DENTON HIGH SCHOOL FILLIES BOOSTER CLUB BYLAWS

(Revised June 2026, Board approved 8/4/26, Membership approved______)

TABLE OF CONTENTS

Denton High School Fillies Booster Club

Bylaws (Revised August 2026)

ARTICLE I – NAME AND LEGAL STATUS

The name of this organization shall be the Denton High School Fillies Booster Club, hereinafter referred to as the "Booster Club."

The Booster Club is organized as a nonprofit, volunteer support organization operating in support of the Denton High School Fillies Drill Team. The Booster Club is intended to operate in a manner consistent with Section 501(c)(3) of the Internal Revenue Code, or any successor provision, and shall be maintained and administered as a tax-exempt charitable and educational organization to the extent permitted by law.

The Booster Club shall operate in compliance with all applicable federal and state laws governing nonprofit organizations, financial reporting, tax-exempt entities, and charitable fundraising activities, as well as all policies, procedures, and guidelines established by the Denton Independent School District.

ARTICLE II – PURPOSE

The purpose of the Booster Club is to support the Denton High School Fillies Drill Team by providing financial assistance, volunteer support, organizational coordination, and community engagement that enhances the educational, performance, leadership, and extracurricular experience of the students involved in the program.

The Booster Club exists solely for educational and charitable purposes consistent with its status as a nonprofit support organization. All operations shall be conducted in alignment with Denton Independent School District policies, campus procedures, and all applicable federal, state, and local laws governing nonprofit organizations and financial management.

All funds, property, and assets of the Booster Club shall be received, held, and expended exclusively for the benefit of the Fillies Drill Team as a whole and shall not be used for private benefit, individual enrichment, or personal gain. All financial activity shall be conducted in accordance with generally accepted nonprofit financial practices, applicable tax-exempt organization requirements, and DISD booster club guidelines.

The Booster Club shall serve as a communication and support organization connecting students, parents, guardians, alumni, directors, school administration, and the broader community in furtherance of the Fillies Drill Team program.

ARTICLE III – DEFINITIONS

For the purposes of these bylaws, the following definitions shall apply to ensure clarity, consistency, and proper interpretation of organizational governance and procedures.

“Booster Club” (or Booster Club Members) refers to the Denton High School Fillies Booster Club, a nonprofit parent and community support organization operating in support of the Fillies Drill Team.

“Director” or “Fillies Director” refers to the appointed Denton High School staff member(s) responsible for oversight, instruction, and management of the Fillies Drill Team program. The Director serves in an advisory capacity to the Booster Club and does not hold voting authority, financial authority, or officer status within the Booster Club unless otherwise explicitly permitted by Denton Independent School District policy.

"Executive Board" (or "Booster Board") refers to the governing body of the Booster Club consisting of all individuals serving in Executive Board positions as established in Article VI, including elected officers and appointed Board members. The Executive Board is responsible for overseeing the operations, finances, and governance of the Booster Club between general Booster membership meetings.

“Voting Member” refers to a parent or legal guardian of a currently active Fillies Drill Team or Honor Guard member who is eligible to participate in official Booster Club votes. Each qualifying family unit may be entitled to up to one voting member, as defined in Article IV Membership, and voting rights begin in accordance with these bylaws.

“Reserve Fund” refers to a designated minimum balance of five thousand dollars ($5,000) maintained by the Booster Club as a financial safeguard for emergencies, unforeseen expenses, or operational disruptions. The Reserve Fund is separate line item from the annual operating budget and is subject to specific usage and replenishment requirements outlined in the Financial Administration Article XI.

“Fiscal Year” refers to the annual accounting period of the Booster Club, which shall begin on July 1 and end on June 30 of the following year, unless otherwise required by law or district policy. The Fiscal Year governs budgeting, reporting, financial review, and audit cycles.

ARTICLE IV – MEMBERSHIP

Membership in the Booster Club shall be open to parents and guardians of current Fillies Drill Team members, family members, Fillies Alumni, Honor Guard parents when sponsored by the Director, and community supporters of the program. While participation in Booster Club activities is encouraged for all members, voting membership shall be limited to parents or legal guardians of currently active Fillies Drill Team and Honor Guard members. Each eligible family unit shall be entitled to one vote.

