

**LAKE BELTON HIGH SCHOOL  
BRONCO CHEER BOOSTERS  
BYLAWS and STANDING RULES**

*Formation Date 02/13/2025*

Standing Rules Amended and Adopted: 07/14/2025

Revised and voted on 2/9/26

**ARTICLE I. NAME AND LOCATION**

**Section 1. Name**

The name of this organization shall be the Bronco Cheer Boosters, hereinafter referred to as BCB

**Section 2. Location**

Bronco Cheer Boosters shall be located at Lake Belton High School, Temple, Bell County, Texas.

**ARTICLE II. PURPOSE AND POLICIES**

**Section 1. Purpose**

- A. To encourage and support the cheerleading program of Lake Belton High School (LBHS), Lake Belton Middle School (LBMS), and North Belton Middle School (NBMS).
- B. To develop a cohesive relationship between sponsors/coaches, administration, and the general public. To secure the highest advantages in physical, mental, social, and spiritual atmosphere for all youth.
- C. To develop a better understanding and appreciation of the purpose and benefits of the cheerleading program at LBHS, LBMS and NBMS.
- D. To promote active parent and community involvement. To facilitate and promote communication, good morals and an attitude of excellence regarding the sport of cheerleading among cheerleaders, parents, sponsors/coaches, the school and the community.
- E. To assist with the fundraising activities and other support duties. To help above and beyond the school budget with items approved by the Bronco Cheer Boosters Executive Board, sponsors/coaches and principal(s).
- F. To promote among cheerleaders, a sense of support, camaraderie, and an attitude of excellence, through active parent involvement encouraging their children to maintain excellence and compliance with standards and a sense of pride in themselves and the sport of cheerleading.

**Section 2. Policies**

- A. To develop the organization's purposes through committees and projects.
- B. To avoid any actions which would appear to interfere with the school administration or to

control its policies.

## **ARTICLE III. MEETINGS**

### ***Section 1. Regular Meetings***

- A. Regular Meetings. Regular meetings of the club shall be held monthly with a minimum of six (6) meetings annually.
- B. Special Meetings. Special meetings shall be called by the Executive Board of the BCB upon demand as needed.
- C. Meeting Location. Regular meetings and special meetings shall be held at LBHS. If for any reason it becomes necessary to hold the meetings elsewhere, including virtually, the Coaches shall find a suitable time and location for holding the meeting of the BCB.
- D. Agendas. Agendas shall be published electronically 24 hours in advance of regular meetings.

### ***Section 2. Special Activities***

Special activities, other than regular meetings, will be facilitated by the BCB as feasible and desired by the general membership.

### ***Section 3. Quorum***

For any regular or special meeting of the BCB, a quorum shall consist of a minimum of five (5) voting Officers of the Executive Board and one(1) Administrative representative of the school in addition to those members present.

## **ARTICLE IV. MEMBERSHIP**

### ***Section 1. Eligibility for Membership***

Regular membership in the Bronco Cheer Boosters will be extended to any non-student adult interested in the objectives of the BCB and willing to uphold its policies and subscribe to the Bylaws, provided that he/she is willing to actively participate in the program and other activities of the BCB. Members agree to abide by the Code of Conduct of the BCB which shall be provided to each member prior to joining. Individuals are limited to a single membership.

### ***Section 2. Dues***

Dues shall be set by the Executive Board prior to the first meeting of the fiscal year (tryouts to tryouts) and dues for that year shall not be changed. As designated by the Standing Rules, an individual or organization is a regular member and is eligible to vote (one vote per membership) seven days after membership payment on any and all matters in which the BCB members have interest.

### ***Section 3. Voting Policies for General Business***

- A. During general membership voting, each BCB member shall have one(1) vote per membership.

- B. In the event of a tie, there shall be a revote. In the event that there is a subsequent tie, the matter will be tabled until the following meeting.
- C. During Executive Board voting, each Executive Board position except for the president, shall have one(1) vote. Co-chairs for a singular position may cast only one board vote. In the event of a tie, the president will cast the deciding vote.

