

WESTWOOD HIGH SCHOOL
CHEERLEADER BOOSTER CLUB
BY-LAWS



WHS Cheerleader Booster Club By-laws

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Article I - Organization

- 1.1 The name for the organization shall be Westwood High School Cheerleader Booster Club. (Also referred to as Cheer Boosters or WHS Cheer Boosters).
- 1.2 The purpose of this organization shall be to promote and support the Westwood High School Cheerleading Program and cheerleading coaching staff.
- 1.3 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 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 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 II – Membership

- 2.1 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 Sponsors/Coach 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.
- 2.2 The term of membership will be from the Monday following cheerleader selection until the close of the Annual meeting the following school year.
- 2.3 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.
- 2.4 Annual dues will be used solely to promote the purpose of the Booster Club.
- A. Dues shall be paid once per school year.
 - B. 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.
 - C. One vote per paying family is allowed.
 - D. Dues cannot be refunded at any time for any reason.
- 2.5 Voting Rights
- A. Active members have the right to vote.
 - B. 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.
 - C. Ex-officio members have no voting rights within the organization.

Article III – Meetings

3.1 General Meetings

- A. 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.
- B. 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.
- C. No general meeting shall conduct business without a quorum of the Executive Committee present.
- D. 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 A majority of active members present at each meeting shall constitute a quorum and the action of the majority of the active members shall be the action of the Booster Club.

3.5 All meetings will follow Robert's Rules of Order.

Article IV – Officers

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

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

President
Vice-President
Treasurer
Secretary/Parliamentarian
Historian

4.3 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

- A. Nominations to fill Executive Committee offices will be requested at the first general meeting following cheerleader selection for the upcoming school year.
- B. A Nominating Committee and Committee Chair will be elected at said meeting and will consist of 5 active members wishing to serve on the committee.
 - 1. Whenever possible, there will be one (1) parent representative from each cheer squad (Incoming Freshmen, Incoming JV, Incoming Varsity. An Outgoing Senior parent will serve as the committee chair.
 - 2. Cheer sponsor/coach may serve as an advisor to this committee but will hold no voting rights in nomination process.

- C. 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.
 - 1. Nomination forms will be made available at the meeting and available for download on the cheer program website.
 - 2. Nominations will be open until 5:00 PM on the Friday following the meeting, at which time, all forms are due to the Nominating Committee chairperson.
- D. 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.
- E. 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.
 - 1. 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.
 - 2. The Nominating Committee will make every reasonable effort to include at least one parent representative of each cheer squad in the slate of officers.
 - 3. 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.)
- F. The membership will be notified by email of the slate of officers at least 2 days prior to the next meeting.
- G. The Nominating Committee will present the slate of officers for approval at the final general meeting of the school year.
- H. The slate of officers will be approved by a majority of members present at the general meeting.
 - 1. If there is no more than one person nominated for a particular office, the vote will be taken by voice.

2. If there is opposition to the slate of officers, a vote by written ballot will be taken for that office.

Article V – Duties of Officers

5.1 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:
 1. Preside at all meetings of the organization.
 2. Regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum).
 3. Resolve problems in the membership.
 4. Regularly meet with the treasurer of the organization to review the organization's financial position.
 5. Select an officer as the designee to receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should 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.
 6. 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:
 1. Preside at meetings in the absence or inability of the president to serve.
 2. Perform administrative functions delegated by the president.
 3. Assist with the Dispute Resolution Board and serve if needed.

- 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:

1. Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization.
2. Issue a receipt of all monies received and deposit on a weekly basis (daily if receipts on hand total over \$250.00).
3. Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies should be available for review by the general membership within a reasonable timeframe, if requested.
4. File current financial reports at the end of each fiscal year with the campus principal/campus bookkeeper and the Director of Financial Services in Administration.
5. Maintain an accurate and detailed account of all monies received and disbursed.
6. Reconcile all bank statements as received and resolve and discrepancies with the bank immediately.
7. 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.
8. File annual IRS form 90, 990-T, 990-N or 990-EZ in a timely manner.
9. Submit records to audit committee appointed by the organization upon request or at the end of the year.

D. Secretary /Parliamentarian – 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:

1. Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws.
2. Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing.
3. Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format.
4. Maintain records of attendance of each member.

5. Conduct and report on all correspondence on behalf of the organization.
 6. Makes the WHS Cheer Booster Club documents available to school administrators and district personnel as requested.
 7. Serves as Parliamentarian for the Booster Club, advising parliamentary law and matters of procedure when requested.
 8. Oversees the creation of the end-of-year video presented at banquet and in charge of reviewing the senior good-byes.
- E. Historian – The historian 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.
1. Maintains Booster Club information displayed on cheer program website, including but not limited to Booster Club approved forms, by-laws and other information pertinent to Booster Club business.
 2. Responsible for recording/reviewing the senior goodbyes and assists in the creation of the end-of-year video presented at banquet.
- 5.2 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 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 and confirmed by a majority vote of the active membership present at the next meeting.
- 5.4 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 and confirmed by a majority vote of the active membership present at the next meeting. An officer may appeal his/her removal with the Dispute Resolution Board.

Article VI – Committees

- 6.1 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

- A. Committee members are required to consider budgetary requirements when making decisions regarding expenditures for activities, events and other purchases.
- B. Committee members will serve as long as the committee work is necessary. Committees are dissolved once the work is complete.
- C. 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 VII – Finances

7.1 An operating fund shall be carried forward at the end of each school year and shall be no less than \$2,000.00.

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

7.2 Deposits and Expenditures

- A. Booster Club monies shall be deposited into a checking account as determined by the Executive Committee.
- B. 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. 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.

- B. A proposed operating budget will be finalized by the Executive committee and voted on at the first general meeting in the fall semester.
- C. The budget will be approved by a majority of the active membership present.
- D. Amendments to the budget can be made at any time, provided they are approved by a majority of the active membership at a scheduled general meeting.

7.4 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

- A. Members shall submit purchase receipts and a completed reimbursement form to the treasurer for approval of reimbursement.
- B. Approval of reimbursement requires the signature of an Executive Committee member who is also a signer on the organization's checking account.
- C. Reimbursement forms can be found on the cheer programs website.

7.6 Compliance

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

- A. 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.

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

- 8.1 Students who participate in the cheerleading program are, at no time, required to participate in fundraising activities of the Booster Club, unless it is deemed necessary by the cheer sponsor/coach(es), at which time, it becomes a program requirement and not a Booster Club responsibility.
- 8.2 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 in order to maximize the fulfillment of the purpose of the organization.
- 8.3 Fundraising procedures and activities of the Booster Club shall be in compliance with RRISD Booster Club Guidelines.

Article IX – Disputes & Grievances

9.1 Dispute Resolution Board (DRB)

- A. 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, Freshmen, Junior Varsity, and Varsity. In the event that the dispute or grievance involves the President or Treasurer, the Vice President will be called to replace the officer that the grievance was filed against.
- B. 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.
- C. 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.
- D. The President will first try to resolve the issue for the member. In the event that 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:
 - 1. Review of booster bylaws that may be unclear.
 - 2. Mediation between parties.
 - 3. Audit and review of financials. In this instance, the Audit Review Committee will be involved in the dispute resolution process.

Article X – Amendments & Revisions

- 10.1 These by-laws may be amended by a majority vote of the active members present at any regularly scheduled general meeting of the Booster Club, 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 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 by-laws 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 present at any regularly scheduled general meeting of the Booster Club, 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 All amendments and revisions are effective from the date of the next general meeting, following approval by the general membership and/or school administration.