



Rouse High School
Royal Dance Team

RHS Royals Booster Club Constitution and Bylaws
2022-2023

Article One – Name of Organization and Principal Office

Section 1. This organization shall be known as the **RHS Royals Booster Club (Royals Boosters)**. It is a local organization under the authority of the Rouse High School Dance Team, Rouse High School, and the Leander Independent School District (LISD).

Section 2. The principal office shall be 1222 Raider Way, Leander, TX 78641, and the mailing address shall be P.O. Box 414, Cedar Park, TX, 78630-0414. All communication shall be directed to the Royals Booster.

Article Two – Purpose

Section 1. This nonprofit organization is organized for the sole purpose of encouraging, assisting and promoting **The RHS Royals Dance Team** students within the LISD. The RHS Royals Booster Club will stimulate and maintain interest in the **Royals Dance Team Program** while providing moral and financial support.

Section 2. **The RHS Royals Booster Club** commits itself to cooperate with the school officials for building and maintaining an efficient **Royals** program and for cooperation within the UIL guidelines for Booster Clubs taking precautions not to interfere with the curriculum and direction of the Royal Directors.

Article Three – Basic Policies

The following are basic policies of the Royals Booster Club:

Section 1. Royals Booster shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the Royals Booster.

Section 3. Royals Booster shall not (directly or indirectly) participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign or on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or

otherwise.

Section 4. No part of the net earnings of the Royals Booster shall accrue to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons.

Section 5. Check Policy; Checks written to the RHS Royals Booster must include the parent/member's driver's license, and current telephone number on the front of the check. Post dated and temporary checks are not accepted. In the event that a check is returned unpaid by your bank the parent/member will be responsible for all fees the bank may charge including fees charged by your personal bank. If a parent/member has two returned checks for non sufficient funds the RHS Royals Booster will no longer accept personal checks from this person. The only form of payment accepted thereafter will be cash, money order, cashier's check, or PayPal.

Article Four - Membership and Fees

Section 1. Membership fees shall be decided by the Executive Board and approved by the Active Members for the membership term. The Royals' Director(s) shall not be required to pay membership fees.

Section 2. "Active Members" shall be those members who have paid their membership dues. Active Members may run for executive board positions, and are expected to attend monthly meetings, special/committee meetings, team events, fundraising events, serve as committee chairperson and other activities as directed by the Team Director.

Section 2.a. To remain an "Active Member" of the RHS Royals Booster Club, your student must be an active Royals dance team member, Guard, Manager.

Section 3. The term of membership of a "Royal" booster shall coincide with the school calendar determined by Leander Independent School District.

Section 4. Voting privileges shall be limited to Active Members who are in good standing and have paid the applicable membership fees.

Section 5. Associate Members are considered resources for team events, fundraiser events, and other activities as directed by the Team Director. They are not expected to meet the same requirements as Active Members, and they do not have voting privileges.

Section 6. Royal "Rookie" parents have the opportunity to become Active Members beginning January 1st by paying applicable membership fees. This entitles "Rookie" parents to voting privileges through May 31st of the current year.

Section 7. All members who intend to volunteer at Royals' events must be approved as an LISD volunteer.

Section 8. Any member has the right to file a grievance by making such a complaint in writing and submitting it to the Executive Board, Principal, and Team Director(s). The Principal and Team Director(s) will make the determination as to whether the complaint has merit and should be pursued or dismissed.

Section 9. Membership fees are applicable per person over the age of 18. Section 10. All membership fees are non-refundable.

Article Five- Meetings

Section 1. General Meetings will be held the August, November, January, April and May on the second Tuesday of each month. The time and location of each meeting shall be established by the Executive Board. Special meetings of the Royals booster may be called by the President or by a majority of the Executive Board with a minimum of three days notice, such notice being sufficient if provided by email

and/or telephone to the members.