Voting rights shall begin at the first general membership meeting following a student’s official acceptance into the Fillies Drill Team. Non-voting members may participate in committees, volunteer activities, and Booster Club functions but shall not vote on organizational business unless otherwise amended in accordance with these bylaws.

ARTICLE V – MEETINGS

The Booster Club shall hold four general Booster membership meetings each school year, which shall occur in August, November, April, and May. These meetings shall serve as the primary forums for conducting official Booster Club business, presenting financial updates, approving budgets, and voting on organizational matters. These meetings may be held in coordination with Directors' Team/Parent Meetings for convenience to Booster members.

The Executive Board shall meet monthly during the school year and throughout the calendar year, except during the months of June and July. Additional Executive Board meetings may be called as necessary to conduct the business of the Booster Club. The Executive Board may utilize Zoom or other online meeting platforms for convenience to Executive Board members. A limit of two (2) online meeting events a year will be respected.

Prior to the beginning of each school year, the Executive Board shall prepare and publish a calendar of all anticipated Booster Club meetings and Executive Board meetings for the entire school year. This calendar shall include dates, times, and locations to the extent practicable. While the published calendar shall serve as the official schedule, the Executive Board may modify meeting dates, times, or locations when necessary due to school scheduling conflicts, facility availability, emergencies, or other reasonable circumstances, provided that members are given timely notice of any changes.

Special meetings may be called by the President, a majority of the Executive Board, or upon written request of at least ten (10) voting members. A quorum for conducting official business at any general Booster membership meeting shall consist of ten (10) voting members. A quorum for conducting official business at any Executive Board meeting shall be no less than five (5) with a minimum of 3 officers present.

ARTICLE VI – EXECUTIVE BOARD

The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Spirit Wear Coordinator, Non-Financial Reviewer, and a minimum of two (2) Members-at-Large which may be appointed and which may or may not be assigned specific duties. All Executive Board positions listed herein shall be voting members of the Executive Board. The Fillies Director or Directors shall serve strictly in an advisory, non-voting capacity. The Director(s) shall provide guidance regarding program needs, scheduling, district compliance, and operational considerations but shall not vote on Booster Club matters, hold financial authority, or serve as signatories on Booster Club accounts.

The Executive Board may appoint additional Members-at-Large by majority vote as deemed necessary to support the operations of the Booster Club and to develop future organizational leadership. Members-at-Large may serve on committees, assist with projects and events, and gain experience in Booster Club governance in preparation for future officer positions. All Members-at-Large serving on the Executive Board shall possess full voting rights.

The Executive Board shall govern the affairs of the Booster Club between general membership meetings, oversee financial and operational activities, approve routine expenditures within the approved budget, coordinate fundraising efforts, and ensure compliance with these bylaws and all applicable district policies. The Executive Board shall meet monthly, except during the months of June and July, as provided in Article V. The Executive Board shall achieve a quorum of five (5) with a minimum of 3 officers present for the transaction of business.

Past Presidents may serve in an advisory capacity but shall not hold voting rights unless elected to a current officer position.

ARTICLE VII – OFFICERS AND DUTIES

The officers of the Booster Club shall include a President, First Vice President, Second Vice President, Secretary, and Treasurer, each of whom shall serve a one-year term unless otherwise specified by. The Executive Board shall also include a Spirit wear Coordinator, a Non-Financial Reviewer, and a minimum of two (2) Members-at-Large, whose duties shall be as set forth herein or otherwise assigned by the Executive Board.

The President shall preside over all meetings of the Booster Club Membership and Executive Board, serve as the primary liaison to the Fillies Director(s) and school administration, appoint committee chairs, and provide overall leadership and oversight of Booster Club operations. The First Vice President may assist the President and oversee committees and volunteer coordination, assuming the duties of the President when necessary. The Second Vice President may oversee fundraising efforts, special events, and related activities as assigned by the President or Executive Board. The Secretary shall maintain all official records, including meeting minutes, correspondence, membership records, governing documents, and reports submitted by Executive Board members. The Secretary shall ensure proper distribution of approved minutes to school administration as required and shall maintain records of all monthly financial reviews submitted by the Non-Financial Reviewer. The Treasurer shall maintain all financial records, manage deposits and expenditures, prepare financial reports, oversee budgeting and tax filings, maintain insurance documentation, and ensure financial transparency and compliance.