#### ***Section 4. Code of Conduct Policies***

- A. Reporting. Violations of the Code of Conduct of the BCB should be reported to the Coaches via email.
- B. Violations. Violations of the Code of Conduct of the BCB may result in a warning or revocation of membership privileges as determined by the Board and Coaches.

### **ARTICLE V. OFFICERS**

#### ***Section 1. Titles of Officers***

Elected officers of the Bronco Cheer Boosters shall be Charlene Laxon- President, Marty Edens- Vice President, Lexie Newberry Secretary, Susan Canales- Treasurer, Auditor- Melissa Cory, Middle School Representatives- Sherry Chapman and Kayla McQueary, Historian- Elizabeth Howson, and Fundraising Chair Ashley Rea with one position still open for fundraising.

#### ***Section 2. Qualifications of Elected Officers***

- A. Elected officers shall be members whose student or students are currently on the cheerleading squad for the year in which those officers serve.
- B. The elected officers should include parent and/or guardian representation from each high school squad.
- C. The President position must be filled by an LBHS athlete parent that has served on the Bronco Cheer Boosters Executive Board (previously known as Bronco Cheer Booster Club) for at least one year, unless no former Board member chooses to run.
- D. Officers will follow BISD Booster eligibility when running for board positions. See attachment for most current policy for BISD. \*Once BISD posts their updated policy, we will link it here.

#### ***Section 3. Duties of Elected Officers***

- A. The **President** shall:
  - 1. Preside at all meetings of the BCB and Executive Board.
  - 2. Appoint all Chairpersons of Committees and Team Liaisons, subject to the approval of the Executive Board.
  - 3. Be a member 'Ex officio' of all committees except the Nominating Committee.
  - 4. Fill vacancies of office that occur during the year, subject to the approval of the Executive Board.
  - 5. Be familiar with the Bronco Cheer Boosters Bylaws and Standing Rules
  - 6. Have financial duties as outlined in Article VI Section 3.
  - 7. Supervise all activities of the BCB and endeavor to serve the BCB in a strictly

impartial manner.

8. Call special meetings of the Executive Board and any Committee meetings as required.
9. Serve as a Board Representative on the Go Gold.
10. Assist Secretary in being a Board Representative for the Christmas Party
11. Work with the Board to host Showdown.
12. Create and distribute/post any materials pertaining to their specifically assigned duties.
13. Perform all other duties incident to the office of President.
14. At the end of their tenure, the President will serve in a non voting advisory role to the incoming President. This does not preclude them for running for an additional office.

B. The **Vice President** shall:

1. Assist the President as required.
2. Perform all duties of the Presidency in the absence of the President.
3. Succeed to the office of President in the event of a vacancy.
4. The Vice President shall have financial duties as outlined in Article VI Section 3.
5. Serve as a Board Representative on the Blaze the Town and End of Year Celebration Committee.
6. Work with the Board to host Showdown.
7. Assist Treasurer with Fall and Spring FBCC (Future Bronco Cheer Camp).
8. Create and distribute/post any materials pertaining to their specifically assigned duties.
9. Perform such other duties as may be assigned by the Executive Board.
10. Perform all other duties incident to the office of Vice President.

C. The **Secretary** shall:

1. Keep a register or roll of the members.
2. Record the minutes of the business of all general membership Meetings.
3. Have custody of the Bronco Cheer Boosters Bylaws and other official documents.
4. Prepare meeting agendas as required by the President.
5. Serve as Board Representation for the Bylaws and Christmas Party.
6. Work with the Board to host Showdown.
7. Create and distribute/post any materials pertaining to their specifically assigned duties.
8. Conduct all correspondence of the Bronco Cheer Boosters as directed by the Executive Board.
9. Prepare announcements related to the BCB and its events.
10. Send approved announcements to applicable locations to promote Club activities such as other clubs or PTAs to share on their pages.
11. Perform other duties as may be assigned and those customarily pertaining to the office of the Secretary.