Section 2. The Executive Board will meet the second Tuesday of each month (unless notified and/or agreed upon otherwise) and conduct a general board meeting. Executive Board members and Director(s) will meet 45 minutes prior to the general board meetings for final preparation/review of the agenda being presented at the general board meeting.

Section 3. The Executive Board shall conduct the ordinary business of the booster club on behalf of the general membership.

Section 4. General and Executive Board Meetings will follow the prescribed agenda:
(Executive Board and Committee Reports)

- Open Meeting
- Review Previous Meeting Minutes
- President
- Vice President
- Treasurer (Financial Report)
- Dance Director(s)
- Special Committee Chairperson Report
- Open for discussion of New Business
- Review new action items
- Adjourn Meeting

Section 5. A “Special Executive Board Meeting” can be called by the Team Director, President, Vice President, Secretary, Treasurer, Member-at-Large, and Parliamentarian.

Section 6. Attendance of four (4) or more members of the Executive Board is considered a quorum.

Section 7. A quorum of the general membership shall be a majority of the Executive Board including the Parliamentarian, and at least three (3) Active Members. Section 8. Binding Decisions made at the meeting:

- Decisions made by the quorum are considered binding and should be supported by other members of the Executive Board and the general membership.
- Binding decisions may be overturned or reversed by the “Special

Committee” members and/or a quorum of Executive Board members. Section 9. Agenda items requiring booster member voting will be communicated prior to booster club meetings. Executive Board members will provide as much detail as possible via email and/or phone to ensure booster members are well informed of the material up for vote. Section 10. There shall be no voting by proxy, written, or otherwise.

Section 11. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used as a guide for the Royals Booster in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article Six - Officers and Officer Elections

Section 1. The officers of this organization shall be President, Vice President, Secretary, Treasurer, Parliamentarian, and Member-at-Large.

Section 2. All Executive Board members will be elected by the membership. The term of office will be one year. Executive Board members may not serve more than two (2) consecutive years in the same position unless it is decided and voted upon to determine that it is in the best interest of the Royals Booster to extend the term.

Section 3. In order to be eligible for an Executive Board position you must be a paid Active Member, and you must be nominated by a current, active Member of the Royals Booster. Unless otherwise specified, executive board nominations shall take place in the April General Meeting.

Section 3a. A Nominating Committee, consisting of three (3) Active Members, shall be appointed by the President and the Royal's Director(s) at the membership meeting held in January. The Nominating Committee shall include the Royal's Director. Current officers eligible to serve in the subsequent year may not serve as members of the Nominating Committee

Section 3b. The Nominating Committee shall solicit the Active Members for nominations, and submit a written report to the President listing at least one nominee for each office to be filled. The report shall be signed by a majority of the Nominating Committee members. Nominations will be presented at the general meeting held in April; nominations from the floor will be accepted at such meeting.

Section 3c. Nominated candidates who accept their nomination must provide a personal biography following a specified format and word limitation set by the Director(s) and/or Executive Board. Background and biography must relate to personal experience, general information pertinent to the position, skills, volunteer history and desire for obtaining the position. This will assist booster members in voting for the best candidate qualified for the position. Background and biography will be accessible and provided to general members at least one (1) week prior to voting as well as at the time of voting. Each candidate will be given time to verbally address the booster members in attendance at the general meeting and answer their questions prior to casting their votes.

Section 4. Unless otherwise specified, executive board voting shall take place in the general membership meeting held in May.

Section 5. Executive board voting will be done by secret ballot. The Parliamentarian will record and announce the results.

Section 5a. The President will nominate two or more tellers to count votes.

Section 6. An Executive Board member elected to a position shall serve in that position for the entire term.

Section 7. A term is considered one year. The term begins on June 1st through May 31st of the current calendar year and ends May 31st of the following calendar year except, for the Treasurer, whose term will be begin immediately following the end of year/term audit. Should a vacancy occur during the elected office term, the Active Members shall elect an officer to fill the vacancy for the unexpired portion of the term; provided, however, in the event the office of President is vacated, the Vice President shall succeed to President.

