

WEISS DANCE TEAM BOOSTER CLUB
BY-LAWS
Adopted May 2024

ARTICLE I- NAME

The name of this organization shall be WEISS DANCE TEAM BOOSTER CLUB and hereinafter be referred to as “The Booster Club.” Alternate names will include “Weiss Scarlets Booster Club”

ARTICLE II- OBJECTIVES

The Booster Club is an independent non-profit organization, organized to support the Scarlets Dance Team at Weiss High School in Pflugerville, Texas, USA, and dedicated to achieving the following objectives:

- To provide a positive environment for students' educational and artistic growth.
- To promote a closer relationship between the parents, students, and staff, in an atmosphere of mutual cooperation, support, and respect.
- To encourage a high level of achievement for Scarlets and its members.
- To provide resources, both human and financial, to dance/drill team activities.
- To promote and recognize the Scarlets Dance Team and its students' accomplishments.

This organization exists exclusively for charitable and educational purposes. Including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 c(3) of the Internal Revenue Code, or corresponding section of any current/future federal tax code. Activities of The Booster Club shall not conflict with University Interscholastic League rules.

ARTICLE III- METHODS

Section 1 - The Booster Club shall strive to achieve the objectives of The Booster Club by assisting in logistics and providing support through projects and contributions.

Section 2 - The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 3 - The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4 - No part of the net earnings of the organization shall be distributed to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 5 - Any donation request must be accompanied by a letter signed by a board member.

ARTICLE IV- MEMBERSHIP AND DUES

Section 1 - Any person who supports the objectives of The Booster Club and is willing to uphold its policies and subscribe to its By-Laws may become a member.

Section 2 - Membership in The Booster Club is inherent to the parents and/or the guardians of students who are members of the WHS Scarlets Dance Team.

Section 3 - Membership dues are voluntary and shall be determined by the Board. Annual membership dues are due each year by October 1st.

ARTICLE V – EXECUTIVE BOARD AND THEIR ELECTION

Section 1 - The officers of the Executive Board consist of the following:

- President
- Vice President- Fundraising/Events
- Vice President-Sponsorship
- Vice President- Hospitality/Volunteers
- Secretary and Social Media Communications
- Treasurer
- Crimsonette Representative
- *Committee Chair Hospitality
- *Committee Chair Fundraising/Event
- *Committee Chair Spirit

*Non-voting members

An individual or a husband and wife team may fill these offices. Each board position has one vote for the purposes of voting in board meetings, with the exception of the Past-President. Any voting member of the Board must be a parent or legal guardian of a student who is a member of the WHS Scarlets Dance Team or the Crimsonettes

Section 2 - Each officer shall be a member of The Booster Club.

Section 3 - All officers shall be elected annually.

Section 4 - A person shall not be eligible to serve more than two consecutive terms in the same office, pursuant to Board discretion.

Section 5 - The Board shall appoint a Nominating Committee to present a slate of officers prior to the election of officers. When possible, the Nominating Committee should be comprised of at least three members. Non-returning Board members may serve on the Nominating Committee.

Section 6 - A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board, due notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President- Executive Board shall serve the remaining term. Should a multiple vacancy (e.g. both the President and Vice President- Executive Board) occur, the succession of offices will be determined by the remaining Board members.

Section 7 - Board positions of President and Treasurer shall only be held by veteran parents unless voted on by remaining board members. First year parents can be considered for all remaining positions on the Board.

Section 8 - Any officer whose child ceases to be a member of the Scarlets and Crimsonettes Dance Team shall resign, and a new officer shall be elected in accordance with Article V, Section 6.

