

TOMBALL MEMORIAL CHEER BOOSTER CLUB

By-Laws Revised 2019

Article I – Name

The name of this organization shall be Tomball Memorial Booster Club (TMCBC)

Article II – Objectives/Purpose

The purpose of this organization shall be to promote and support Tomball Memorial Cheerleading Program. To also promote a greater awareness of the cheerleading program while providing an information link between parents, teachers, students, and supporters. Fundraising to provide means for competitions, camps, activities, and to bestow scholarships for deserving students.

Article III – Missions

The mission of the Tomball Memorial Cheer Booster Club is to encourage and support the cheerleading program within Tomball Memorial High School. We are committed to supporting the TMHS cheer program through fundraising activities

Article IV – Membership

1. Membership dues shall be established by the Board annually.
2. Membership in the organization is open to parents or guardians of current cheerleaders of the Tomball Memorial cheer program who have paid their annual dues.
3. Membership requires that members participate in fundraising and volunteering.
 - a. The fundraising needs and requirements will be set by the Fundraising Chairmen and the Executive Board each year in May and presented to the general membership at the June meeting.
 - b. Each family must fulfill the fundraising and volunteer requirements to receive any individual benefits.
 - c. If a family has multiple cheerleaders, the requirement will be multiplied by the number of cheerleaders.
 - d. If a family cannot fulfill their stated requirements, they may ask to meet with the President and Vice President to discuss any possibility of fulfilling other needs in lieu of the requirements. No guarantees can be made that such a request is possible, the decision will depend on the teams' current needs.
4. Membership entitles the member to 1 vote.
 - a. Members not present at any vote, may appoint a proxy to vote on their behalf by submitting to the secretary, in writing via email, at least 24 hours prior to a vote their permission and proxy.
 - b. Members that do not appoint a proxy, forfeit their right to vote on that topic.

Article V – Officers

The Executive officers of the organization shall be as follows: President, Vice-President, Vice President of Merchandising, Treasurer, Secretary, and Communications Manager.

President – The President shall with the assistance of the Executive Officers, have general supervision, direction, and control of the affairs of the Booster Club.

1. Presides at all meetings
2. Acting as one of the two required signatures for signing checks
3. Appoint committees and solicit a chairperson
4. Ex-officio member of all committees
5. Can call special meetings

Vice-President – The Vice-President shall, with the assistance of the Executive Officers, help the president to have general supervision, direction, and control of the affairs of the Booster Club.

1. Assuming the role of President in the event the President is unable to serve
2. Assist President as needed
3. Acting as one of the two required signatures for signing checks
4. Assist with all communication between members and administration
5. Assist the cheer coaches as needed for registration, travel, and other necessary items that may relate to competition or travel.

Vice-President of Merchandising – The Vice-President of Merchandise shall assist the President as required and oversees the Spirit Wear Committee

1. Work with various vendors to procure merchandise to be sold throughout the year
2. Oversee merchandise sales at games and special events
3. Manage inventory and submit merchandising report to Executive Board

Treasurer – Acts as custodian of the funds of the organization, maintain adequate and accurate financial records and gives detailed financial reports at each monthly meeting.

1. Referencing current TISD Booster Club and School Support Organization Guidelines.
2. Managing all aspects of the booster budget including:
 - a. Working with the president to develop the annual budget
 - b. Preparing the annual budget and proposing it to the board
3. Managing funds as directed by the Board
 - a. Acting as one of the two required signatures for signing checks.
 - b. Depositing all monies of the organization in a bank designated by the Board distributing funds with budget request forms.
4. Recording and reporting on Boosters transactions by:
 - a. Prepare and file for 01-117 and paying any necessary sales tax by January 20
 - b. Close books and have annual audit for the fiscal year by July 31.
 - c. Preparing these books and file 990 or 990-EZ
 - d. Prepare form 802- Periodic Report after instatement of newly elected officers by July 31.
 - e. Submit an annual financial statement to the TISD Chief Financial officer.
 - f. Review and stay up to date with the 501(c)3 guidelines from the IRS & SEC.