Section 8. An Executive Board member shall be asked to resign due to dereliction of duty. Replacement shall be the responsibility of the President with majority of the Executive Board. Dereliction of duty may be determined by the Executive Board based on concerns expressed by the **Royals Booster Club**.

Section 8a. In the event an Executive Board member no longer has an active member on the Royals Dance team, Guards, or Managers this will result in an automatic resignation. The Executive Board member must relinquish any and all items (financials, club cards, keys, binders ect.) related to Rouse Royals Booster Club immediately or at least within three calendar days to the President, Royals Director(s), or School Principal.

Section 9. The RHS Principal or assigned designee and the LISD Superintendent or assigned designee, are considered "Special Members" of the Executive Board. Special Members may be consulted by any member of the Royals Booster Club when addressing issues in which school, district, or UIL policies are in question.

Article Seven - Executive Board Duties/Requirements

The Executive Board shall consist of the elected officers and Royal's Director(s). The Executive Board shall act for the organization as necessary between general meetings, set meeting times, and places, and make recommendations to the membership. No actions taken shall conflict with actions taken by the membership in general or special meetings.

Section 1. The President's duties include, but are not limited to:

- Set the agenda and preside over all general and Executive Board meetings
- Oversee all aspects of the Royals' Booster program
- Acting as primary liaison between Team Director(s) and other Royals' Booster Club members
- Resolve problems in the membership
- Work with the Team Director(s) and Treasurer in development of annual budget that reflects anticipated revenues and expenditures
- Regularly meet with the Treasurer to review the organization's financial position
- Serve as ex-officio member of all committees
- Perform all other duties as requested by the Executive Board.
- Serves as signer/cosigner (unless employed by LISD)
- Promote & maintain Booster Club Membership including recruitment and dues

- Identify members for the Nominating Committee
- Schedule annual audit of records or request an audit if the need should arise during the school year; oversee audit committee
- Complete fundraiser Permission Request forms
- Ensure State Sales Taxes are filed in a timely manner; help provide Treasurer support with this task
 - Shall receive all legal documents via the US Mail or other delivery methods
 - Ensure Internal Controls Document is followed and updated as deemed necessary
 - Appoint a temporary replacement for Parliamentarian or Secretary in the event either is absent at regularly scheduled meetings in order to carry on the normal and everyday business of the booster

Section 2. The Vice President duties include, but are not limited to:

- Document and deposit all monies in the financial institution as determined by the Executive Board
- Receipt of monies shall be counted and verified by at least one other Executive Board Member, not including the Treasurer
- A copy of documentation of monies received shall be given to the President, Treasurer and Team Director(s)
- Review monthly bank statement and its contents; verify deposit matches bank statement and make appropriate changes to deposit forms when needed
- Perform all other duties as assigned by the Executive Board
- This position cannot be held by a LISD employee.

Section 3. The Secretary's duties include, but are not limited to:

- Record minutes of all Executive Board and General Membership meetings and submit minutes in electronic format to the President for review prior to approval at successive meetings
- Take attendance at each booster meeting and maintain records of attendance
- Responsible for filing Leander Independent School District (LISD) Booster Club Membership Information Sheet
- Ensure Internal Control timeline is followed at all times
- Prepare correspondence to the Royals Boosters in coordination with the Team Director, President and/or Executive Board
- Perform other duties as assigned by Executive Board

Section 4. The Treasurer's duties include, but are not limited to:

