

# **FHS blue & Gold Cheer Booster Club**

## **Article I Name and Purpose**

**Section 1.01. Name.** The name of this organization shall be FHS Blue & Gold Cheer Booster Club.

**Section 1.02. Purpose.** The purpose of the FHS Blue & Gold Cheer Booster Club are:

- A. To promote, support, & enhance the FHS Cheer program & Cheer Coaches.
- B. To promote a positive atmosphere & school spirit between FHS Cheerleaders, coaches, parents, and student body and aide in volunteer opportunities that support & grow community involvement.
- C. To facilitate opportunities to better serve the Frisco community as a whole through philanthropic events and organizations.
- D. Exhibit positive attitudes, discipline, respect, loyalty, & pride in all FHS activities & events;
- E. To provide financial, physical, & emotional support for the FHS Cheer Program.
- F. To promote communication & cooperation between parent-sponsored athletics booster clubs.

**Section 1.03. Non-Profit.** The association is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

## **Article II Membership**

**Section 2.01. Qualification.** Any person who supports the objectives of the FHS Blue & Gold Cheer Booster Club and is willing to uphold its policies and subscribe to it's Bylaws may become a member. Membership in the Booster Club is inherent to the parents and/or the guardians of students who are members of the FHS Blue & Gold Cheer Booster Club. membership dues are required to be a member and shall be determined by the Booster Club. Membership is voluntary; however, to be eligible for Booster club scholarships, cheerleader's family must be an active member each year the student is a cheerleader.

**Section 2.02. Dues.** Annual dues are payable in advance and are due annually by June 1st. Membership is \$35.00 annually per cheerleader and \$50 for a family of 2 or more cheerleaders. Members of the family must have the same mailing address. Memberships are non-transferable and a \$25 NSF fee will be charged to all returned checks.

**Section 2.03. Active Membership.** A member in good standing is defined as one who has agreed to uphold the bylaws, actively participates in fundraising activities, attends at least 3 monthly meetings, and promotes the FHS Blue & Gold Cheer Booster in a positive manner. Members in good standing shall be entitled to all membership benefits.

**Section 2.04. Rights and Responsibilities.** The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

**Section 2.05. Quorum.** The members present at any membership meeting of the organization, provided at least ten (10) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In the event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Officers.

**Section 2.06. Meetings.** There shall be at least one general annual meeting of the membership in March at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an even sponsored by the organization as is determined by the Officers or at the request of ten (10) or more members in writing to the Officers.

**Section 2.07. Termination of Membership.** Termination of Membership will be made by a majority of the members in good standing present at a meeting when a member in question has:

- A. Displayed disregard for the bylaws and/or;
- B. Committed some fraudulent act against the organization

### **Article III Meetings and Voting**

**Section 3.01. Officer Elections.** The annual nomination of officers shall take place in the meeting immediately following tryouts. Only members of the booster club shall be eligible to serve in any elective or appointive position. All board voting shall be documented and published in the booster minutes.

**Section 3.02. General meetings.** Regular general meetings shall be held once a month during the regular school year; time and place to be announced.

**Section 3.03. Special Meetings.** A special meeting of the membership may be called by any two board members at any time for any given cause. That cause shall be the only business to be brought before the membership and properly voted on during such meeting. Notice of the special meeting will be sent to all members in good standing at least 48 hours in advance of the meeting.

**Section 3.04. Notices.** Notice of meeting of the organization shall be by public announcement, email addresses, official website, and social media.

### **Article IV Officers and Their Elections**

**Section 4.01. Officers.** The officers of this organization shall be President, Vice President, Secretary and Treasurer. These officers shall perform the duties described by the bylaws. Each officer shall be a member of the Booster club.

**Section 4.02. Nomination.** A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

**Section 4.03. Election.** Officers shall be elected at the match meeting of the organization by the members present.

**Section 4.04. Term.** Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office. Terms for officers end the last day of March and elected officer terms begin April 1.

**Section 4.05. Authority.** The affairs, activities and operation of the organization shall be managed by the Officers. The officers shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

**Section 4.06. Meetings.** The officers shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

**Section 4.07. Quorum.** A quorum of the officers for the conduct of business shall consist of at least three (3) officers in attendance.

**Section 4.08. Action Without a Meeting.** Any action required or permitted to be taken at a meeting of the Officers (including amendment of these bylaws) or of any committee may be taken without a meeting if all the officers or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

**Section 4.09. Participation in Meeting by Conference Telephone.** Officers may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meetings can hear one another.