Secretary – Records meeting minutes for Executive Officer meetings, general meetings, and special meetings. Maintains a hard copy of all minutes. Also serves as **Parliamentarian** for the Booster Club, advising on parliamentary law and matters of procedure when requested.

1. Preparing and distributing the agenda for each monthly general meeting.
2. Taking detailed notes at each monthly Executive Officer meeting and general meeting including recording any votes.
3. Distributing the minutes and Treasurer’s report prior to the next monthly general meeting.
4. Communicating with members as needed.

Communications Manager –

1. Maintain a content rich website that is easy to post information and update content
2. Look for ways technology can be used to communicate with our members
3. Oversee and coordinate use of Social Networking
4. Be responsible for any and all correspondence from the Booster Club.
5. Perform additional duties as deemed necessary by the Executive Board.

Section B: Term of office for each position shall be one year. Each person may hold an office for 2 terms, during any 4 consecutive year membership.

Section C: The officers shall be elected annually, during the regular meeting in April by a majority vote of members present. Installation of incoming officers shall be at the meeting in May. Officers shall help transition their duties to the newly elected officers and shall transfer any official records to the newly elected officers.

Section D: Qualifications for becoming an officer:

1. Member in Good Standing:
 - a. Good standing as it relates to a former Board member means that the former board member satisfactorily completed his or her term on the board, fulfilled all current requirements for members.
 - b. Good standing as it relates to a member at large means that the member has not been removed from the booster by a majority vote of the Board, fulfilled all current requirements for members.
2. Attend 50% of all general meetings in the year that member is seeking office.
3. Consent to serving in such a position at the time of the election.

Article VI – Election Process

1. At the March meeting, all current officers must state their intention to run for a current position again, another officer position or to decline.
2. At this time, a motion shall be made to open the floor for nominations for ALL Board positions. The nominations will be given to the Nominating Committee who will recommend a Slate of Officers to be voted on in the April Meeting. Recommendations may also be taken from the floor at the time of the vote in accordance with the Roberts Rules of Order
3. Elections will be conducted by written ballot at the regular meeting in April. The member receiving the largest number of votes by the members present (quorum) will be elected. In the event of a tie, a runoff election will be held. The Faculty Advisor and Cheer Sponsor will count all votes.

Article VII – Board

The Board shall supervise, control, and direct the affairs of the Booster Club by determining policies or changes within the limits of these by-laws.

1. The Board shall consist of the elected officers, cheer sponsor(s), and the Faculty Cheer Advisor.
2. The duties of the Board shall be to:
 - a. Oversee the organization meetings and any other such business as referred to it by the organization
 - b. Approve by majority vote, the budget for the fiscal year to be proposed to the membership at large during its first general meeting
 - c. Appoint persons to serve the balance of the terms for any vacant elected office
 - d. Approve the work plans of the Committees
3. In the event a vacancy is created on the Board, the remaining members of the Board shall appoint a member of the organization who is in good standing to fulfill the unexpired term of the vacant position. Said appointment must be made by majority vote of the Board and at a general meeting.
4. No member can hold more than 1 board position in a term unless:
 - a. Every effort has been made to fill that position
 - b. The board approves the member by majority vote
 - c. If any member holds more than 1 position, that member will only have 1 vote.

