

ROUND ROCK HIGH SCHOOL
CHEERLEADER BOOSTER CLUB
BY-LAWS



RRHS Cheerleader Booster Club By-laws

TABLE OF CONTENTS

Article I - Organization

- 1.1 Name
- 1.2 Purpose
- 1.3 Mission Statement
- 1.4 Involvement
- 1.5 Compliance

Article II - Membership

- 2.1 Classes of Membership
- 2.2 Term of Membership
- 2.3 Duty of Membership
- 2.4 Dues
- 2.5 Voting Rights
- 2.6 Scholarship Rights

Article III - Meetings

- 3.1 General Meetings
- 3.2 Executive Committee Meetings
- 3.3 Special Meetings
- 3.4 Quorum
- 3.5 Robert's Rules of Order

Article IV - Officers

- 4.1 Officers
- 4.2 Officers and their Elections
- 4.3 Nominating Committee
- 4.4 Vacancies
- 4.5 Reason to Remove

Article V - Duties of Officers

- 5.1 Expectations
- 5.2 Vacancies
- 5.3 Removal of Officers

Article VI - Committees

- 6.1 Formation of Committees
- 6.2 Duties of Committees

Article VII - Finances

- 7.1 Operating Funds Balance
- 7.2 Deposits & Expenditures
- 7.3 Budget
- 7.4 Gifts
- 7.5 Reimbursements
- 7.6 Compliance

Article VIII - Fundraisers

- 8.1 Student Participation
- 8.2 Member Participation
- 8.3 Compliance

Article IX - Amendments & Revisions

- 9.1 Approval of Amendments
- 9.2 Approval of Revisions
- 9.3 Effective Date of Approved Changes

Round Rock High School Cheerleader Booster Club
By-Laws
(approved March 21, 2022)

Article I - Organization

- 1.1 The name for the organization shall be Round Rock High School Cheerleader Booster Club.
- 1.2 The purpose of this organization shall be to promote and support the Round Rock High School Cheerleading Program and cheerleading coaching staff.
- 1.3 The mission of the Round Rock High School Cheerleader Booster Club is to provide financial, social and educational support to the cheerleading program at RRHS 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 RRHS Cheerleader Booster Club shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:
 1. Selection of uniforms,
 2. Selection of officers among cheerleaders,
 3. Squad awards,
 4. Performance, tryouts, formations, stunts or choreography,
 5. Selection of cheer camps,
 6. Selection of added clothing to be worn by cheerleaders during camp, school or other events,
 7. 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 24 hours before the cheerleader selection of the following school year.
 - A. The Executive Committee will continue to act as associate members until a new Executive Committee is in place. In this interim period, they have the authority to appoint, if necessary, to fill any officer vacancy.
 - B. Any active member will automatically become an associate member as a result of graduation, cheerleader selection, or removal or departure of the student from the cheerleader program and will continue as an associate member until graduation.
- 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, unless each parent/guardian wishes to pay the amount of annual dues in order to cast their own individual vote. No more than two (2) votes shall be cast within each family.
 - 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.

2.6 Scholarship Rights

- A. Graduating cheerleaders, mascot(s), escorts, and manager(s) with parents or legal guardians who have maintained active status each year in the RRHS Cheerleader Booster Club shall be able to apply for the RRHS Cheerleader Booster Club Scholarship.

Article III - Meetings

3.1 General Meetings

- A. The schedule of general meetings will be set by the Executive Committee and communicated to the membership at the first meeting following the election of new officers.
- B. 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.
- C. Executive Committee reserves the right to change general meeting dates, if conflicts exist or 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.
- D. No general meeting shall conduct business without a quorum of the Executive Committee Present.
- E. 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 Officers

A. The officers of the Cheer Boosters shall consist of:

President

Secretary

Treasurer

First & Second Vice-President of Hospitality

First & Second Vice-President of Merchandise

Vice President of Fundraising

Vice President of Social Media

Historian

B. Each officer of the Cheer Boosters shall be an active member in good standing of the RRHS Cheer Boosters.

4.2 Officers and their Elections

- A. 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.
- B. Each cheerleader shall be represented by no more than one parent in an elected or appointed position.
- C. The new officers shall assume their duties at the first regular Cheer Boosters meeting of the new fiscal year.
- D. There shall be a transition meeting of the outgoing Officers, the incoming Officers, and the Sponsor/Coach prior to the first regular Cheer Boosters meeting of the new fiscal year.