D. The **Treasurer** shall:

1. Have custody of all Bronco Cheer Boosters funds and assets, making disbursements only as authorized by the Bronco Cheer Boosters.
2. Have financial duties as outlined in Article VI Section 3.
3. Prepare a budget in conjunction with the President and/or Executive Board.
4. Be empowered to sign checks and make necessary disbursement of funds as authorized by the Executive Board.
5. Receive all dues, fees and monies for the Bronco Cheer Boosters. He/she will keep a record of all receipts and expenditures, and render a statement of financial accounts prior to all executive board meetings and at intervals as requested by the Executive Board.
6. Submit an annual financial report in conjunction with the Auditor to BISD by October 31st.
7. In the event the Treasurer resigns his/her elected office, the books will be audited by the Executive Board, before his/her successor assumes office.
8. Serve as Board representation for Fall & Spring FBCC.
9. Assist Vice President in being a Board Representative for the Blaze the Town.
10. Work with the Board to host Showdown.
11. Create and distribute/post any materials pertaining to their specifically assigned duties.
12. Perform other duties as may be assigned and those customarily pertaining to the office of the Treasurer.

E. The **Auditor** shall

1. Have financial duties as outlined in Article VI Section 3.
2. Verify the budget in conjunction with the Treasurer.
5. Confirm all receipts and expenditures, and render a statement of financial accounts prior to all Executive Board meetings and at intervals as requested by the Executive Board.
6. Facilitate in conjunction with the Bylaws and Standing Rules Committee at least one(1) regular audit per year to be accomplished before the last Executive Board meeting prior to installation of new officers.
7. Submit an annual financial report in conjunction with the Treasurer to BISD by October 31st.
8. In the event the Auditor resigns his/her elected office, the books will be audited by the Executive Board, before his/her successor assumes office.
9. Serve as Board representation for Fall & Spring FBCC.
10. Assist Vice President in being a Board Representative for the Blaze the Town.
11. Work with the Board to host Showdown.
12. Create and distribute/post any materials pertaining to their specifically assigned duties.

13. Perform other duties as may be assigned and those customarily pertaining to the office of the Auditor.

F. The **Fundraising Chairs** shall (2 total):

1. Organize and promote all BCB fundraising activities. List may include but is not limited to: Obtain sponsorships from the community, Future Bronco Cheer Camp (FBCC), Parking Lots, Pony Express, & Go Gold.
2. Serve as a Board Representative on the Parking Lot and Pony Express.
3. Assist the President in being a Board Representative for the Go Gold Committee, and assist the Vice President in being a Board Representative for the End of Year Celebration Committee.
4. Work with the Board to host Showdown.
5. Create and distribute/post any materials pertaining to their specifically assigned duties.
6. Perform other duties as may be assigned and those customarily pertaining to the office of Fundraising.

G. The **Middle School Co-Chairs** (1 NBMS, 1 LBMS) shall

1. Each have an Executive Board vote.
2. Communicate with the Executive Board about middle school business such as but not limited to, birthdays, recognitions, achievements, etc.
3. Communicate opportunities for Bronco Cheer Booster involvement at middle school events, such as but not limited to beginning of the year activities, games, open houses/parent nights, etc.
4. Be historians for middle school activities.
5. Organize the middle school volunteers as needed.
6. Perform such other duties as may be assigned by the Executive Board.
7. Assist the President in being a Board Representative for the Christmas party, End of Year Celebration, and Blaze the Town
8. Work with the Board to host Showdown.
9. Perform all other duties incident to the office of Middle School Co-Chairs.

H. The **Historian** shall

1. Maintain the Bronco Cheer Boosters website.
2. Collect media as well as photograph and video Bronco Cheer activities.
3. Create promotional materials for Booster events.
4. Contact BISD communications for all Booster activities.
5. Maintain all social media accounts.
6. Perform other duties as may be assigned and those customarily pertaining to Historian.
7. Work with the Board to host Showdown.
8. Serve as Board representative for Blaze the Town and Senior Committee.

