

Booster Club By-Laws

provided by Kelli Woodruff & the Colleyville Heritage High School Pantera/Pantherette Booster Club

Article I: Name

The name of this association shall be the Colleyville Heritage High School Pantera/Pantherette Booster Club. Within these bylaws, it will hereinafter be referred to as the Organization.

Article II: Purpose

Section 1. To support the athletic and artistic talents of all Colleyville High School students participating in the Pantera Dance Team Program. The Panteras Dance Team Program includes the Pantera (Varsity) and Pantherette (Junior Varsity) Dance Teams.

Section 2. To provide financial means not otherwise provided within the school's budget to supplement equipment, accessories and supplies for the Pantera Dance Team Program.

Section 3. To encourage team spirit and enthusiasm and recognize outstanding team and individual contributions and achievements.

Section 4. To enhance community awareness of the dance teams' athletic abilities and promote a positive image of the Junior Varsity and Varsity Dance Teams at Colleyville Heritage High School.

Article III: Membership

Section 1. Upon receipt of one full year's dues, any adult person having an interest in the objectives of this Organization shall be considered a voting member. The term of membership shall be one calendar year, which starts on May 1 of the current year and ends on April 30 of the upcoming year.

Section 2. Dues are payable as soon as possible after new team members are selected for the upcoming year. Persons may be admitted to membership at any time of the year. Dues are not prorated.

Section 3. The Pantera and Pantherette Directors and the Colleyville Heritage High School Principal shall be considered voting members and exempt from paying dues.

Section 4. The Varsity Executive Board shall propose dues for the upcoming year at the March meeting for approval by the general body at the April meeting.

Section 5. The Varsity treasurer shall credit dues paid by Junior Varsity Organization members to the Junior Varsity financial accounts maintained by the Varsity treasurer.

Article IV: Varsity Executive Committee and Terms of Office

Section 1. The Executive Committee shall consist of the following elected officers: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Parliamentarian. These officers must be members in good standing (i.e., all dance team and booster club fees paid to date). The Dance Team Directors shall be ex-officio members of the Executive Committee. The President of the Pantherette Executive Board will be a voting member of the Varsity Executive Committee and shall attend Executive Board meetings.

Section 2. Terms of office shall be one calendar year and officers shall assume their official duties on May 1 following their election at the General Meeting in April. Outgoing officers shall assume advisory status until May 31.

Section 3. Incumbent officers are eligible for re-election. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. In the event of any vacancy in any office or committee chair, the Executive Committee shall appoint a replacement, with the exception of the offices of President and First Vice President. The appointee shall serve until the end of the unexpired term.



Section 5. In the event of a vacancy in the office of President, the position will be filled by the First Vice President, who shall serve until the end of the unexpired term.

Section 6. In the event of a vacancy in the office of First Vice President, the Executive Committee shall present a nominee for the position at the first subsequent meeting of the Organization. Nominations shall also be accepted from the floor and the officer shall be elected by a simple majority to serve until the end of the unexpired term.

Article V: Junior Varsity Executive Committee and Terms of Office

Section 1. The Executive Committee shall consist of the following elected officers: President, Vice President, Secretary and Treasurer. These officers must be in good standing (i.e., all dance team and booster club fees paid to date). The Dance Team Directors shall be ex-officio members of the Executive Committee.

Section 2. Terms of office shall be one calendar year and board members shall assume their official duties immediately after election at the first Booster Club meeting of the new team. Outgoing officers shall assume advisory status until August 30.

Section 3. Incumbent officers are eligible for re-election.

Section 4. In the event of a vacancy in any office, the Executive Committee shall appoint a replacement, with the exception of President and Vice President. The appointee shall serve until the end of the unexpired term.

Section 5. In the event of a vacancy in the office of President, the position will be filled by the Vice President, who shall serve until the end of the unexpired term.

