

This document is to serve as the Bylaws of the Brock Cheer Booster Club. These Bylaws contain the rules governing the internal structure and internal management of the Brock Cheer Booster Club. The following Bylaws shall be followed by the Club and all of its members.

Article I - Name

The name of this organization shall be Brock Cheer Booster Club (referred to as "BCBC" for the remainder of this document). The mailing address shall be P.O. Box 1195, Weatherford, TX 76086, and all official correspondence shall be directed through this address. The official BCBC email address is cheerbrock@gmail.com.

Article II - Background

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organizations under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individuals, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III - Purpose

This organization shall operate as a 501(c)(3) nonprofit organization exclusively for the support of the Brock Cheerleading program, and as such will support the following purposes:

1. To stimulate and sustain an enthusiastic interest among parents, cheerleaders, the Brock Independent School District (BISD) student body, and members of the Brock Community.
2. To lend all possible support, both moral and financial, to the activities of the Brock Cheerleading program within guidelines specified by the BISD School Board, the BISD administration, the BISD Athletic Director, the BISD Cheer Coaching Staff, and UIL regulations.
3. To participate (in cooperation with the BISD Athletic Director and/or Head Cheerleading Coach or designated coaching staff) in activities designed or conducted to promote the BISD cheerleading program.

Article IV - Membership

Membership in the Brock Cheer Booster Club shall be subject to the following conditions:

1. Membership of this club will be open to any person interested in the progress and development of the Brock Cheerleading program.
2. Individual membership dues shall be determined annually by current Brock Cheer Booster Club members.
3. BCBC may offer business memberships at levels to be determined annually by the current members.

Article V - Administration

This organization shall be governed by an Executive Board of Directors (referred to as "Executive Board" for the remainder of this document) composed of elected officers and committee chairs as follows:

1. The elected officers of this organization shall include President, Vice-President, Secretary, Treasurer and Liaison.
2. Officer positions may be held only by individuals.
3. No two persons from the same household may hold elected positions, at the same time.
4. The election and general responsibilities of the officers and chairs are described in detail in later sections of these Bylaws.
5. Vacancies in an office will be filled by the Vice President until the Executive Board appoints a successor to fill the unexpired term of that office.
6. A serving elected officer or chair may be removed from office for cause, including willful neglect of duty, by a two-thirds majority vote of the Executive Board.
7. To serve on the Executive Board, an individual must have a student that is currently active in the BISD Cheer Program.
8. Each Executive Board member will have one vote, and each current member will have one vote. The President shall vote only in the case of a tie vote or in other specific cases set out within these Bylaws. An Executive Board member may assign his/her vote via a signed proxy to another Executive Board member. Two-thirds of the current Executive Board, either in person or by proxy, must be present to have a quorum.

Article VI - Elections

1. At the March membership meeting, an announcement will be made that nominations will be accepted for officers for the upcoming year. Nominations must be made to the Secretary at least one week prior to the April general membership meeting.
2. At the April general membership meeting, the Secretary will provide a ballot to all members in attendance. The ballot will contain the names of the nominees for each officer position. The election shall be held according to Robert's Rules of Order.
3. Ballots will be counted by at least two Executive Board members.
4. Executive Board positions can be elected for up to two consecutive one-year terms. Exceptions may be made by the Executive Board in case of need.
5. The positions of President and Vice-President must have at least one year of active participation in BCBC to be nominated.
6. New officers and directors will begin their one-year term on May 1st

Article VII - Duties of Elected Officers

The duties of each elected office will be as follows:

1. President

- a. Calls to order and preside over all meetings of the general membership and the Executive Board.
- b. Appoints the chairperson and members of any Ad-Hoc Committees.
- c. Co-signs all checks issued by the organization (all checks and allocations of funds must have two signatures).
- d. Ensures that Robert's Rules of Order are followed during all meetings and assists the Vice President in maintaining order at meetings.

2. Vice President

- a. In the absence of the President, presides over any meeting at which the President would normally preside.
- b. In the absence of the President, co-signs checks necessary to carry out essential activities of the organization.
- c. Carries out duties assigned by the President.
- d. Scholarship Committee Chair

3. Secretary

- a. Takes minutes of the Executive Board and general membership meetings and distributes these minutes to the membership, once approved by the Executive Board.
- b. Carries out duties assigned by the President.
- c. Provides copies of the agenda for distribution at meetings.
- d. Maintains a copy of the current Bylaws and facilitates the process of revising the Bylaws at least once annually.