The Executive Board maintains ability to appoint members-at-large to oversee specific tasks or needs of the board such as Spirit Wear, Fundraising, and Banquet. The appointed position of Non-Financial Reviewer shall serve as an independent reviewer of the Booster Club's financial records and transactions and shall not be an authorized signer on any Booster Club bank account. The Non-Financial Reviewer shall not be related by blood or marriage to the Treasurer or to any individual authorized as a signer on Booster Club financial accounts. The Non-Financial Reviewer shall conduct a monthly review of bank statements, credit card processing statements, monthly reconciliations, and other financial records as deemed appropriate. The Non-Financial Reviewer shall submit a written or electronic report of such review to the Secretary in a timely manner each month, and any concerns or discrepancies shall be promptly communicated to the Executive Board.

Members-at-Large shall assist with Booster Club operations, events, committees, and special projects as needed. Members-at-Large shall perform duties and undertake projects as assigned by the Executive Board and may be provided opportunities to develop leadership experience in preparation for future officer positions.

To ensure continuity and proper stewardship of Booster Club operations, the outgoing President and Treasurer shall conduct a formal transition meeting with incoming officers within thirty (30) days of assuming office. During this transition, all financial records, bank account access, tax documents, insurance policies, contracts, passwords, digital access credentials, budgets, financial reports, membership records, and any other organizational materials shall be transferred to incoming officers.

The outgoing President shall provide a summary of ongoing organizational activities, accomplishments, and commitments, while the outgoing Treasurer shall provide a full financial reconciliation and status report. In addition, at the conclusion of each Booster Club fiscal year, the President and Treasurer shall provide a summary of organizational activities and a year-end financial report to the Denton High School Sponsor and/or designated Administrative Representative. Such reports shall be submitted in a timely manner and shall include information sufficient to summarize the Booster Club's activities, financial status, and support provided to the Fillies program during the preceding year.

This transition process is mandatory but shall not delay the official assumption of duties by newly elected officers.

ARTICLE VIII – ELECTIONS

Officers shall be elected annually during the spring semester by the voting membership. A nominating committee shall present a slate of candidates in advance of the election. Elections shall be conducted by secret ballot when multiple candidates exist for a position, and the candidate receiving the highest number of votes shall be declared elected.

No officer shall serve more than two consecutive terms in the same position unless approved by a two-thirds vote of members present during a Booster meeting with quorum.

ARTICLE IX – VACANCIES AND REMOVAL

An officer may resign at any time by written notice. Officers may be removed from office for failure to perform duties, violation of bylaws, misuse of Booster Club resources, or conduct detrimental to the organization. Removal shall require a two-thirds vote of the Executive Board following notice and an opportunity for response by the affected officer. Vacancies may be filled temporarily by majority vote of the Executive Board until the next general membership meeting, at which time the voting membership shall elect a successor to complete the unexpired term.

ARTICLE X – COMMITTEES

The Executive Board may establish standing or special committees as necessary to support Booster Club operations, including but not limited to fundraising, banquet, shows, volunteer coordination, audit, and scholarship committees. All committees shall operate under the authority of the Executive Board and report regularly to it.

ARTICLE XI – FINANCIAL ADMINISTRATION

The fiscal year of the Booster Club shall run from July 1 through June 30. An annual budget shall be prepared by the Treasurer and Executive Board and approved by the membership at the last membership meeting of the year (May).

The Executive Board may approve amendments to the adopted annual budget for individual budget adjustments of Two Thousand Five Hundred Dollars ($2,500.00) or less by majority vote of the Executive Board, provided sufficient funds are available and the adjustment does not require expenditure of Reserve Funds beyond the limitations established by these Bylaws. Budget amendments exceeding Two Thousand Five Hundred Dollars ($2,500.00) or otherwise requiring membership approval under these Bylaws shall continue to be presented to the voting membership for consideration.

The annual operating budget shall include all recurring administrative expenses necessary for the continued operation of the Booster Club. Such expenses shall include, but not be limited to, accounting or bookkeeping software, website hosting services, domain name registration and renewal, electronic payment processing services, banking fees, required insurance coverages, and other recurring administrative expenses necessary to conduct the affairs of the organization. These operating expenses shall be considered essential organizational expenditures and shall be included in each annual budget prepared by the Treasurer and Executive Board.