Section 9 - Terms for officers end the day after the final day of the second semester at Weiss High School. Terms for newly elected officers begin the day after the final day of the second semester at Weiss High School.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - The President shall:

- Preside at all meetings of the organization
- Appoint all committees (as the Board sees necessary)
- Be an ex-officio member of all committees except the Nominating Committee
- Have the authority to make emergency decisions on behalf of the Booster Club, reporting such decisions to the Board within 72 hours, and the general membership at the next regular meeting
- Maintain the President binder with notes and information. Binder will be updated each year and passed on to the next President.
- Sign contracts approved by the board
- Appoint the Financial Reconciliation Committee, subject to approval of the Board

Section 2 - The Vice President- Hospitality/Volunteer Board shall:

- Serve as Chairperson of the Volunteer Committee
- Coordinate all paperwork required for volunteers
- Coordinate all hospitality related activities such as making pricing out food options and making arrangements for meals on game days, contest days and other special occasions as well as coordinate with volunteers.
- collaborate with directors and social officers for specific budget items for clinics, squads, etc.
- Maintain the Vice President- Hospitality binder with notes and information. Binder will be updated each year and passed on to the next Vice-President- Executive Board.

Section 3 - The Vice President- Fundraising/Events shall:

- Coordinate all paperwork required for fundraisers
- Secure payments from all Spirit Night fundraisers and collaborate with Treasurer
- Coordinate all merchandise events (i.e. home football games, jr. clinics, Howliday)
- coordinate with directors and social officers in regards to special events including but not limited to Jr. Clinics, Spring Show, Mini campus, etc.
- Maintain the Vice President- Fundraising binder with notes and information. Binder will be updated each year and passed on to the next Vice-President- Fundraising

Section 4 - The Vice President- Sponsorship shall:

- Serve as Chairperson of the sponsorship committee
- Coordinate all paperwork and correspondence for potential team sponsors
- Secure payments from all Sponsors and collaborate with the treasurer.
- Deliver a framed team picture and thank you letter for sponsorship
- Maintain the Vice President- Sponsorship binder with notes and information. Binder will be updated each year and passed on to the next Vice-President- Sponsorship

Section 4 - The Secretary and Social Media Communications shall:

- Keep the records and minutes of all meetings and communications, including but not limited to, regular membership, board and regular membership meetings
- Provide copies of the minutes to members at regular meetings or as requested
- Attend to the correspondence of the organization
- Maintain scholarship eligibility records including, but not limited to, volunteer hours for Scarlets Dance Team members and Booster members
- Send out regular emails/notices to Booster members as deemed necessary to keep Booster members updated with Booster activities
- Oversee the communication on the Booster Club website and Facebook platform
- collaborate with directors and social officers Instagram communication
- Maintain the Secretary binder with notes and information. Binder will be updated each year and passed on to the next Secretary.
- Perform other such duties as assigned by the President

Section 5 - The Treasurer shall:

- Coordinate the budget process
- Receive all funds due
- Deposit all monies received within 7 days of receipt
- Pay all bills authorized by the Board
- Report on the organization budget status at all regular, board and executive committee meetings
- Maintain annual membership due records and provide records to Secretary for scholarship eligibility records
- Facilitate signature authority changes at the bank used by The Booster Club for the treasurer in succession
- Have available all financial records of the Scarlets Booster Club to any member in good standing with questions regarding club expenditures
- Pay all taxes due and be authorized to sign tax documents in abidance with state and federal tax laws and deadlines
- Maintain the Treasury binder with notes and information. Binder will be updated each year and passed on to the next Treasurer-Elect.

Section 6 - The Crimsonette Representative shall:

- attend the executive board booster club meetings and adhere to the bi-laws.
- vote on specific agenda items determined by the board
- must be a parent or legal guardian of a Crimsonette dancer

Section 7 - The Hospitality Committee Chair shall:

- attend the executive board booster club meetings and adhere to the bi-laws
- collaborate and perform assigned duties given by the Vice President of Hospitality

Section 8 - The Fundraising/Event Committee Chair shall:

- attend the executive board booster club meetings and adhere to the bi-laws.
- collaborate and perform assigned duties given by with Vice President of Fundraising/Event