4. Treasurer

- a. Keeps an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
- b. Presents a financial report at each Executive Board and general membership meeting.
- c. Files tax returns and other legal documents as necessary. The services of an outside firm that specializes and is qualified in preparing tax returns and/or audits may be utilized with approval by the Executive Board.
- d. Maintains records pertaining to the tax-exempt status of the organization.
- e. Supervises the financial operations of the Booster Club.
- f. Carries out duties assigned by the President.

5. Liaison

- a. Speak on behalf of parents to the Executive Board Members and School Officials
- b. Meet with School Officials on behalf of the Executive Board to discuss any suggestions, complaints, or any other circumstances to help uphold the purpose of the program as stated in Article III.
- c. Meet with parents to discuss any suggestions, complaints, or any other circumstances that need to be brought to the Executive Board.
- d. Carry out all duties assigned by the President.
- e. Support the purpose of the program as stated in Article III.
- f. Support the roles of other members of the Executive Board.

Article VIII - Committees

All Members in good standing are eligible to serve on committees. There may be committees set up for, but not limited to, the following:

1. Fundraising Committee:

- a. Manages and coordinates all fundraising efforts with the Executive Board, Committee Members and School Liaison.
- b. Solicits advertising from area businesses and individuals for promotional items such as banners, PA mentions, printed and digital marketing, etc.
- c. Manages and reports on invoicing and collection of advertising funds from all sponsors.
- d. Coordinates collection of funds raised for the Treasurer, and maintains accurate records of all fundraising income.
- e. Receives information regarding potential fundraising opportunities, evaluates these and make recommendations to the Board for discussion and approval.
- f. Provides a status report at all general membership meetings.

2. Membership Committee:

- a. Membership year is June 1 through May 31.
- b. Creates and promotes membership drives to encourage maximum participation.
- c. Maintains and manages membership dues and payments via an online membership management platform.
- d. Maintains an ongoing list of current members and provides status and contact information to BCBC leadership as necessary.
- e. Coordinates the purchase and distribution of gift items associated with each level of membership.
- f. Provides a status report at all general membership meetings.

3. Public Relations/Website Committee:

- a. Provides timely communication of upcoming events, schedules, competition results, statistics, etc.
- b. Manages the official website and any other social media accounts held by the organization.
- c. Provides a status report at all general membership meetings.

4. Merchandising Committee:

- a. Secures vendors and pricing for all apparel and non-apparel items for spirit items and submits proposed expenditures to the Executive Board for approval.
- b. Manages acquisition, inventory, sale, and accounting of all merchandise.
- c. Works directly with the Treasurer to ensure proper handling of all transactions.
- d. Provides status reports as needed for Executive board meetings along with monthly reports for the general membership meetings.

5. Events Committee:

- a. Responsible for organizing and coordinating the staff/volunteers/participants/etc. for execution of events such as fundraisers, the homecoming parade, pep rallies, senior night, end of year banquet, etc.
- b. Ensures that there are no conflicts with existing events or fundraising programs being held or considered by the Cheerleading Coach, Athletic Director, and/or Superintendent.
- c. Ensures UIL compliance on all donations and fundraising efforts.
- d. Provides a status report at all general membership meetings.

Article IX - Meetings

1. There may be special called Executive Board meetings. The schedule of these Executive Board meetings, including time and location, should be set by the President. These meetings may be closed to the general membership.
2. Monthly, general membership meetings will be held to address upcoming events and items of general concern. All Booster Club members will be encouraged to attend and participate at these general membership meetings.
3. The Executive Board may vote to cancel or modify the date and/or time of the monthly membership meetings. In such case, the cancellation or modification should be decided upon with as much notice as possible.
4. Items to be placed on the agenda of any meeting must be communicated to the Secretary no later than noon of the day before the meeting.

Article X - Finances

1. The Executive Board and general membership will approve funds requested by the Athletic Director and Head Cheer Coach for the purchase of equipment, goods and services to support and enhance the BISD Cheer Program. The use of these funds must follow rules and guidelines set forth by BISD and the UIL.
2. Expenditures made by BCBC that are necessary to carry out the day-to-day operations of the organization will be approved by a majority vote of the current Executive Board and Chairs.
3. BCBC fiscal year is July 1 through June 30.
4. BCBC may vote annually to award scholarships to graduating cheerleaders not to exceed \$1,000 per award. The scholarship and committee is chaired and managed by the BCBC Vice President.
5. Expenditures in excess of \$1,000 must be verified and documented. Electronic payments must be confirmed and documented as paid via email to official BCBC email address. Checks must be signed by the two official officers as indicated on the bank's official signature card.

Article XI - Amendments

These Bylaws may be amended by a two-thirds majority vote of the Executive Board and current general membership. All proposed amendments will be discussed and voted on at a general membership meeting.