A reserve fund of five thousand dollars ($5000) shall be maintained and carried forward from year to year. This reserve exists to protect the organization from emergencies or unforeseen financial shortfalls and may only be used for unplanned or unanticipated needs such as equipment needs, unexpected transportation costs, fees and penalties, revenue shortfalls affecting essential activities, safety or compliance issues, or other extraordinary circumstances approved by a two-thirds vote of the Executive Board. Temporary use of reserve funds shall be documented and adjustments to budget made in order to maintain the reserve carry over balance by the end of the year. Executive Board may approve reserve use with presentation and ratification to membership afterwards.

All checks, electronic payments, and financial withdrawals shall require two authorized approvals or signatures, and no individual may approve reimbursement to themselves. Authorized signers on Booster Club bank and financial accounts shall be limited to the President, First Vice President, Second Vice President, and Treasurer. The Non-Financial Reviewer shall not be an authorized signer on any Booster Club financial account. The Secretary shall not serve as an authorized signer on any Booster Club financial account but shall be listed with the financial institution as an authorized organizational officer and shall provide any information, documentation, or verification required by the financial institution to maintain account records, officer information, or account administration.

If any authorized signer is an employee of Denton Independent School District (DISD), the second required signer or approver on any transaction shall not be a DISD employee. Under no circumstances shall both required signers or approvers on a transaction be DISD employees.

The Booster Club may maintain one or more business debit cards issued by its financial institution for the purpose of conducting authorized Booster Club business. Custody and use of any Booster Club debit card shall be limited exclusively to the Treasurer and to the President. The debit card shall be used solely for approved Booster Club expenditures that are included within the adopted budget or otherwise authorized by the Executive Board. Original receipts and supporting documentation shall be retained for every debit card transaction, and all such transactions shall be included in the monthly financial reports and subject to the monthly review conducted by the Non-Financial Reviewer.

The Executive Board may delegate in-budget spending authority to individuals other than Board members and officers through The Denton High School Fillies Booster Club Standing Rules.

Financial reports shall be presented at each membership meeting and at each Executive Board meeting.

ARTICLE XII – INSURANCE AND RISK MANAGEMENT

The Booster Club shall maintain appropriate insurance coverage on an annual basis, including general liability insurance, officers' liability insurance, volunteer coverage, property coverage, crime or fidelity coverage, and cyber or social media liability coverage when available. Insurance shall be treated as a required operating expense and reviewed annually by the Executive Board to ensure adequate protection of the organization, its officers, volunteers, and assets.

ARTICLE XIII – AUDIT AND FINANCIAL CONTROLS

The financial records of the Booster Club shall be reviewed annually by an independent reviewer. The audit review may be conducted by an individual or committee appointed by the Executive Board. No individual serving on the audit committee or serving as independent reviewer shall be an authorized signer on Booster Club financial accounts.

The Booster Club shall utilize recognized accounting or bookkeeping software to maintain accurate financial records, facilitate budgeting, prepare financial reports, and ensure transparency and accountability in the administration of Booster Club funds. The annual subscription or licensing expense for such software shall be considered a required operating expense and shall be included in the annual operating budget each fiscal year.

Website hosting services, domain registration and renewal, electronic payment processing services, and other digital platforms necessary for the administration, communication, and operation of the Booster Club shall likewise be considered required annual operating expenses and shall be budgeted accordingly.

All financial records, including audits, tax filings, and supporting documentation, shall be retained for a minimum of seven (7) years. Final summaries of all financial reviews to be shared with the appropriate DHS Sponsors and Administrators.

ARTICLE XIV – CONFLICT OF INTEREST

All officers, committee members, and voting members shall disclose any actual or potential conflict of interest. Individuals with a conflict shall recuse themselves from discussion and voting on the matter, and such recusals shall be recorded in the official minutes.

ARTICLE XV – RECORDS AND COMPLIANCE

The Booster Club shall maintain accurate records of all financial activity, meeting minutes, governing documents, tax filings, contracts, and related materials. All records shall be retained for a minimum of seven years unless otherwise required by law or district policy. The organization shall comply with all Denton ISD requirements and applicable legal standards.

ARTICLE XVI – SCHOLARSHIPS

The Booster Club may provide scholarships to graduating seniors as approved in the annual budget. Scholarship funding shall be established annually and may vary based on financial conditions and organizational priorities. Scholarship funds shall remain a distinct budget line item and may be reallocated without membership approval. The number and monetary amounts of scholarships awarded each year may vary based on available funding, applicant pool, and approval of the Executive Board.