Section 6. In the event of a vacancy in the office of Vice President, the Executive Committee shall present a nominee for Vice President at the first subsequent meeting of the Junior Varsity Organization. Nominations shall also be accepted from the floor and the officer shall be elected by a simple majority to serve until the end of the unexpired term.

Article VI: Election of Officers and Committee Chairs for the Varsity Organization

Section 1. At the February meeting, volunteers will be solicited to serve on the Nominating Committee. By March each year, a Nominating Committee of three (3) members, in good standing, representing the sophomore, junior and senior classes shall be appointed by the President with approval of the Executive Committee. Whenever possible, the Nominating Committee should not include anyone who is interested in serving on the Executive Committee for the upcoming year. The Nominating Committee shall nominate one eligible person for each office and committee chair to be filled by election at the April meeting of the Organization. After the Nominating Committee fulfills its duties and reports to the membership at the April meeting, it shall be dissolved.

Section 2. At the April Booster Club meeting, the Nominating Committee shall present the slate of officers and committee chairs to the general membership. Nominations must be open to the general membership and shall be accepted from the floor. Only members in good standing who have consented to serve shall be eligible for nomination.

Section 3. Officers and chairpersons shall be elected by a simple majority. The election for any office or chair for which there is more than one candidate shall be by written ballot.

Section 4. Nominations and elections shall proceed office-by-office as follows: nomination(s) and election of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Parliamentarian. The same nomination (s) and election procedure shall then be followed office-by-office for Banquet Committee Chair, Social Committee Chair, Publicity Committee Chair, Newsletter Committee Chair, Uniform/Costume Committee Chair, Prop Committee Chair, Sunshine Committee Chair, Communication Committee Chair, and Website Committee Chair. A member in good standing who is nominated for one position but not elected may then be nominated for another position.



Article VII: Duties of the Elected Officers for the Varsity Organization

Section 1. President

The President shall preside at all meetings of the Organization and of the Executive Board and shall have general supervision of the affairs of the Organization. He/she may create any committees not otherwise provided for in these bylaws. The President shall be an ex-officio member of all Standing Committees.

Section 2. First Vice President

In the absence of the President, the First Vice President shall preside at meetings of the Organization and the Executive Board. He/she shall be responsible for the Auction or the Organization's major fundraising event and shall oversee public relations and social events within the community and school.

Section 3. Second Vice President

The Second Vice President shall be responsible for organizing and supervising all fundraisers other than Auction (or other major fundraising event), Dance Clinic and Spring Fling.

Section 4. Third Vice President

The Third Vice President shall be responsible for organizing and supervising the Dance Clinic in the fall and Spring Fling in February.

Section 5. Secretary

The Secretary shall record minutes of all Executive Board and General Membership meetings and shall provide a copy of the minutes to the principal or the principal's designee for the school records. The secretary shall make available a copy of minutes to all members of the Organization. He/she shall handle all correspondence pertaining to the business of Organization and shall be responsible for publishing, distributing, maintaining and updating the membership roster, which shall include name, address, telephone number and e-mail address of each paid member. The secretary shall prepare ballots for the annual election of officers and committee chairs. The secretary shall consult with the treasurer to make certain that said ballots are distributed only to voting members in good standing.

Section 6. Treasurer

The Treasurer shall be responsible for the collection and disbursement of all funds as approved by the membership and/or Executive Board. He/she shall keep a written set of records showing all receipts and disbursements and shall prepare monthly statements to be submitted to Executive Board and general membership for approval. The treasurer shall be responsible for collecting membership dues and competition expense payments. He/she shall maintain the Organization's checking/saving account(s). He/she shall also be responsible for maintaining separate financial account(s) for the Junior Varsity Organization.

Section 7. Parliamentarian

The Parliamentarian shall advise the presiding officer on questions of parliamentary law and methods of procedure.

