. Regularly meet with the Treasurer to review and ensure accountability for accurate financial records (typically every other month).
- Schedule an annual audit of records or request an audit if the need should arise during the year.
- Coordinate an annual review of the by-laws with either the Officers of the Booster Club or a special committee that may be held jointly with the Campus Principal, if requested.
- Assist the Cheer Coach with coordination of team photoshoot and composite poster production.
- Update the activities of the Booster Club on the McNeil Cheer Booster Club website.
- Maintain and ensure functionality of the website and PayPal (or whichever payment system is used).

**Section 2: Vice-President Social Chair** – The Office of Vice-President Social Chair shall perform, but shall not be limited to, the following major duties:

- Preside at meetings in the absence or inability of the President to serve. Promote membership and welcome all new members to the Booster Club meetings.
- Coordinate events with a committee hosted by the Booster Club as determined by the Executive Board and Coach.
- Act as a liaison between the Cheerleader Officers/Coaches and the Booster Club to assist in Cheerleader hosted events.

**Section 3: Secretary/Parliamentarian** – The Office of Secretary/Parliamentarian shall perform, but shall not be limited to, the following major duties:

- Maintain a current member list including the name, address, telephone number, and email address of each member.
- Maintain records of all meetings of the Booster Club and Executive Board. Maintain a record of all members present at general membership meetings. Send the general membership meetings' minutes to all members.
- Advise the presiding officer on parliamentary law and matters of procedure when requested as per Robert's Rules of Order, revised.

**Section 4: Treasurer** – The Office of Treasurer shall perform, but shall not be limited to, the following major duties:

- Collect all monies and keep an accurate record of receipts and disbursements. Receive and deposit all Booster Club monies in the Booster Club depositories in a timely manner.
- Make disbursements on instruction of the President or Vice President Social Chair. Reconcile all bank statements as received and resolve any discrepancies. Provide an oral financial report at each general membership meeting.
- Provide the Executive Board and the Coaches with a monthly financial report on the status of the Booster Club.
- File a current Sales Tax record with the State of Texas Comptroller in January. Pay Franchise Taxes due in May. Provide reconciled bank statements along with other treasury reports for audit purposes.

**Section 5: Spirit Book Committee Chair** – The Office of Spirit Book Committee Chair shall oversee and work with committee members to perform, but shall not be limited to, the following major duties:

- Coordinate the Spirit Book (football program) fundraising opportunity.
- Managing the selling of both business and personal ads, layout and production of the book through completion.
- Coordinate with a committee sponsor plaques.

**Section 6: Merchandise Chair** – The office of Merchandise Chair shall perform, but shall not be limited to, the following major duties:

- Coordinate with a committee in relation to decals, spirit wear fundraising opportunities, including working with other Booster Club organizations. Create fundraising form for inclusion on Peach Jar.
- Submit merchandise orders to vendor, collecting payment and delivering of merchandise.

**Section 7: Historian** – The Office of Historian shall perform, but shall not be limited to, the following major duties:

- Coordinate photographic coverage of all Cheerleader functions.
- Coordinate end of the year video and memory book presented at the banquet.

**Section 8: New Member Liaison** – The Office of New Member Liaison shall perform, but shall not be limited to, the following major duties:

- Share details about upcoming events and typical plans with new members after booster meetings to assist in including more parents in the workings of the club.
- Assist in coordinating the Game Day Sales of the Spirit Book, as needed.

## **Article VIII – Committees**

*Section 1:* The President, with the approval of the Executive Board, shall appoint standing and special committees and their chairperson as may be required.

*Section 2:* Responsibility of the Committee Members

- Committee members are required to consider budgetary requirements when making decisions.
- Committee members will serve as long as the committee work is necessary. Committee members must work with committee chairperson to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of these by-laws.

## **Article IX – Executive Board**

*Section 1:* The Executive Board shall be composed of the elected officers of the Booster Club, and open to the Coach(es)/Sponsor and the Principal or designee of McNeil High School.

*Section 2:* The Executive Board shall transact necessary business in the intervals between regular meetings.

*Section 3:* Executive Board meetings will be held monthly unless determined by the President that it is unnecessary.

*Section 4:* All current Executive Board members will transfer all records to the incoming officers no later than June 15th. This allows the Treasurer time to finalize the May financial report and prepare for the end-of-year audit.

*Section 5:* Executive Board meetings must be attended by the Coach(es)/ sponsor or Principal in order to conduct any official business.

## **Article X – Parliamentary Authority**

Robert's Rules of Order, Revised, shall govern this organization in all cases in which they are not in conflict with these by-laws.

## **Article XI – Amendments**

*Section 1:* These by-laws must be amended by a majority vote of the quorum present at a general Booster Club meeting, provided the proposed amendment has been submitted to the membership in writing before the Booster Club meeting.

*Section 2:* A special committee may be appointed by the President to submit a revised set of by-laws. Adoption of the revised set of by-laws shall follow the same process as in the case of an amendment.

## **Article XII – Dissolution of the Booster Club**

If this booster club is to be dissolved, all members must be given 30 days' written notice prior to a special meeting stating the intent to dissolve. A majority of all active voting members must approve the decision to dissolve the booster club.

The Booster Club shall operate as a non-profit organization and no part of its assets shall inure to any individual member. All net earnings shall go toward the projects of the Cheerleaders. In the event this organization is dissolved, the Executive Board shall designate the disbursement of all funds of the Booster Club in accordance with the laws governing non-profit organization.

## **Article XII – Financial Considerations**

**Section 1:** Each fiscal year, a sum of no less than two thousand dollars (\$2000) shall be set aside to fund initial expenditures for the following fiscal year.

**Section 2:** All items purchased with Booster Club funds are to remain the property of the Booster Club, unless approval is voted to donate a given item to the School District. Inventory and accounting for these items shall be the responsibility of a designated club officer. Any items given to the school for use by the Cheerleaders shall be reported on a RRISD Partners in Education donation form.

Any final contracts between a vendor and McNeil Cheer Booster Club must be signed by the Treasurer and/or President of the Booster Club.

**Section 3:** An annual budget will be established and voted on by the general membership. The annual budget will be submitted to the Campus Principal as requested. Any changes to the budget during the year will be voted on by the general membership.

**Section 4:** Checks must be authorized by two Officers of the Booster Club.

**Section 5:** Scholarships awarded to the Cheerleaders from the Booster Club shall follow the guidelines defined in the RRISD Booster Club Guidelines.

**Section 6:** Members shall submit purchase receipts along with reimbursement form to the treasurer for approved events. Reimbursement requests must be made within 30 days of date on receipt. Any purchases by members must be approved prior to the purchase by the Executive Board. The treasurer will submit the receipt and provide a check to the member.

## **Article XII – Miscellaneous**

Any matters not covered by these by-laws shall be governed by the RRISD Booster Club guidelines and procedures manual.