**Section 4.10. Reimbursement.** Officers shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

**Section 4.11. Vacancies.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining officers. Should the office of President become vacant, the Vice president automatically becomes the President, and a successor of the office of Vice President is appointed for the remainder of the term. If for any reason, the Vice President does not fill the unexpired term of the President, the remaining officers shall appoint a member to serve a President until the next regular election.

## **Article V**

### **Duties of Officers**

**Section 5.01. President.** The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board or the membership. The President shall select and appoint

the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

**Section 5.02. Vice-president(s).** The vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board and oversee all fundraising activity.

**Section 5.03. Secretary.** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

**Section 5.04. Treasurer.** The Treasurer shall be a member of the Executive Board. The Treasurer is authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purposes bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each General membership Meeting of the membership and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted presented to the Executive Board, General Membership, and other stakeholders.
- Maintain financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer.

## **Article VI Committees**

**Section 6.01. Committees.** The Executive Board shall appoint the following committees (if necessary) and any other committees deemed necessary to achieve the goals of the organization:

Financial Reconciliation - annual review of the financials at the end of the fiscal year or any time deemed necessary by the president or three (3) or more members.

Event Planner - plans for year-end awards banquet, arranges receptions at beginning of school year, and any other special events.

Scholarship - maintains and understands the guidelines set forth by current officers of criteria/eligibility of scholarships to active cheer families.

Historian - obtain media information and photos, notes significant events, and compiles end of year banquet video montage; a separate historian will be assigned for each team.

Little Miss Cheer- plans and coordinates the annual Little Miss Cheer fundraising event with coaches.

Spirit Wear/Fundraising - organizes ordering of yard signs, car decals and parent spirit cheer wear.

Spirit Club - organizes and leads activities associated with promoting school spirit through cheer activities; this includes activities associated with homecoming, football rallies, and holidays.

Senior Representative - coordinates gifts and activities associated with honoring Senior cheerleaders.

This committee will act as the voice of what Seniors need for the school year.

Cheer Posters - coordinate and arrange group cheerleader photo shoot at the beginning of the season; purchase posters; and coordinate distribution.

Website - creates (if necessary) and maintains booster club website which shall include, but not limited to:

1. Database of members (in secure area of website)
2. Calendar of booster club events and posting of cheer squad calendar
3. Advertisement area for sponsors (if available)
4. Area for historian to store jpg. Files.

**Section 6.02. Committee Meetings.** Committees should meet as often as necessary to fulfill the purposes for which they are appointed. Committee Chairman should make regular reports to the officers concerning the committee's plans, recommendations, and expenditures being considered.

## **Article VII Finances**

**Section 7.01. Budget.** The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

**Section 7.02. Obligations.** The Executive Board may not authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The President is the only executive board member to sign any contract.

**Section 7.03. Loans.** No loans shall be made by the organization to its officers or members.

**Section 7.04. Checks.** All checks, drafts, or other orders for the payment of money on behalf of the organization must have the signature of at least two officers, such as the Treasurer and the President. The Treasurer, President, and the Vice-President will be signers on the account.

**Section 7.05. Banking.** The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially number receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

**Section 7.06. Debit & Credit Cards.** This organization does not have a debit or credit card.

**Section 7.07. Carry-Over.** Current Booster Club members shall carry-over at least \$2500 for the following club members in treasury.

**Section 7.08. Financial Controls.** The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- All checks must have two executive officer signatures,
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- A committee of at least two (2) personas without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

**Section 7.08. Financial Report.** The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances including not having signature authority on bank accounts or approval authority over disbursements.

**Section 7.09. Fiscal Year.** The fiscal year of the organization shall be from April 1 to March 31 but may be changed by resolution of the Executive Board.

**Section 7.10. Financial Record Retention.** All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Tresurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder or cloud-based software	<b><u>At least seven (7) years</u></b> Consider keeping permanently
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis. Store in binder or cloud-based software.	<b><u>Seven (7) Years</u></b> Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile & file records on yearly basis. Store in binder or cloud-based software.	<b><u>Three (3) Years</u></b> Store w/financial records. Destroy after three years.