Article VIII: Election of Officers and Committee Chairs for the Junior Varsity Organization

Section 1. At the first Junior Varsity Organization meeting after the Junior Varsity Team members have been selected (typically a May meeting), volunteers will be solicited to serve as President, Vice President, Secretary and Treasurer of the Junior Varsity Organization. Volunteers will also be solicited for the Uniform/Costume, Banquet and Social Committee Chairs.

Section 2. Nominations must be open to the general membership and shall be accepted from the floor. Only members in good standing who have consented to serve shall be eligible for nomination.

Section 3. Officers shall be elected by a simple majority. The election for any office or chair for which there is more than one candidate shall be by written ballot.

Section 4. Nominations and elections shall proceed office-by-office as follows: nomination(s) and election of the president, vice president, secretary and treasurer. The same procedure will then be followed for the Standing committee chairs: Uniform/Costume Committee chair, Banquet Committee chair and Social Committee chair.



Article IX: Duties of the Elected Officers for the Junior Varsity Organization

Section 1. President

The President shall preside at all meetings of the Junior Varsity Booster Club and of the Junior Varsity Executive Board and shall have general supervision of the affairs of the JV Organization. He/she may create any committees not otherwise provided for in these bylaws. The President shall be an ex-officio member of all Standing Committees. The President shall be a voting member of the Varsity Executive Board and attend all meetings.

Section 2. Vice President

In the absence of the President, the Vice President shall preside at meetings of the Organization and the JV Executive Board. He/she shall be responsible for organizing and supervising all JV fundraisers and assisting the Varsity First and Second Vice Presidents in all joint fundraisers.

Section 3. Secretary

The Secretary shall record minutes of all Executive Board and general membership meetings. The secretary shall make available a copy of minutes to all members of the Organization. He/she shall handle all correspondence pertaining to the business of the JV Organization and shall be responsible for publishing, distributing and maintaining the membership roster which will include name, address, telephone number and e-mail address of each paid member.

Section 4. Treasurer

The Treasurer shall be responsible for the collection and disbursement of all funds as approved by the membership and the Pantera Executive Board. He/she shall keep a written set of records showing all receipts and disbursements and shall prepare monthly statements to be submitted to the JV Executive Board and general membership for approval. The treasurer shall be responsible for collecting membership dues. The treasurer shall interface with the Varsity Treasurer to complete all financial transactions requiring deposits or disbursements from the Junior Varsity financial account(s). Deposits and disbursements to and from the JV account(s) shall be the responsibility of the Varsity Treasurer.

Article X: Varsity and Junior Varsity Executive Boards

Section 1. The Executive Boards shall have the power in the intervals between meetings to transact all business not otherwise provided for in the bylaws or delegated to special committees, except that of modifying any action decided upon by the Organization. Any action of the Executive Board must be approved by the majority of the respective Executive Board proposing the action.

Section 2. The Varsity Executive Board shall meet once each month, or when called by the President or by the request of at least half of its members. A quorum for all Varsity Executive Board meetings shall consist of a simple majority. The Junior Varsity Executive Board shall meet at its discretion.

Section 3. All disbursements shall be from financial accounts maintained by the Varsity Organization. Varsity and Junior Varsity Organization checks shall be signed by any two (2) of the following members of the Executive Committee: president, first vice president, second vice president, third vice president, secretary, treasurer, or Pantherette treasurer.

Section 4. Contractual obligations may not be made unless prior approval is obtained by majority vote of the respective Organization. Contractual obligations required to implement programs covered in the Budget approved at the August meeting or in a revised budget approved by the majority of the Organization do not require additional approval of the Organization, but must be approved by majority vote of the Executive Board prior to committing. The Executive Board is required to ensure that all contract prices, terms and conditions are competitive. All contracts entered into by either the Varsity or Junior Varsity Organization must be initialed by the committee chair and then signed by the president or, in the absence of the president, by the first vice president of the respective Organization. All contractual obligations of \$500.00 or more, not otherwise part of the approved budget, must be approved by majority vote of the general membership in attendance at an official meeting. The Varsity Treasurer shall receive a copy of every contract.

