

BYLAWS FOR LEBANON TRAIL HIGH SCHOOL

CHEER BOOSTER CLUB

ARTICLE I. NAME

The name of the organization shall be the Lebanon Trail High School Cheer Booster Club, and hereinafter be referred to as "LTHS Cheer Booster Club".

ARTICLE II. OBJECTIVES AND PURPOSE

The main objective of the LTHS Cheer Booster Club is:

- A. To support the LTHS cheerleaders as they provide school spirit as student leaders through participation in LTHS athletic events.
- B. To assist the LTHS cheerleaders in uniting students, parents, coaches, faculty, staff and community in a way that enhances the sharing of school spirit.
- C. To provide moral as well as financial support for activities and scholarship opportunities.

ARTICLE III. POLICIES

The following are the basic policies of the LTHS Cheer Booster Club:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of this organization or the names of anyone associated with this organization shall not be used to endorse or promote a commercial concern or in connection with any partisan interest.
- C. The name of this organization shall not be used for any purpose not appropriately related to promotion of the objectives of this organization or in any way that contradicts the policies of the Frisco Independent School District or Lebanon Trail High School.
- D. The organization shall not – directly or indirectly – participate or intervene in any way in any political campaign of a candidate for public office.
- E. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article II.

ARTICLE IV. MEMBERSHIP, DUES AND FUNDRAISING

- A. Any person who shares an interest in furthering the purposes of the organization. Membership in the LTHS Booster Club is inherent to the parents, guardians or grandparents of a student who

is enrolled at Lebanon Trail High School, faculty or staff at Lebanon Trail High School. The Principal of the school will be considered an honorary member of this organization.

- B. This organization shall conduct an annual enrollment of members but may admit persons to organization at anytime.
- C. Membership dues are required to be a member and shall be determined by the LTHS Cheer Booster Club Executive Board.
- D. Membership is voluntary and shall be renewable year to year as long as the member is in good standing.
- E. A member in good standing are those who are current on their membership dues, support the purpose of the LTHS Cheer Booster Club as defined in Article II, do not engage in activities that put the LTHS Cheer Booster Club in financial, structural or reputational jeopardy or engage in activities that bring discredit to the LTHS Cheer Booster Club. All members shall be governed by the Bylaws of the Lebanon Trail High School Cheer Booster Club.
- F. Termination of a membership will be made by a majority of the members in good standing present at a meeting when a member is in question has displayed disregard for the bylaws and/or committed some fraudulent act against the organization.
- G. Members in good standing shall be entitled to all membership benefits.
- H. A member is encouraged to actively participate in a minimum of 1 committee each year they are a member. (changed from required to “encouraged”)
- I. It is strongly recommended for each member to volunteer for our annual Holiday Market held each year in December.
- J. Annual dues (payable in advance) are due by June 1st. Membership levels chosen by each family.
- K. A \$12.00 NSF fee will be charged for all returned checks.
- L. Membership dues are non-transferable.
- M. When documented expenses warrant an increase in yearly dues, the current officers can recommend a change for increased dues for the following year’s membership.
- N. If a cheerleader is removed from or quits the squad for whatever reason, any funds they have made in fundraising will be forfeited to the LTHS Cheer Booster Club. No money will be returned.

ARTICLE V. MEETINGS AND VOTING

- A. Only members of this organization shall be eligible to vote on matters brought before the organization in its business meetings or serve in any elected or appointed position.
- B. A minimum of six (6) general membership meetings shall be held during the cheer calendar year, time and place to be announced.
- C. Notice of meeting of the organization shall be public announcement, personal contact, email, mail or other official website.
- D. All board voting shall be documented and published in the board minutes. This will include individual votes cast, totals and vote outcome. Email votes will be permitted and must be emailed to the president of the current board. Proxy vote (a vote by one entity of behalf of

another) or phone call votes will not be considered as an option. Votes must be in writing with email for documentation purposes.

- E. Special meeting of the membership may be called by any two board members at any time for any given reason. That cause shall be the only business to be brought before the body and properly voted on during such meeting. Notice of special meeting will be sent to all members in good standing at least 48 hours in advance of the meeting. Any business brought before a special meeting and properly voted on shall have the same effect as matters brought before a regular meeting.
- F. A two third (2/3) majority vote of members present shall be sufficient to carry any motion. Proxy votes are not allowed.
- G. The Executive Board will conduct meetings called by the President or a majority of the Executive Board for the purpose of conducting any business in the intervals between LTHS Cheer Booster Club meetings.