## ARTICLE VIII

## **Conflicts of Interest**

**Section 8.01. Existence of Conflict, Disclosure.** Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

**Section 8.02. Nonparticipation in Vote.** The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

**Section 8.03. Minutes of Meeting.** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

**Section 8.04. Annual Review.** A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

## **ARTICLE IX**

### **Indemnification**

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such member of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

## **ARTICLE X**

### **Amendments**

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least ten (10) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

## **ARTICLE XI**

### **Parliamentary Authority**

Robert's Rules of Order shall be parliamentary authority. Any conflict among these authorities shall be governed by the following precedence: the bylaws of the organization shall govern first, the UIL Booster Club Guidelines second, and the provisions of Robert's Rules of Order third.

### **ARTICLE XII**

#### **Dissolution**

In the vent of dissolution of the Booster Club, any assets remaining shall be turned over to the Frisco High School Cheer Team after satisfaction of all liabilities against the booster club.



## **AMENDMENT TO FHS BLUE & GOLD CHEER BOOSTER CLUB ARTICLES**

Section 2.02 Dues. Annual dues are payable in advance and are due annually by May 31st. Membership is \$200 annually per cheerleader. Write a check dues are \$100 and may fluctuate year to year. Members of the family must have the same mailing address. Memberships are non-transferable and a \$25 NSF fee will be charged to all returned checks.

Dated: <<<written date>>> March 10, 2020

## **AMENDMENT TO FHS BLUE & GOLD CHEER BOOSTER CLUB ARTICLES**

Section 2.02 Dues. Annual dues are payable in advance and are due annually by June 1st. Membership is \$250 annually per cheerleader and \$175 for a family of 2 or more cheerleaders. Members of the family must have the same mailing address. Memberships are non-refundable and a \$25 NSF will be charged to all returned checks.

Dated: March 22, 2023

## **AMENDMENT TO FHS BLUE & GOLD CHEER BOOSTER CLUB ARTICLES**

Section 2.02 Dues. Annual dues are payable in advance and are due annually by June 1st. Membership is fixed at \$250 annually per cheerleader, with no discount in regards to multiple cheerleaders, managers and mascots in a family. Memberships are nontransferable and a \$25 NSF will be charged on any returned checks.

March 21, 2023

# **AMENDMENT TO FHS BLUE & GOLD CHEER BOOSTER CLUB ARTICLES**

## **Article II Membership**

**Section 2.02. Dues.** Annual dues are payable in advance and are due annually by June 1st. Membership is \$150.00 annually per cheerleader. Memberships are non-transferable and a \$25 NSF fee will be charged to all returned checks.

Dues are payable by:

- A. Payment in full at time of Membership Registration received by June 1st.
- B. Payment by payment plan consisting of 4 equal payments of \$37.50 to be paid in full by September 1st.
- C. Payment by way of parent retrieved sponsorship in the amount of \$200 or greater received by June 1st.

## **Section 2.04. Rights and Responsibilities.**

- A. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.
- B. Non-Members: Shall have the right and responsibility to attend meetings, volunteer their time in support of a committee and donate to the program.

## **Article IV Officers and Their Elections**

**Section 4.02. Nomination.** A nominating committee composed of the current President, at least one additional officer and a general member shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

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- C. Scholarship - maintains and understands the guidelines set forth by current officers of criteria/eligibility of scholarships to active cheer families.
- D. Historian - obtain media information and photos, notes significant events, and compiles end of year banquet video montage; a separate historian will be assigned for each team.
- E. Little Miss Cheer- plans and coordinates the annual Little Miss Cheer fundraising event with coaches.
- F. Spirit Wear - organizes ordering of yard signs, car decals and parent spirit cheer wear.
- G. Fundraising - organizes spirit nights and other non-athlete involved methods of bringing funds into the organization

- H. Spirit Club - organizes and leads activities associated with promoting school spirit through cheer activities; this includes activities associated with homecoming, football rallies, and holidays.
- I. Senior Representative - coordinates gifts and activities associated with honoring Senior cheerleaders. This committee will act as the voice of what Seniors need for the school year.
- J. Cheer Posters - coordinate and arrange group cheerleader photo shoot at the beginning of the season; purchase posters; and coordinate distribution.
- K. Website - creates (if necessary) and maintains booster club website which shall include, but not limited to:
  - 1. Database of members (in secure area of website)
  - 2. Calendar of booster club events and posting of cheer squad calendar
  - 3. Advertisement area for sponsors (if available)
  - 4. Area for historian to store jpg. Files.