- Work with President and Team Director(s) to prepare an annual budget
- Submit an annual budget for approval by the Executive Board
- Expenditures in excess of budgeted amounts will not be expended without the approval of the Executive Board
- Receipts and "Royals Booster Purchase Order Request" must be presented to the Treasurer for reimbursement. The purchase order must be approved by the President or Director.
- A minimum of three of the following signatures shall be maintained on file at the financial institution in which the checking account is located:
 - * President of Royal Booster
 - * Treasurer of Royal Booster
 - * Secretary
 - * Member-at-Large
 - If any Executive Board members are related by blood or marriage, only one of them may be a signer on the account. All checks are to have at least two (2) signatures.
- Keep current and accurate financial records.
- Keep a file of all deposits, bills paid, financial statements, and submitted tax forms.
- Prepare and distribute financial report(s) at each monthly meeting or upon member request
- Keep an inventory of assets
- File all tax forms as required by regulatory agencies (Form 990, the Sales & Use of Tax Forms, etc.)
- Surrender all financial records to the Audit Committee for an annual end of year internal audit. Records must be open at all times for inspections by any member of the Royals Booster and to other outside parties as designated by the President. If the Treasurer leaves his/her office before the end of year/term, an internal audit must be completed before a new Treasurer can take office.
- File a financial report with the office of the Assistant Superintendent for Business and Operations by September 1st each year.
- Perform other duties as requested by the Executive Board.
- This position cannot be held by a LISD employee

Section 5. The Parliamentarian's duties include:

- Ensure that booster by-laws are followed by Robert Rules of Order Newly Revised.

- Mandatory silent participation in all executive and general meetings.
- May not vote
- Record, and announce all votes and election results.

Section 6. The Member-at-Large duties include:

- Acts as primary liaison between new Team parents, Executive Board and Director(s)
- Performs other duties as requested by the Executive Board
- This position is to be reserved for a new sophomore team parent upon completion of their Royal Rookie year. While it is the primary intent of this position to be held by a new parent, in the event no nominee is available, the position would be available to any other team parent. This position follows standard Nominating and Election processes.

Article Eight -Committees

Section 1. An Active Member must fulfill the role of chairperson(s) of all committees necessary to carry on the work of the **Royals Booster Club**. The President is considered to be a member of the ex-officio of all committees.

Section 2. The following committees if applicable will be appointed by the President to serve for the coming year. Future committees can be assigned as necessary and approved by the Executive Board and Team Director(s). Below are the duties and functions of the committees:

Volunteer Chairperson

- Time-Frame: Year Long
- Create volunteer sign ups (sign up genius) and promote volunteerism within the organization for events requested by President and Royal Directors
- Verify all volunteers are LISD approved

Publicity Chairperson

- Time Frame: Year Long
- Develop and foster a positive public image of Rouse Royals Dance Team
- Communicate to members, school, community at large in approved media (LISD flyers, social media, newspapers, etc) of all Rouse Royal events

Royal Meal Committee

- Time Frame-Year Long (Football Season, Contest, Revue)
- Duties: Plan all meals, coordinate for pick up, delivery, setting up at site, etc.

Spirit Wear Committee

- Time Frame- Year Long
- Duties- research prices for t-shirts, coordinate with directors on design, create order forms, and take orders for all spirit items

Senior Dinner Committee (Junior Parents)

- Time Frame- Year Long
- Duties- Plan a nice dinner before Senior Night football game, creates gifts, etc.

Dance Clinics/Mini-Royals

- Time Frame- 2-3 times per year
- Duties- Coordinate any needs from parents the day of event, help with flyers distribution, keep track of paid participants

Poinsettias Committee

- Time Frame- September-December
- Duties- Secure company and price, keep track of paid poinsettias, help with flyer distribution, help with delivery day and organizing pick up of poinsettias

Mr. Maroon Senior Guy Talent Show and Silent Auction

- Time Frame-September-February
- Duties- Coordinate tickets, lobby, coordinate auction

Hospitality Committee

- Time Frame- Year Long
- Duties- iDance Academy Meal, audition judges meals(2), any other needs from director(s)

Sponsorship Committee

- Time Frame- Year Long (more time consuming during Late Summer/Early Fall)
- Duties- Create Sponsor Package, Mail out sponsor letters, keep track of sponsors and ensure they receive their package,

Revue Committee

- Time Frame- January-April
- Duties- Coordinate tickets, concessions, flowers, lobby, volunteers, Revue ads

Royal Banquet Committee

- Time Frame- March-May
- Duties- Coordinate location, meal, decorations, entertainment, etc.