ARTICLE VI. OFFICERS AND THEIR ELECTION

- A. The officers of this organization will be President, Vice President, Secretary, Treasurer and Co-Treasurer. These officers shall perform the duties described by these bylaws. These persons shall serve as an Executive Board. The Executive Board may appoint such other persons to serve as committee chairpersons as are needed to fulfill the duties and obligations of this organization.
- B. Each officer shall be a member of the LTHS Cheer Booster Club. For the position of President, officer must have been an “active” LTHS Cheer Booster Club member during the school year in which the Board election is held. “Active” is defined by attending at least half of all booster club member meetings, actively participating in events and be up to date with all payments associated with the cheer program.
- C. The election of officers should occur during the regularly scheduled meeting in May of each year so that the newly elected officers may be in place for the start of the next school year.
- D. The election of officers should be from a slate of officers presented by the Executive Board at the regularly scheduled meeting in April. Recommendations may also be taken from the floor at this time. At no time should officers be appointed without the input and approval of the Executive Board. Election to be held in May.
- E. Officers shall be elected by a majority vote of the members present by a motion made from the floor.
- F. Elected officers shall serve one (1) year with no elected office being held for more than two (2) consecutive years, unless voted upon by 80% of current Booster Club Members present at election. Terms for officers end the last day of May and elected officer terms begin June 1st.
- G. All members in good standing shall be eligible to hold the office of President, Vice President, Treasurer, Co-Treasurer and Secretary. However, the individual nominated for the office of Treasurer must have held an Executive Board position during the outgoing year or the year immediately prior. Please see Article VI, section B for President eligibility requirement.
- H. All members in good standing shall be eligible to vote.

- I. A vacancy occurring in any elected office shall be filled for the unexpired term by a given person elected by a majority vote of the Executive Board, notice of such election having been given.
- J. In case a vacancy occurs in the office of the President, the Vice President shall serve until the vacant term expires. If the Vice President is unable to fulfill the vacancy, then the Executive Board will appoint an interim President until the next election.

ARTICLE VII. OFFICER DUTIES

A. The President shall:

1. Preside at all meetings of the LTHS Cheer Booster Club.
2. Resolve problems in the membership.
3. Shall have general supervision of the affairs of the LTHS Cheer Booster Club.

B. The Vice President shall:

1. Supervise committees created by the Executive Board.
2. Create meeting agenda for regular monthly meetings.
3. Attend all meetings of the LTHS Cheer Booster Club.
4. Exercise all functions of the office of the President in the absence of the President.
5. Oversee portion of fundraising activities.

C. The Secretary shall:

1. Attend all meetings of the LTHS Cheer Booster Club.
2. Accurately record the minutes, distribute them via email to all all members of the LTHS Cheer Booster Club, and post them on the Cheer website.
3. Be in charge of membership records including attendance of regular meetings.
4. Issue necessary communication to all members, as may be required for all meetings of the organization.
5. Notice of any change in time, date or place of regular meetings shall be given by the Secretary at least five (5) business days before the scheduled meeting.

D. The Treasurer and Co-Treasurer shall:

1. Have custody of all funds and securities of the LTHS Cheer Booster Club.
2. Shall sign all checks, drafts, notes and money orders for the payment of money, which shall be approved by the President.
3. Shall be held accountable for all such expenditures.
4. Detailed accounting to be given at all regular meetings of the LTHS Cheer Booster Club.

5. Up to date books maintained and available upon request at all times by members or Executive Board members.
6. Provide a budget for the current fiscal year for approval by the Executive Board no later than the regular member meeting in August.
7. Issue a receipt for all monies received and deposited.
8. File current financial reports, if requested, at the end of each fiscal year (June 15th) with the campus Principal, to include beginning balance, end of year balance and monies made on each fundraiser.
9. Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
10. File sales tax reports as required by the Texas Comptroller's Office. Sales tax reports must be filed even if no sales tax was collected for the period reported.
11. File annual IRS form 990, 990-T or 990-EZ in a timely manner.
12. Submit records to the audit committee appointed by the Executive Board in April.
13. Mailing and generating tax receipts for the holiday market vendors.
14. Treasurer is preferred to be able to make any deposits during normal banking hours.

ARTICLE VIII. **SPECIAL COMMITTEES**

- A. The President shall be a member ex-officio of all committees.
- B. The Executive Board may create standing committees as it may deem necessary to promote the objectives and carry on the work of this organization.
- C. The term of each chairperson shall be one (1) year.
- D. Only members of this organization shall be eligible to serve on these committees.
- E. No committee work shall be undertaken without the consent of the Executive Board.
- F. No one shall chair or be a member of any committee unless their membership is in good standing.
- G. Special committees shall be appointed by the President with the approval of the Executive Board.