4.3 Nominating Committee

- A. At least two weeks prior to the election, the President shall appoint a nominating committee composed of (3) Cheer Boosters members, in good standing, with at least one coming from JV and one from Varsity.
- B. 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.
- C. Nominations will be open until 5:00 PM on the Friday following the general meeting, at which time, all forms are due to the Nominating Committee chairperson.
- D. 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. Only those persons who have consented to serve if elected shall be nominated or elected to an office.
- E. The Nominating Committee will review all nomination forms and select a slate of officers from those nominated by the membership.
- F. The nominating committee shall present at least one (1) candidate for each office.
- G. No Officer shall be nominated without approval of the Sponsor/Coach
- H. The membership will be notified by email of the slate of officers at least 2 days prior to the next meeting.
- I. Additional nominations may be taken from the floor the night of the election.
- J. The Nominating Committee will present the slate of officers for approval at the final general meeting of the school year and approved by a majority of members present at that general meeting.

4.4 Vacancies

A. A vacancy occurring during any Officer position shall be filled by the remaining Officers.

4.5 Reason to Remove

A. Any Officer may be removed from office for failure to perform duties in support of the cheer organization or using unethical practices while conducting RRHS Cheer Boosters business or for criminal misconduct.

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 shall, with the assistance of the Executive Committee, have general supervision, direction and control of the affairs of the Booster Club.
 - 1. Presides at all Executive Committee meetings and general and special meetings.
 - 2. Appoints committee chairpersons as necessary.
 - 3. Appoints committees, temporary and permanent as necessary.
 - 4. Serves as ex-officio member on any committee formed within the Booster Club.
- A. First V.P. for Hospitality - Plans, organizes and coordinates with necessary social co-chairs and/or sub-committees the social functions sponsored by the Booster Club.
- B. Second V.P. for Hospitality - Plans, organizes and coordinates with the First V.P. of Hospitality and/or sub-committees social functions sponsored by the Booster Club.
- C. First V.P. for Merchandise – Plans, organizes and coordinates with the necessary merchandise co-chairs and/or sub-committees merchandise ideas and sales sponsored by the Booster Club.
- D. Second V.P. for Merchandise – Plans, organizes and coordinates with the First V.P. of Merchandise and/or sub-committees merchandise ideas and sales sponsored by the Booster Club.
- E. V.P. for Fundraising - Plans, organizes and coordinates with necessary fundraising co-chairs and/or sub-committees the fundraising opportunities of the Booster Club. VP for Fundraising shall present all fundraising ideas to the Executive Committee for approval.

- F. V.P. of Social Media - Responsible for creating/managing the cheer Booster website, creating content, scheduling posts, enabling an online store, developing social media strategy and monitoring social media presence effectiveness of the site.
- G. Historian - Serves the Booster Club by 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, Booster Club and cheer related photos, bylaws and other information pertinent to Booster Club business.
 - 2. Assists in the creation of the end-of-year video scrapbook presented at banquet and the cheerleader yearbook page in the high school yearbook.
- H. Treasurer - Acts as custodian of the funds of the organization, maintains adequate and accurate financial records and gives detailed financial reports at each monthly meeting, in compliance with the procedures of the Booster Club and the RRISD Booster Club Guidelines.
- I. Secretary/Parliamentarian - Records meeting minutes for Executive Committee meeting, general meetings and special meetings and 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. Submits recorded minutes of previous general meeting at subsequent general meeting for approval. Minutes can be submitted verbally or in writing.
 - 2. Maintains an updated list of memberships' contact information.

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

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 two signatures of elected officers who have been granted signature authority by the Executive Committee and have authorized signature cards 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 of the school year.
- 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.

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 two Executive Committee members who are also signers on the organizations 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.

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 - Amendments & Revisions

- 9.1 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.
- 9.2 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.
- 9.3 All amendments and revisions are effective from the date of the next general meeting, following approval by the general membership and/or school administration.