Section 5. The Varsity Executive Board shall approve the bank selected by the Treasurer.



Article XII: Fiscal Year

Section 1. The fiscal year of the Organization shall begin on June 1 and end on May 31st of the following year.

Section 2. At least thirty (30) days before the last meeting of the year an Audit Committee consisting of not less than two (2) members from the Varsity Organization and not less than two (2) members from the Junior Varsity Organization shall be appointed by the Varsity and Junior Varsity Executive Boards. The Audit Committee report shall be submitted to both Executive Committees within thirty (30) days of the end of the fiscal year.

Article XIII: Standing Committees

Standing Committees are listed and their duties defined in the Standing Rules. All standing committee chairpersons shall attend monthly Executive Board meetings in a voting capacity and shall be responsible for preparing an annual budget for their respective committees.

Article XIV: Meetings

Section 1. A general membership meeting shall be held once each month. The President, with the consent of the Executive Board, shall have the power to change the date of a meeting or to eliminate a meeting entirely.

Section 2. Special meetings shall be at the discretion of the President, or upon written request of at least one-fourth (1/4) of the Organization's members, provided the reason for the meeting is given in the written request. Three (3) days notice shall be given prior to the call of a special meeting. The Communication Committee shall be instructed to notify the membership.

Section 3. A quorum for all general meetings shall consist of one-half (1/2) of the team members.

Section 4. The order of business shall be as follows:

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| 1. Call to order | 7. Executive Committee reports |
| 2. Joint Pantera/Pantherette business | 8. Standing Committee reports |
| 3. JV team leaves for separate meetings | 9. Unfinished business |
| 4. Secretary's report | 10. New business |
| 5. Treasurer's report | 11. Announcements |
| 6. Director's report | 12. Adjournment |

Article XV: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Colleyville Heritage High School Pantera/Pantherette Booster Club in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XVI: Amendments

An amendment of the bylaws of this Organization may be proposed by a voting member at any regular meeting of the Organization, to be acted upon at the following regular meeting. A copy of the proposed amendment must be filed with the secretary within five (5) days after being proposed and must be made available to any member requesting it. A two-thirds (2/3) majority of those voting is required to adopt a proposed amendment.



Duties of Standing Committees

- a. The banquet committee shall be responsible for planning, organizing and implementing the end-of-year banquet. This committee shall report to the First Vice President.
- b. The social committee shall be responsible for coordinating special events or achievements involving the dance team members, i.e. mother/daughter events, father/daughter events, team parties or outings. The chairman of this committee will work with the team Social Officers to ensure that their plans are carried out. This committee is responsible for finding volunteers to supply beverages to the team during football season. This committee shall report to the First Vice President.
- c. The prop committee shall be responsible for the building, maintenance & transportation of all dance team props to and from all events. This committee shall report to the Dance Team Director.
- d. The publicity committee shall be responsible for obtaining publicity to promote fundraising events and to publicize the team's successes (e.g. Pantera of the week, etc. each week of football season, and results of competitions). This committee shall report to the President.
- e. The uniform/costume maintenance committee shall be responsible for issuing and collecting all field uniforms and costumes. This will include designing, creating, and constructing of some costumes and the purchase of fabrics and supplies. This committee shall report to the Dance Team Director and the President.
- f. The communication committee shall be responsible for notifying the membership by telephone &/or e-mail about upcoming meetings, special projects or events. Any member of the Executive Board may utilize this committee when necessary. This committee shall report to the President.
- g. The newsletter committee shall be responsible for compiling and distributing an electronic newsletter to all members of the Organization. This committee shall report to the President.
- h. The sunshine committee shall be responsible for obtaining service projects for the Panteras to participate in and for sending well-wishes to Panteras who are ill or otherwise in need of good wishes. This committee shall report to the Dance Team Director and President.
- i. The website committee shall be responsible for maintaining and updating the Pantera web page. This committee shall report to the President.