Special Committees

1. Food Coordinator
 - a. Camp Dinners
 - b. Football Season Meals
2. Fundraising
 - a. Holiday Market
 - b. FOCO – mums and garters
 - c. Restaurant nights
 - d. Spring event
 - e. Any new ideas
3. Party

- a. End of year banquet
 - b. Holiday party
4. Historian
- a. Take pictures at all activities and events – will be used throughout the year
 - b. Yearly composite
 - c. Banquet video

ARTICLE IX. SCHOLARSHIP

- A. A Scholarship committee shall be formed in October of each graduation year. The committee shall consist of the current booster club President, Secretary and head Varsity coach and two parents of non-seniors. A substitute for the President, Secretary and head Varsity coach will be decided upon by members of the scholarship committee if he or she has a senior on the team.
- B. The LTHS Cheer Booster Club will offer a minimum of one scholarship per year to a senior member of the LTHS Cheer program. Point criteria shall be utilized.
 - a. Eligibility requirements include the completion of an application created by the Frisco Education Foundation. The LTHS Cheer Booster Club Scholarship committee will determine and submit the criteria, and reserves the right to modify the criteria each year. The following criteria will be used to determine eligibility:
 - i. GPA must be a cumulative 3.0.
 - ii. Senior student must be in good standing according to the head coach and campus Principal.
 - iii. Parents must have been a booster club member for each year student has cheered. In addition, parent(s) must have participated in at least one volunteer activity for the booster club.
 - iv. Senior student must complete an essay, instructions to be provided by the Frisco Education Foundation or the scholarship committee.
 - v. Senior student must be graduating from Lebanon Trail High School.
 - vi. Senior student must have completed 50 approved and documented volunteer service hours.
 - vii. Senior student must have one LTHS teacher recommendation letter.
 - b. Applications will be open to all eligible LTHS cheerleaders in November and will be due pending the deadline set by the Frisco Education Foundation.
 - c. The Scholarship Committee will review the submitted applications and complete the point criteria score sheet on each student. The names of the students will not be on the applications presented to the committee.
 - d. Applications that meet the LT Cheer Scholarship criteria will be turned into the Frisco Education Foundation (FEF), which will then choose the scholarship recipient(s).
 - e. Students who are eligible for the LT Cheer Scholarship will receive an email from FEF with information on how to complete the FEF scholarship application. Under no circumstances will FEF award a scholarship to a student who has not submitted an FEF scholarship application.

- f. The amount of each scholarship given will be \$500. The number of scholarships offered shall be contingent upon the current LT Cheer Booster Club budget.
 - g. The FEF will notify the student(s) if they are receiving a scholarship.
 - h. The FEF will send scholarship funds directly to the college/university.
- C. Scholarship(s) will be announced at the LTHS Cheer Banquet.

ARTICLE X. PROFITS

- A. This organization is not-for-profit and no part of the net earnings shall inure to the benefit of any member.
- B. Any profits derived from the operation of the club are to be used for the promotion of the objectives of the organization or be donated.
- C. No unbudgeted expenditures over the amount of \$200 shall be made without approval of two-thirds (2/3) of the Executive Board.
- D. No member shall have an ownership interest in the assets of the corporation and under no circumstances shall a member be entitled to a distributive share of the assets of the club upon dissolution of the club.
- E. No part of the net earnings of the organization shall inure to the benefit of any officers, director, or member of the club and upon dissolution of the club the asset hereof shall, after all of its liabilities and obligations have been discharged or adequate provisions made thereof, be distributed to any association or associations organized for purposes similar to those set forth in the bylaws of the LTHS Cheer Booster Club.
- F. LTHS Cheer Booster Club is not responsible, nor obligated to support any cheerleader whom parents are not active members. Therefore, membership is encouraged.
- G. LTHS Cheer Booster Club has the option to waive membership dues and/or provide financial assistance not to exceed \$200 for hardship which is defined in the same manner as families that qualify for free meal programs under the Frisco ISD Child Nutrition Program. This amount is on a per family basis.

ARTICLE XI. AMENDMENTS

The bylaws may be amended, repealed or altered in whole or in part by a two-third (2/3) majority vote of the voting membership in attendance at any regular meeting where such action has been announced in the call and notice of such meeting.

ARTICLE XII. PARLIAMENTARY AUTHORITY

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.

ARTICLE XIII. DISSOLUTION

In the event of dissolution of the LTHS Cheer Booster Club, any assets remaining shall be turned over to the Lebanon Trail High School Cheer Team after satisfaction of all liabilities against the Club.