Audit Committee

- Time Frame- July; Must be complete before the 1st general booster meeting in August
- Duties- Perform audit on Royals Booster; Must be at least 2 persons without check signing authority shall annually audit all finances during the year audited.

Nominating Committee:

- Time Frame-February-May
- Duties- Solicit the Active Members for nominations, and submit a written report to the President.

Royal Spirit Committee

- Time Frame-Year Long
- Duties-coordinate activities and special treats, at the Director's request, to encourage, support, and motivate the team.

Holiday Show Committee

- Time Frame-September-December
- Duties-Silent Auction, Lobby, concessions

Homecoming/Alumni Committee

- Time Frame-September-October
- Duties-Meet at the Crown Event, Homecoming Float

Section 3. Special committees may be established for Costumes, Construction, Major Trip Activities, Alumni Liaison, Community Outreach, and others as deemed necessary from time to time by the Executive Board.

Article Nine - Fundraising

Section 1. The Team Director(s), RHS Principal or designee, and LISD Superintendent, or designee, have final say on all fundraising activities performed on behalf of the Rouse Royals.

Section 2. All fundraiser proposals must be reviewed and approved via the Royals Booster Fundraising Application process. Booster members, Dance Director(s), and RHS Principal must all approve the fundraising activity. Booster Club will follow voting protocol as described in the bylaws.

Article Ten – Fiscal and Financial Activities

Section 1. The fiscal year of the organization shall begin July 1 and end June 30.

Section 2. The current President and Treasurer will work with the Royals Director(s) to create a budget to be presented to the Executive Board. Upon approval by the Executive Board, the budget will be presented to the membership for approval no later than the general meeting held in August. All disbursements or obligations must be within the limits and approved spending set by the annual budget. All disbursements over \$500 NOT included in the annual budget, must be approved by the Executive Board.

Article Eleven – Dissolution

Section 1. A resolution to dissolve the Royals Booster, as passed by a majority vote of the Executive Board, may be presented by the Royals Director(s) at a meeting of the membership, provided, however, that written notice is sent to each member at least two weeks prior to such meeting. A majority vote of eligible voting members in attendance at such meeting shall be required to approve the resolution.

Section 2. Upon dissolution of the Royals Booster, the Executive Board shall, after paying or providing for the repayment of all liabilities of the organization, dispose of all noncash assets and transfer the net cash assets to the RHS Royals Activities Fund: However, if the

named recipient is not then in existence, or no longer a qualified distribute, or unwilling or unable to accept the distribution, then, as determined by the Executive Board, the assets of the Royals Booster shall be distributed to any fund, foundation, or organization (a) which is organized and operated exclusively for the charitable and educational purposes specified in section 501 (c)(3) of the Internal Revenue Code, and (b) whose purpose is to serve students of the Leander Independent School District.

Article Twelve – Amendments

Section 1. All policies relating to the **RHS Royals Booster Club** will be under the jurisdiction of the Royals Dance Team Director and the RHS Administration according to the UIL Guidelines for booster clubs.

Section 2. These Bylaws may be amended by the Executive Board and presented at any **RHS Royals Booster** Meeting for the purpose of approval. Any amendment(s) shall be made available to the members at least two weeks prior to such meeting in electronic format (via website) and subject to approval by two thirds vote of members where there is a quorum present.

The foregoing Restated Bylaws have been adopted and approved by the members of the RHS Royals Booster Club in attendance at the organizational meeting held on August 9th, 2022.

Acknowledged and Approved:

Carolyn Barton

President

Kelly Merritt

Vice President