

**LAKE BELTON HIGH SCHOOL
BRONCO CHEER BOOSTER CLUB
BYLAWS and STANDING RULES
As Adopted 05/01/2023**

ARTICLE I. NAME AND LOCATION

Section 1. Name

The name of this organization shall be the Bronco Cheer Booster Club (BCBC), hereinafter referred to as the Club.

Section 2. Location

The Club shall be located at Lake Belton High School, Temple, Bell County, Texas.

ARTICLE II. PURPOSE AND POLICIES

Section 1. Purpose

- A. To encourage and support the cheerleading program of Lake Belton High School (LBHS), Lake Belton Middle School (LBMS), and North Belton Middle School (NBMS): to develop a cohesive relationship between sponsors/coaches, administration, and the general public; and to secure the highest advantages in physical, mental, social, and spiritual atmosphere for all youth.
- B. To develop a better understanding and appreciation of the purpose and benefits of the cheerleading program at LBHS, LBMS and NBMS.
- C. To promote active parent and community involvement, to facilitate and promote communication, good morals and an attitude of excellence regarding the sport of cheerleading among cheerleaders, parents, sponsors/coaches, the school and the community.
- D. To assist with the fundraising activities and other support duties and to help above and beyond the school budget to purchase/provide uniforms, equipment, supplies, senior scholarships, clinics, camps, choreography, and extended training events as approved by the Club Executive Board, sponsors/coaches and principal(s).
- E. To promote among cheerleaders, a sense of support, camaraderie, and an attitude of excellence, by active parent involvement encouraging their children to maintain excellence and compliance with standards and a sense of pride in themselves and the sport of cheerleading.

Section 2. Policies

- A. To develop the booster club's purposes through committees and projects.
- B. To avoid any actions which would appear to interfere with the school administration or to control its policies.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

- A. Regular Meetings. Regular meetings of the club shall be held monthly with a minimum of six(6) meetings annually.

- B. Special Meetings. Special meetings shall be called by the Executive Board of the Club upon demand as needed.
- C. Meeting Location. Regular meetings and special meetings shall be held at LBHS. If for any reason it becomes necessary to hold the meetings elsewhere, including virtually, the Executive Board shall find a suitable time and location for holding the meeting of the Club.

Section 2. Special Activities

Special activities, other than regular meetings, will be facilitated by the Club as feasible and desired by the general membership.

Section 3. Quorum

For any regular or special meeting of the Club, a quorum shall consist of a minimum of three(3) voting Officers of the Executive Board and one(1) Administrative representative of the school in addition to those members present.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility for Membership

Regular membership in the Club will be extended to any non student adult interested in the objectives of the Club and willing to uphold its policies and subscribe to the Bylaws, provided that he/she is willing to actively participate in the program and other activities of the Club. Members agree to abide by the Code of Conduct of the Club which shall be provided to each member prior to joining. Individuals are limited to a single membership.

Section 2. Dues

Dues shall be set by the Executive Board prior to the first meeting of the fiscal year (tryouts to tryouts) and dues for that year shall not be changed. As designated by the Standing Rules, an individual or organization is a regular member and is eligible to vote (one vote per membership) seven days after membership payment on any and all matters in which the Club members have interest.

Section 3. Voting Policies

- A. During general membership voting, each Club member shall have one(1) vote per membership.
- B. In the event of a tie, there shall be a revote. In the event that there is a subsequent tie, the matter will be tabled.
- C. During Executive Board voting, each Executive Board position except for the president, shall have one(1) vote. Co-chairs for a singular position may cast only one board vote. In the event of a tie, the president will cast the deciding vote.

ARTICLE V. OFFICERS

Section 1. Titles of Officers

Elected officers of the Club shall be President, Vice President, Secretary, Treasurer, and Fundraising Chairs.

Section 2. Qualifications of Elected Officers

- A. Elected officers shall be members whose student or students are currently on the cheerleading squad for the current school year.
- B. The elected officers should include parent and/or guardian representation from each high school squad.
- C. The President and Vice President positions must be filled by a parent who has had an athlete on an LBHS team for at least one year.

Section 3. Duties of Elected Officers

A. The **President** shall:

1. Preside at all meetings of the Club and Executive Board.
2. Appoint all Chairpersons of Committees, subject to the approval of the Executive Board.
3. Be a member 'Ex officio' of all committees except the Nominating Committee.
4. Fill vacancies of office that occur during the Club year, subject to the approval of the Executive Board.
5. Be familiar with the Club Bylaws and Standing Rules
6. Supervise all activities of the Club and endeavor to serve the Club in a strictly impartial manner.
7. Call special meetings of the Executive Board and any Committee meetings as required.
8. Serve as a Board Representative on the Go Gold.
9. Assist Fundraising in being a Board Representative for the Fall FBCC Committee
10. Work with the Board to host Showdown.
11. Create and distribute/post any materials pertaining to their specifically assigned duties.
12. Perform all other duties incident to the office of President.