Scholarships shall be administered through a blind review process conducted by an independent committee appointed by the Executive Board. All identifying applicant information shall be removed prior to review, and applications shall remain blinded through the evaluation and selection process. Selection shall be based on a standardized scoring rubric and published criteria, and shall consider merit, leadership, character, and service. Scholarship decisions shall not be based on fundraising participation, volunteer hours, or family involvement.

To ensure fairness and avoid conflicts of interest, individuals serving on the scholarship review committee shall not include parents or legal guardians of any graduating senior, regardless of whether such individuals are general members or members of the Executive Board.

The blind review process shall remain in effect until final scholarship selections are approved, at which time recipient identities may be released for processing. Scholarship results shall be documented and submitted to the Denton High School administrative office for record keeping and coordination purposes.

All records related to scholarship applications, scoring, and selections shall be retained for a minimum of seven (7) years.

A minimum of one scholarship should be awarded in any year in which funding exists and qualified applicants are available, unless extraordinary circumstances are formally documented.

ARTICLE XVII –GIFTS AND APPRECIATION POLICY

The Booster Club may recognize and express appreciation to individuals who support the Fillies program, including Fillies Directors, Denton High School administrators, coaches, volunteers, and student participants. All gift-giving shall be conducted in a manner that is ethical, transparent, and consistent with DISD policies, Booster Club bylaws, and UIL regulations.

All gifts and appreciation items shall be modest in nature, uniformly applied, and intended solely to express gratitude. Gifts shall not be used to influence decisions, create favoritism, or provide any individual with preferential treatment.

The Booster Club may provide nominal, non-cash tokens of appreciation when approved in advance by the Executive Board. Permitted items may include team or group gifts, plaques, certificates, recognition items, symbolic gifts, and thank you items. All appreciation expenditures must be included in the approved budget or otherwise authorized by the Executive Board prior to purchase or distribution.

All gifts to Denton High School employees, including Fillies Directors, coaches, and administrators, must comply with DISD ethics guidelines and any applicable district limitations on value and frequency. Where district policy is more restrictive than this Article, district policy shall govern.

All gifts and appreciation-related expenditures must be approved by the Executive Board prior to purchase or distribution. The Treasurer shall ensure proper documentation and inclusion of all such expenditures in financial records and reports. All gift-giving practices shall reflect the DHS Fillies Booster Club’s commitment to integrity, fairness, and compliance with district expectations. No gift shall be given if it creates a real or perceived conflict of interest or undermines public trust in the organization.

ARTICLE XVIII – AMENDMENTS

These bylaws may be amended through a two-step approval process. Any proposed amendment shall first be submitted in writing to the Executive Board for review and approval. Upon approval by the Executive Board, the proposed amendment shall be distributed to the Booster Club Membership at least fourteen (14) days prior to the meeting at which the amendment will be considered.

Following Executive Board approval and proper notice to the Membership, adoption of any amendment shall require a two-thirds (2/3) vote of voting members present at a meeting where a quorum is established.

ARTICLE XIX – DISSOLUTION

Upon dissolution of the Booster Club, all remaining assets, after payment of lawful debts and obligations, shall be transferred to Denton High School for the benefit of the Fillies Drill Team in accordance with district policy and applicable law.

ARTICLE XX – NON-DISCRIMINATION

The Booster Club shall not discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification.

CERTIFICATION

These bylaws represent the governing document of the Denton High School Fillies Booster Club and supersede all prior versions.

SIGNATURE PAGE

Adopted on: __8/4/26_(signed copy of file)_

President: ____ Date: __________
Deanna Chamberlin

Secretary: ____ Date: __________
Berenise Perez

Treasurer: ____ Date: __________
Kayla Whitworth

1st VP: ____Date: __________
Kim Rodriquez

2nd VP: ____ Date: __________
Lindsay Hilliard

Spirit Wear: ____Date: __________
Keyva Smalley

Non-Financial Reviewer: _________________________________ Date: __________
Kassie Adams

Director (Acknowledgment Only): ____________________________ Date: __________
Kerri Burgess

Director (Acknowledgment Only): ____________________________ Date: __________
Jamitrice Eneh