#### **Section 4. Terms of Office**

- A. The term of office for all elected Officers shall be for one(1) year from the time of installation.
- B. The installation of Officers shall be held annually at the second scheduled meeting after team announcements.
- C. Vacancies occurring after the installation will be filled by Presidential appointment with approval of the Executive Board.
- D. No officer shall be eligible to run to serve more than two(2) consecutive terms in the same office unless approved by general membership.

#### **Section 5. Nominations**

- A. The Nominating Committee will be announced by the President within seven days after tryouts. This committee will be composed of a minimum of three(3) members from the general membership at large (excluding the President).
- B. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
- C. The Nominating Committee will prepare a slate of candidates to include one or more persons for each elected office for the forthcoming school year. The slate will be presented to the general membership at the first scheduled meeting *after* team announcements.
- D. Nominations may also be made from the floor at this time; additional nominations may be submitted to the Nominating Committee Chair by email, and such nominees shall be entered on the slate. The slate will close 72 hours after this meeting. The consent of each proposed candidate must be secured before a nomination is announced by the Nominating Committee.
- E. Nominees will have the opportunity to present a bio that will be posted for general membership to review ten days before the voting meeting.
- F. At the voting meeting, the general membership will have the opportunity to ask questions of the nominees.
- G. The Nominating Committee is automatically dissolved when the slate is closed.

#### **Section 6. Elections**

- A. The election of officers shall be held annually at the second scheduled meeting *after* tryouts.
- B. If the slate includes only one nominee per office, the vote shall be by acclamation.
- C. If the slate includes more than one nominee for any given office, ballots will be given to the general membership for the vote and the president shall call for a vote. A majority vote of the members present and voting at this meeting shall be required for election, provided that a quorum is present.
- D. In the event that no candidate receives a majority vote on the first vote, all but the two(2) highest for such office shall be eliminated and the voting continued. If the vote is a tie after the second vote, they may become Co Chairs.

- E. The President will announce the names of those elected to office. Those elected will take office immediately.

### **Section 7. Vacancies**

- A. Any officer unable to perform the duties of the office for any reason whatsoever shall submit a resignation in writing to the Executive Board.
- B. Any officer absent without legitimate reason from three(3)board meetings or three (3) club meetings (or a combination of 3 missed meetings total) shall be subject to removal from office unless absences are otherwise approved by the President, and shall be referred to the Executive Board for disposition.
- C. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term.
- D. In the event of vacancy in any other office, the President, with approval of the Executive Board, shall appoint from the membership of the Club an officer to fill the vacancy for the unexpired term. If the appointee serves in this role less than six months, it will not count against their eligibility to serve two consecutive years in this position.

## **ARTICLE VI. EXECUTIVE BOARD**

### **Section 1. Composition, Voting Policies, and Quorum**

- A. The voting members of the Executive Board shall consist of officers holding elected positions in the organization( Vice President, Secretary, Treasurer, Auditor, Historian, Middle School Representatives and Fundraising Chairs).
- B. A quorum for an Executive Board Meeting shall consist of at least one-half( $\frac{1}{2}$ ) of the members of the Executive Board.

### **Section 2. Basic Duties and Power**

- A. The Executive Board shall coordinate and supervise all activities of the Bronco Cheer Boosters in accordance with the provisions of these Bylaws and the desires of the membership.
- B. The Executive Board shall direct the collection and disbursement of the BCB's monies, by specific action and/or by adoption of a budget to be administered by the Board.
- C. Every check that is written on the BCB's account shall be signed by two(2) members of the Executive Board.
- D. The Executive Board shall be subordinate to a vote of the general membership at large.
- E. The Executive Board will have approval of spending limit up to \$250 per request, without a vote from the general membership.

### **Section 3. Financial Duties**

- A. The President, Vice President, Treasurer, and Auditor shall have access to financial accounts to include but not be limited to checking accounts and financial ledgers.
- B. The President, Vice President, and Treasurer shall each be assigned a debit card. The auditor shall not be issued a debit card.
- C. The Auditor shall be the two factor, second factor authenticator for online access to accounts.
- D. All cash and checks shall be accounted for on a requisition form by 2 members and

submitted to the Treasurer.