Section 9 - The Spirit Committee Chair shall:

- attend the executive booster club meetings and adhere to the bi-laws.
- Serve as Chairperson of the Spirit Committee
- coordinate with directors and social officers in regards to special events including but not limited to Fall/Spring Kickoff events , Senior Night, Homecoming, Senior Week, spirit swag for parents

ARTICLE VII - RESPONSIBILITIES OF OFFICERS

Section 1 - Board members shall miss no more than two consecutive scheduled Board meetings. Should that instance arise, the Board shall reserve the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

Section 2 - Board members shall conduct themselves morally and ethically at all times.

Section 3 - If a Board member consistently fails to comply with these By-Laws and Standing Rules, the Board reserves the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

Section 4 - Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the board elections and may last until the beginning term as outlined in Article V, Section 8.

ARTICLE VIII - MEETINGS AND VOTING

Section 1 - Regular meetings (general meetings) of The Booster Club shall be held at least three times a year, called by the President. The first meeting shall be held close to the beginning of the school year. Members present shall constitute a quorum for the transaction of business at any general meeting of The Booster Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via e-mail, website, letter, or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of The Booster Club.

Section 2 - The Board shall meet at least three times a year prior to General meetings during the school year and at other times as necessary. A minimum of two-thirds majority of voting officers shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the Board.

If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) e-mail, phone, or face-to-face voting.

Section 3 - Special meetings may be called by the President or members of the Board, as necessary, provided all Board members are properly notified with at least two days' notice. Notification may include e-mail, text, or phone calls.

Section 4 – The Booster Club meeting held in May shall be the election meeting.

ARTICLE IX - BUDGETING AND EXPENDITURE AUTHORITY

Section 1 - The Board shall have authority to allocate assets of the organization in support of the stated objectives.

Section 2 - The Treasurer and Treasurer-Elect shall maintain all monies of the organization, shall keep accurate records of receipts and expenditures, and shall pay out funds only as authorized by the organization and approved in the annual Board Club budget, along with the head Dance Team Director's approval for items in the Team Assistance budget line item. The Treasurer and Treasurer-Elect shall present a written statement of accounts, in itemized form, at every meeting of the organization and at other times when requested by the organization or the head Scarlets Dance Team Director.

Section 3 - No unbudgeted expenditures shall be made without approval of two-thirds of the Board.

Section 4 - The Treasurer and Treasurer-Elect shall have custody of all funds of The Booster Club.

Section 5 - Two authorized signatures shall be required on all checks over the amount of \$50. In the event that both members of a husband/wife team are authorized signers on the account, the husband/wife team shall not sign the same check. Check signers cannot be the person to whom the check is written or related to whom the check is written.

Section 6 - The fiscal year of this organization shall begin the day after the last day of the second semester at WHS and end on the last day of the second semester at WHS.

Section 7 – Upon dissolution of The Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1 - Standing and special committees shall be created by the Board as may be deemed necessary to promote the objectives and carry on the work of The Booster Club. All committee work shall be undertaken with the consent of the Board. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

Section 2 - The President shall be an ex-officio member of all committees.

Section 3 - An annual reconciliation of The Booster Club's financial records will be conducted prior to the end of each fiscal year by a Financial Reconciliation Committee comprised of 3 appointed members who do not have authority to sign checks. A signed statement by the Financial Reconciliation Committee must be completed and submitted to the President at least two weeks prior to the beginning of the new school year.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1 - Robert's Rules of Order Newly Revised shall govern all deliberations to the organization except where such rules are in conflict with the by-laws.

Section 2 - The President may appoint a Parliamentarian from the membership to rule on procedure.

ARTICLE XII - AMENDMENTS

Section 1 - These By-Laws may be amended at any regular meeting (general meeting) of this organization by two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via e-mail, website, phone call, written letter, phone call, or discussion at a general meeting. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a meeting of The Booster Club, or by a two-thirds vote of the Board.