B. The **Vice President** shall:

1. Assist the President as required.
2. Perform all duties of the Presidency in the absence of the President.
3. Succeed to the office of President in the event of a vacancy.
4. Serve as a Board Representative on the End of Year Celebration Committee.
5. Work with the Board to host Showdown.
6. Assist secretary and Fundraising Chairs with Pony Express.
7. Create and distribute/post any materials pertaining to their specifically assigned duties.
8. Perform such other duties as may be assigned by the Executive Board.
9. Perform all other duties incident to the office of Vice President.

C. The **Secretary** shall:

1. Keep a register or roll of the members.
2. Record the minutes of the business of all meetings of general membership Meetings.
3. Have custody of the Club Bylaws and other official documents.
4. Prepare meeting agendas as required by the President.
5. Serve as Board Representation of the Blaze the Town, Bylaws, Pony Express & Parking Lot Committees.

6. Assist Fundraising in being a Board Representative for the Christmas Party Committee.
7. Work with the Board to host Showdown.
8. Create and distribute/post any materials pertaining to their specifically assigned duties.
9. Conduct all correspondence of the Club as directed by the Executive Board.
10. Prepare announcements related to the Club and its events.
11. Send approved announcements to applicable locations to promote Club activities such as other clubs or PTAs to share on their pages.
12. Perform other duties as may be assigned and those customarily pertaining to the office of the Secretary.

D. The **Treasurer** shall:

1. Have custody of all Club funds and assets, making disbursements only as authorized by the Club.
2. Prepare a budget in conjunction with the President and/or Executive Board.
3. Be empowered to sign checks and make necessary disbursement of funds in a prompt manner.
4. Receive all dues, fees and monies for the Club. He/she will keep a record of all receipts and expenditures, and render a statement of account at intervals as requested by the Executive Board.
5. Facilitate in conjunction with the Bylaws and Standing Rules Committee at least one(1) regular audit per year to be accomplished before the last Executive Board meeting prior to installation of new officers.
6. Submit an annual financial report to BISD by October 31st.
7. In the event the Treasurer resigns his/her elected office, the books will be audited by the Executive Board, before his/her successor assumes office.
8. Assist Fundraising in being a Board Representative for the Spring FBCC Committee.
9. Work with the Board to host Showdown.
10. Create and distribute/post any materials pertaining to their specifically assigned duties.
11. Perform other duties as may be assigned and those customarily pertaining to the office of the Treasurer.

E. The **Fundraising Chairs** shall (2 total):

1. Organize and promote all Club fundraising activities. List may include but is not limited to: Future Bronco Cheer Camp (FBCC), Parking Lots, Pony Express, & Go Gold.
2. Serve as a Board Representative on the FBCC Committees and Christmas Party Committee.
3. Assist the President in being a Board Representative for the Go Gold Committee, and assist the Vice President in being a Board Representative for the End of Year Celebration Committee.
4. Work with the Board to host Showdown.
5. Create and distribute/post any materials pertaining to their specifically assigned duties.

6. Perform other duties as may be assigned and those customarily pertaining to the office of Fundraising.

Section 4. Terms of Office

- A. The term of office for all elected Officers shall be for one(1) year from the time of installation.
- B. The installation of Officers shall be held annually at the second scheduled meeting *after* team announcements.
- C. Vacancies occurring after the installation will be filled by Presidential appointment with approval of the Executive Board.
- D. No officer shall be eligible to serve more than two(2) consecutive terms in the same office.

Section 5. Nominations

- A. The Nominating Committee will be appointed by the President at the regular meeting *preceding* tryouts. This committee will be composed of a minimum of three(3) members from the general membership at large (excluding the President).
- B. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
- C. The Nominating Committee will prepare a slate of candidates to include one or more persons for each elected office for the forthcoming school year. The slate will be presented to the general membership at the first scheduled meeting *after* team announcements.
- D. Nominations may also be made from the floor at this time; additional nominations may be submitted to the Nominating Committee Chair by email, and such nominees shall be entered on the slate. The slate will close 72 hours after this meeting. The consent of each proposed candidate must be secured before a nomination is announced by the Nominating Committee.
- E. Nominees will have the opportunity to present a bio that will be posted for general membership to review before the voting meeting.
- F. At the voting meeting, the general membership will have the opportunity to ask questions of the nominees.
- G. The Nominating Committee is automatically dissolved when the slate is closed.