- E. The outgoing president, VP, and treasurer shall be removed from the following: Bank Account, storage unit, all financial accounts (ex: Go Daddy, Paypal, etc), and Post Office box. The password on the Google Drive shall be changed and new members will be added within 7 days of nominations.

### **Section 3. Meetings**

Regular meetings of the Executive Board shall be held as needed, preceding the regular general membership meetings, unless otherwise provided for by the Executive Board.

## **ARTICLE VII. STANDING AND SPECIAL COMMITTEES**

### **Section 1. Standing Committees**

- A. Standing Committees shall be composed of a Chairperson appointed by the Executive Board and one or more members who shall be appointed by the Chairperson of the respective committee, subject to the approval of the Executive Board.
- B. Duties of Standing Committees are as follows:
  1. The **Bylaws and Standing Rules** Committee shall receive all suggestions from the Executive Board for amendments, prepare them in proper form, and submit them for action by the membership in accordance with Article ~~X~~ X of these Bylaws.
  2. The **Future Bronco Cheer Camp (FBCC)** Committee shall organize and coordinate all activities related to FBCC with the sponsor/coach and the Executive Board for both Fall & Spring.
  3. The **Go Gold** Committee shall organize the sales of the Go Gold shirts and any activities related to Go Gold. They will deliver sales money to the Treasurer who will write the check to Baylor Scott & White CenTex Foundation.
  4. The **Scholarship** Committee composed of an odd number of non-senior parents with a minimum of five members shall organize and approve scholarship applications and present to the Executive Board for release of funds to graduating athletes. This is composed of NON-SENIOR parents.
  5. The **Showdown** Committee shall plan, coordinate, and execute the Showdown at the Lake annual competition which shall include participation from all Executive Board members.
  6. The **Christmas Party** Committee shall plan and execute all Christmas party matters.
  7. The **End of Year Celebration** Committee shall plan, coordinate, and execute all matters related to the annual End of Year Celebration.
  8. The **Senior** Committee shall plan, coordinate and execute all matters related to Senior Night during Varsity football season and organize senior events such as senior banner, senior spotlight, and end of year gifts for seniors if funds allow. This committee shall include participation from all Executive Board members excluding senior parents.
  9. The **Blaze The Town** Committee shall promote and coordinate Any homecoming related activities, to include selling the painted horseshoes

- and scheduling the volunteers who paint them.
10. The **Pony Express** Committee shall organize and coordinate all activities related to PE with the sponsor/coach and the Executive Board for the football season.

## **ARTICLE IX. DISSOLUTION AND DISPOSITION**

### ***Section 1. Dissolution***

Dissolution of the Bronco Cheer Boosters may be accomplished by two-thirds( $\frac{2}{3}$ ) vote of the members present at any regular or special meeting of the Club where thirty (30) days notice has been given via normal communication methods, provided a quorum is present.

### ***Section 2. Disposition of Assets***

Upon dissolution of the Club, Club funds and property assets remaining after payment of liabilities of the BCB shall be allocated as appropriate and recommended by the Executive Board with membership approval. If a dissolution meeting is not held, Lake Belton High School Principal or his/her representative may direct the disposal of the residual net assets of the Club.

## **ARTICLE X. AMENDMENTS AND REVISIONS**

### ***Section 1. Method of Amending the Bylaws***

- A. The Executive Board shall have the power to propose an amendment to the Bylaws by presenting the amendment in writing to the membership at least ten(10) days prior to the meeting date or by reading at the previous regular meeting.
- B. Any member desiring to propose an amendment to the Bylaws shall present the same in writing or electronically with his/her signature to the Executive Board. At the next regular meeting, the Executive Board shall present the amendment to the membership with its recommendation.
- C. The amendment shall become effective immediately upon a two-thirds( $\frac{2}{3}$ ) vote of the members present and voting at any regular meeting of the BCB, a quorum being present.