Article VIII – Faculty Cheer Advisor

1. Assistant Principal of the school shall serve as advisor to this organization and final decisions concerning all activities of this club shall rest with them.
2. The Faculty Advisor(s) shall:
 - a. Advise the Executive Board of the needs of the Cheer Program
 - b. Be present at all Executive Board and regular meetings

Article IX – Committees

1. Such Committees shall be created by the Board as deemed necessary to promote the objectives and to carry on the work of the organization.
2. The Chairperson of each Committee shall present a plan of work to the Board.
3. The committees will work within the approved budget
4. If a budget adjustment is needed, the Committee Chairperson will present the request and the reasoning to the President and/or Board for approval.
5. The power to form special committees and appoint their members rests with the Board. Because a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is finished and its final report is received.
6. Committee Chairpersons are encouraged to attend monthly Board Meetings when they have items to discuss with the Board, however they are not required to attend monthly Board Meetings.

Article X – Meetings

1. Regular meetings of the Board shall be held during the year at times to be fixed by the Board at its first regular meeting in April.
2. Special meetings of the Board may be called by the President or by a majority of the members of the Board. A majority shall constitute a quorum.

3. 25% of the membership shall constitute a quorum.
4. An agenda will be given and the business of the meeting will deal only with that agenda.
5. If meeting date is changed, all members will be notified in advance through contact information given.
6. As authorized by the Texas Open Meetings Act, the Executive Board may meet in a closed Executive Session as deemed necessary by the Board in order to protect individual privacy and/or sensitive information from becoming public.

Article XI – Finance

1. Each fiscal year, the Board’s budget shall contain a carry-over, at a minimum \$1500
2. Budgets will be approved by the board at the first Meeting of the school year
3. Require all checks to be signed by two (2) signatories, including the Treasurer, President, or Vice-President
4. Scholarships will be given to deserving TMHS graduating seniors as funds allow by Board approval, not to exceed 10% of that year’s gross receipts
5. The President shall appoint a Scholarship selection committee. This committee will be responsible for evaluating applicants for scholarships. Scholarship Committee members cannot be a parent, guardian, or family member of a student applying for a scholarship
 - a. Committee is responsible for reviewing the application and making changes or updates as needed.
 - b. Scholarship application must be approved by the TMHS administration prior to sending it to the seniors.
 - c. Scholarship must be updated and approved by January 15th of each year.
 - d. Scholarship committee may determine how many how many and the value of the scholarships that will be awarded that year. The final quantities and amounts must be approved by majority vote at a general meeting.
 - e. Scholarship applications may be given out at any time after approval as long as
 - i. The applicant has at least 30 calendar days to complete and return the application, as stated in the rules of the scholarship
 - ii. Winners are determined prior to the annual banquet
6. Scholarship money not awarded in any year, for any reason, may be carried over and awarded in the following year. The scholarship money will be held in a savings account. The 10% proceeds will be deposited into their account and remain there until the scholarship is awarded.
7. Books must be reviewed annually, prior to June 1, by a tax professional selected by the Executive Board.

Article XII – Benefit

1. In order to receive Individual benefits from TMHS Cheer Booster (as stated in objectives/mission):
 - a. A member must have paid membership dues.
 - b. A member must be in good standing (as noted in Article IV).
 - c. Must volunteer within the TMCBC.
 - d. Must participate in fundraising.
2. Benefits that are set aside in the budget for the Cheer Advisor use, will not be subject to these rules.
3. Benefits that are given to cheer program as a gift, such as uniforms, materials, etc. are not considered individual benefits.

Article XIII – Amendments

The By-Laws may be amended by majority vote of the Board and then by a majority vote of the members in attendance at any General Membership Meeting.

Article XIV – Dissolution

The By-Laws may be dissolved in the manner provided in Article XIII – Amendments. Upon dissolution, all assets and records become the property of Tomball Memorial High School and to be directed to the campus principal.

These By-Laws are hereby amended and approved by a majority vote, in favor of, by the members of Tomball Memorial Cheer Booster Club,
As of the _____ day of _____, 20____.

President- Stacie Barron

Date

Vice- President- Rhonda Soto

Date

Secretary – Michelle Seveney

Date

Treasurer – Leslie Bice

Date

VP Merchandising – Wendy Head

Date

Communications Manager- Mindy Faber

Date