Section 6. Elections

- A. The election of officers shall be held annually at the second scheduled meeting *after* tryouts.
- B. If the slate includes only one nominee per office, the vote shall be by acclamation.
- C. If the slate includes more than one nominee for any given office, ballots will be given to the general membership for the vote and the president shall call for a vote. A majority vote of the members present and voting at this meeting shall be required for election, provided that a quorum is present.
- D. In the event that no candidate receives a majority vote on the first vote all but the two(2) highest for such office shall be eliminated and the voting continued. If the vote remains a tie after the second vote the election shall be decided by lot.
- E. The President will announce the names of those elected to office. Those elected will take office immediately.

Section 7. Vacancies

- A. Any officer unable to perform the duties of the office for any reason whatsoever shall submit a resignation in writing to the Executive Board.
- B. Any officer absent without legitimate reason from three(3)board meetings or three (3) club meetings (or a combination of 3 missed meetings total) shall be subject to removal from office unless absences are otherwise approved by president, and shall be referred to the Executive Board for disposition.
- C. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term.
- D. In the event of vacancy in any other office, the President, with approval of the Executive Board, shall appoint from the membership of the Club an officer to fill the vacancy for the unexpired term. If the appointee serves in this role less than six months, it will not count against their ability to serve two consecutive years in this position.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Composition, Voting Policies, and Quorum

- A. The voting members of the Executive Board shall consist of officers holding elected positions in the Club (President, Vice President, Secretary, Treasurer, and Fundraising Chairs).
- B. Executive Board Members unable to attend a Board Meeting may vote by proxy by authorizing another Board Member to cast his/her vote.
- C. A quorum for an Executive Board Meeting shall consist of one-half($\frac{1}{2}$) of the members of the Executive Board.

Section 2. Basic Duties and Power

- A. The Executive Board shall coordinate and supervise all activities of the Club in accordance with the provisions of these Bylaws and the desires of the membership.
- B. The Executive Board shall direct the collection and disbursement of the Club's monies, by specific action and/or by adoption of a budget to be administered by the Board.
- C. Every check that is written on the Club's account shall be signed by two(2) members of the Executive Board.
- D. The Executive Board shall be subordinate to a vote of the general membership at large.
- E. The Executive Board will have approval of spending limit up to \$250 per request, without a vote from the general membership.

Section 3. Meetings

Regular meetings of the Executive Board shall be held as needed, preceding the regular general membership meetings, unless otherwise provided for by the Executive Board.

ARTICLE VII. STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees

- A. Standing Committees shall be composed of a Chairperson appointed by the Executive Board and one or more members who shall be appointed by the Chairperson of the respective committee, subject to the approval of the Executive Board.
- B. Duties of Standing Committees are as follows:

1. The **Bylaws and Standing Rules** Committee shall receive all suggestions for amendments, prepare them in proper form, and submit them for action by the membership in accordance with Article IX of these Bylaws.
2. The **Future Bronco Cheer Camp** (FBCC) Committee shall organize and coordinate all activities related to FBCC with the sponsor/coach and the Executive Board for both Fall & Spring.
3. The **Go Gold** Committee shall organize the sales of the Go Gold shirts and any activities related to Go Gold. They will deliver sales money to the treasurer who will write the check to Baylor Scott & White CenTex Foundation
4. The **Scholarship** Committee shall organize and approve scholarship applications and present to the Executive Board for release of funds to graduating athletes. This is composed of NON-SENIOR parents.
5. The **Showdown** Committee shall plan, coordinate, and execute the Showdown at the Lake annual competition (this will be composed of the entire Board)..
6. The **Christmas Party** Committee shall plan and execute all Christmas party matters.
7. The End of Year Celebration Committee shall plan, coordinate, and execute all matters related to the annual End of Year Celebration.
8. The **Senior** Committee shall plan, coordinate and execute all matters related to Senior Night during Varsity football season and organize senior events such as senior banner, senior spotlight, and end of year gift for seniors if funds allow. This committee shall be composed of all board members excluding senior parents.
9. The **Blaze The Town** Committee shall promote and sell the painted horseshoes as well as schedule the volunteers who paint them.
10. The **Pony Express** Committee shall organize and coordinate all activities related to PE with the sponsor/coach and the Executive Board for both football season.

ARTICLE IX. DISSOLUTION AND DISPOSITION

Section 1. Dissolution

Dissolution of the Club may be accomplished by two-thirds($\frac{2}{3}$) vote of the members present at any regular or special meeting of the Club where thirty (30) days notice has been given via normal communication methods, provided a quorum is present.

Section 2. Disposition of Assets

Upon dissolution of the Club, Club funds and property assets remaining after payment of liabilities of the Club shall be allocated as appropriate and recommended by the Executive Board with membership approval. If a dissolution meeting is not held, Lake Belton High School Principal or his/her representative may direct the disposal of the residual net assets of the Club.