### ***Section 2. Method of Amending the Standing Rules***

- A. Standing Rules may be adopted without previous notice by a majority vote of the members present and voting, a quorum being present.
- B. Standing Rules may be amended or rescinded by a two-thirds( $\frac{2}{3}$ ) vote of the members present and voting, a quorum being present, without previous notice. Standing Rules may be amended or rescinded by a majority vote if notice was given at a previous regular meeting.

### **Section 3. Adoption of New Bylaws**

- A. The Executive Board in conjunction with the Bylaws and Standing Rules Committee shall have the power to compose new Bylaws for the BCB, provided that written notice of such intention shall have been given at least ten(10) days prior to the vote.
- B. New Bylaws will become effective on the date such Bylaws are approved by two-thirds( $\frac{2}{3}$ ) vote of the members present and voting in a regular or special meeting of the BCB, a quorum being present, provided the text of the new Bylaws has been submitted to the membership in writing at the previous regular meeting. On the date the new Bylaws are approved, this Constitution will automatically be rescinded.

### **Section 4. Periodic Reviews**

- A. These bylaws shall be reviewed annually by the Secretary in conjunction with the Bylaws and Standing Rules Committee.
- B. Grammatical, punctuation, and corrections in these Bylaws and Standing Rules or amendments thereto which in no way alter the intent of the respective Bylaw or Standing Rule or Amendment shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Executive Board.
- C. Any revision(s), if required, will be submitted to the Executive Board for approval of the general membership.

## **ARTICLE XI. ENACTMENT**

These Bylaws and Standing Rules are/or amendments thereto, shall become effective upon the adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws adopted 03/27/2025

## **STANDING RULES**

1. **Address.** Bronco Cheer Boosters is located at Bronco Cheer Boosters P.O. Box 1153, Belton, Bell County, Texas 76513.
2. **General Membership Meetings.** Regular meetings of the BCB shall be held monthly, unless otherwise designated by the Executive Board and coaches.
3. **Board Meetings.** Regular meetings of the Executive Board shall be held as designated by the Executive Board. At minimum, they shall meet prior to the General Membership Meetings.
4. **Revenue.** The revenue of the Club shall be derived from membership dues and monies from revenue producing activities and donations.
5. **Dues.** The dues shall be \$30 per adult membership, payable annually at/after the first meeting following team announcements.

### **Scholarship Eligibility and Award Guidelines**

- A. The BCB may award scholarships to **current senior cheerleaders** in good standing who plan to pursue postsecondary education, **subject to the availability of funds.**

- B. Scholarship awards shall not exceed \$250 per complete year of service as a cheerleader or mascot at LBHS, with a maximum total award of \$1,000 per recipient.
- C. A complete year of service is defined as two (2) full semesters of participation.
- D. Any athlete who leaves or is removed from the team for any reason at any time during the academic year shall not receive scholarship credit for that year of service.
- E. Athletes who graduate early may receive prorated scholarship credit for their Senior year, as determined by the Scholarship Committee. Early graduates who complete only the fall semester may receive an award not to exceed \$125 for that year.
- F. Scholarship applications must be submitted by the Friday preceding Spring Break.
- G. The Scholarship Committee shall review all applications to determine eligible recipients.
- H. With approval from the Executive Board, scholarship recipients shall be announced at the LBHS Senior Scholarship Ceremony, provided recipients remain current cheer team members in good standing at the time of the ceremony.
- I. Recipients must submit proof of enrollment and/or receipts from an institution of higher education to the Board no later than September 1 following their graduation year.
- J. Scholarship funds shall be disbursed within seven (7) days of receipt submission.

**7. Carry Forward Balance.** The final carry forward banking balance for the year must reflect the total amount in potential scholarships that were awarded at the LBHS Senior Scholarship Ceremony during the current school year (number of seniors x \$250 per year of LBHS cheer service) plus \$2500. This amount must be reflected in the account prior to the second meeting after team announcements.

Standing Rules Revised and voted on: 2/9/2026