ARTICLE X. AMENDMENTS AND REVISIONS

Section 1. Method of Amending the Bylaws

- A. The Executive Board shall have the power to propose an amendment to the Bylaws by presenting the amendment in writing to the membership at least ten(10) days prior to the meeting date or by reading at the previous regular meeting.
- B. Any member desiring to propose an amendment to the Bylaws shall present the same in writing with his/her signature to the Executive Board. At the next regular meeting, the

Executive Board shall present the amendment to the membership with its recommendation.

- C. The amendment shall become effective immediately upon a two-thirds($\frac{2}{3}$) vote of the members present and voting at any regular meeting of the Club, a quorum being present,

Section 2. Method of Amending the Standing Rules

- A. Standing Rules may be adopted without previous notice by a majority vote of the members present and voting, a quorum being present.
- B. Standing Rules may be amended or rescinded by a two-thirds($\frac{2}{3}$) vote of the members present and voting, a quorum being present, without previous notice. Standing Rules may be amended or rescinded by a majority vote if notice was given at a previous regular meeting.

Section 3. Adoption of New Bylaws

- A. The Executive Board in conjunction with the Bylaws and Standing Rules Committee shall have the power to compose new Bylaws for the Club, provided that written notice of such intention shall have been given at least ten(10) days prior to the vote.
- B. New Bylaws will become effective on the date such Bylaws are approved by two-thirds($\frac{2}{3}$) vote of the members present and voting in a regular or special meeting of the Club, a quorum being present, provided the text of the new Bylaws has been submitted to the membership in writing at the previous regular meeting. On the date the new Bylaws are approved, this Constitution will automatically be rescinded.

Section 4. Periodic Reviews

- A. These bylaws shall be reviewed annually by the Secretary in conjunction with the Bylaws and Standing Rules Committee.
- B. Grammatical, punctuation, and corrections in these Bylaws and Standing Rules or amendments thereto which in no way alter the intent of the respective Bylaw or Standing Rule or Amendment shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Executive Board.
- C. Any revision(s), if required, will be submitted to the Executive Board for approval of the general membership.

ARTICLE XI. ENACTMENT

These Bylaws and Standing Rules are/or amendments thereto, shall become effective upon the adjournment of the meeting at which adopted, unless otherwise specified.

Bylaws adopted 06/01/2020

Bylaws amended: proposed _____ 4/24/22 _____ adopted _____ 5/5/22 _____

Bylaws amended: proposed _____ 4/22/23 _____ adopted _____ 5/1/23 _____

Bylaws amended: proposed _____ 2/21/24 _____ adopted _____ 3/4/24 _____

Bylaws amended: proposed _____ adopted _____

STANDING RULES

1. **Address.** The Bronco Cheer Booster Club is located at Bronco Cheer Booster Club P.O. Box 1153, Belton, Bell County, Texas 76513.
2. **General Membership Meetings.** Regular meetings of the Club shall be held monthly, unless otherwise designated by the Executive Board.
3. **Board Meetings.** Regular meetings of the Executive Board shall be held as designated by the Executive Board. At minimum, they shall meet prior to the General Membership Meetings.
4. **Revenue.** The revenue of the Club shall be derived from membership dues and monies from revenue producing activities and donations.
5. **Dues.** The dues shall be \$25 per household up to two adult members, payable annually at the first meeting after team announcements.
6. **Scholarships.** The Club may award a scholarship(s) to a current senior cheerleader(s) in good standing for the purpose of undertaking learning at an institution for higher studies, if funds are available, not to exceed \$250 per year of service as a cheerleader or mascot at LBHS and \$1000 in total per candidate. The scholarship committee will receive and review applications due by the Friday before Spring Break. With Executive Board approval, the Varsity Coach will announce the awards for the nominees at the end of year celebration as long as recipients are current cheer team members in good standing at the time of the celebration. Receipts for institutions of higher studies are to be turned in to the board by September 1 following their graduation year and monies will be paid within seven days of receipt.
7. **Carry Forward Balance.** The final carry forward banking balance for the year must reflect the total amount in potential scholarships that were awarded at the Athletics' Senior Banquet during the current school year (number of seniors x \$250 per year of LBHS cheer service) plus \$2500. This amount must be reflected in the account prior to the second meeting after team announcements.

Standing Rules Adopted:06/01/20

Standing Rules amended: proposed _____4/24/22_____ approved _____5/5/22_____

Standing Rules amended: proposed _____12/30/22_____ approved _____1/9/23_____

Standing Rules amended: proposed _____4/22/23_____ approved _____5/1/23_____

Standing Rules amended: proposed _____2/21/24_____ approved _____3/4/24_____

Standing Rules amended: proposed _____ approved _____