

COPPELL CHEER BOOSTER CLUB BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Coppel Cheer Booster Club.

Within these Bylaws, it will hereafter be referred to as the CCBC.

ARTICLE II. PURPOSE

Section 1.

The purpose of the CCBC is to be of service to the Coppel Cheer program. The CCBC will work in cooperation with the coaching staff to promote Coppel Cheer's achievements, to support them financially, and to help them achieve their goals as set forth by the Cheer Coaches.

Section 2.

Said Organization *The CCBC is organized exclusively for charitable, religious, educational and scientific purposes, including 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 future federal tax code.*

Section 3.

CCBC meetings will be conducted in a positive and supportive atmosphere, and all members will refrain from any negative actions or behavior. Members that are not able to be positive and supportive of the CCBC, Coppel Cheer, and the coaching staff may be removed from the CCBC.

Section 4.

No part of the net earnings of the CCBC shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons except that the CCBC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, hereof. No substantial part of the activities of the CCBC shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the CCBC shall not participate in or intervene in (including publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the CCBC shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future tax code, or (b) by a corporation/organization, contributions which are deductible under Section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III. MEMBERSHIP AND DUES

Section 1.

Membership shall be open to parents/guardians of the Coppell Cheer program who are currently on the roster. CCBC Membership Dues will be \$50.00 per family. Payment of membership dues will allow the individual the following privileges: participation in all Coppell Cheer Booster Club activities, the right to vote, and the right to hold office.

Section 2.

A \$50.00 non-refundable fee will be due at the first CCBC general body meeting. This fee is for the rental, maintenance, and storage of the organization's community items. Uniforms need to be returned on time, hand washed, on a hanger and in a labeled plastic bag. Each uniform piece that is returned damaged, will be billed to the parent/guardian at the cost to restore it to the original condition. Uniform pieces deemed unusable by the coaching staff will result in the parent/guardian being billed for the cost of ordering a new one. Items that are not turned in will be billed to the parent/guardian at the full cost to purchase a new one. This deposit shall be put toward purchase of a new uniform with the balance to be paid upon notification that the school issued uniform/item was returned in an unusable condition. Unusable condition shall be determined only by the coaching staff.

Section 3.

The Cheer Coaches and the High School Administrator are honorary members. Honorary members pay no dues.

Section 4.

The term of membership will be from May 1st to April 30th, but persons may be admitted to membership at any time. Voting privileges will be extended to all active members whose dues are paid in full. **One** vote per **paid** athlete family. Dues are payable to Coppell HS Cheer Booster at the first meeting after tryouts (Made-It Meeting).

Section 5.

During the cheer season, if an athlete leaves the program, membership immediately ceases. If an athlete leaves the program for any reason, they immediately lose their eligibility to attend the banquet, both as an athlete and as a guest. No exceptions.

Section 6.

If an athlete fails to meet fundraising requirements and/or sponsorship requirements, the athlete will not be able to attend the banquet, either as an athlete or as a guest.

**ARTICLE IV.
MEETINGS**

Section 1.

Regular meetings of the CCBC will be held monthly on the first Monday of the month, for the following months: April, May, August, September, October, November, February, March. If there is no school or a holiday, then the meeting will be bumped to the second Monday of the month. CCBC Officer elections will take place at the first CCBC meeting after tryouts (not at the Made-It Meeting). The new officers will be installed no later than the second meeting after tryouts (typically at the May meeting). The President, with the consent of the majority of the Executive Board, or with the consent of the majority of the members of the CCBC, will have the power to change the date of a meeting or eliminate a meeting entirely.

Section 2.

Special meetings will be held at the call of the President, or the President will call a special meeting at the written consent of at least one-fourth (1/4) of the CCBC's membership, provided the reason for the request is given in a written petition. Forty-eight (48) hours notification must be given prior to the call of a special meeting.

Section 3.

The order of business for meetings will be as follows:

- A. Call to order
- B. Secretary's Report
- C. Treasurer's Report
- D. Coaches Report
- E. VP reports
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

Section 4.

In the event there is no upcoming CCBC meeting scheduled or when a majority vote is needed from the responding booster members on an issue, the following method of voting may be used:

The President shall prepare a written explanation of the matter to be voted on and transmit such written explanation to each member via Electronic Mail (E-mail). When voting by any of the aforementioned methods, the voter may be directed to reply within a specified period of time, to be determined by the President, and to indicate the name of the voting party on such return vote in order to confirm an active/paid membership in the CCBC for the current year. If you choose not to respond to matters that require approval or a vote, a non-response equals consent/agreement.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1.

Positions: The officers shall include: President, 1st Vice President of Fundraising, 2nd Vice President of Hospitality, Secretary, Treasurer, Publicity, and Parliamentarian. Within these Bylaws, these officers will hereafter be referred to as the Executive Board. The Executive Board will also include the Coaches.

Section 2.

- A. Election Date. The President shall be elected by the executive board prior to the end of the cheer season after tryouts and following a nomination process. All other officers shall be elected at the first regular booster meeting after tryouts. Nominations will be accepted and only those who consent to serve shall be eligible for nomination.

If there is more than one (1) candidate for any office, a vote by written ballot with the majority of those voting will be required to elect the officer for the position in question.

- B. Eligibility. Only paid **returning** members with an athlete in the program are eligible to vote.

Section 3.

Officer Eligibility. Only those parents/guardians of current athletes will be eligible to hold office. To be eligible to become President, the nominee must have previously served on the Executive Board in the position of a Vice President (1st or 2nd) Treasurer, Secretary, Publicity or Parliamentarian during the previous year.

The election process order for the remaining Board positions is below:

- Expressed interest from the member
- Parliamentarian slates the new Board Nominees
- Committee calls candidate to confirm acceptance
- Slate is presented for approval at the next Executive Board Meeting
- Vote will be held at the regular Booster meeting. This takes place at the first meeting after tryouts and preferably before Made-It Meeting.

If a parent has been removed from the executive board for any reason, they are not eligible to be reinstated as a board member.

Section 4.

Assuming Office. The new officers will assume office no later than the 2nd meeting after tryouts, after installation at the beginning of New Business. They will serve for a period of one (1) year or until their successors are elected. No person will serve the same office for more than two (2) full consecutive terms.

Section 5.

Resignation or Termination of Office. In the event of the resignation of office, a letter of resignation must be submitted to the President from the resigning officer. Termination of office will occur when the officer no longer has a child who is a member of the program.

Section 6.

Neglect or Abuse of Office. If any officer willfully neglects his/her duties to the detriment of the CCBC, the Executive Board may petition the membership for his/her dismissal. The termination from office requires a majority vote of the membership present. An officer must work in cooperation with coaches and school administration and represent all CCBC members and Coppell Cheer in a kind and positive manner, fairly and equally. Failure to do so may result in termination of office by the coaches or school administration.

Section 7.

Vacancy of office. In the event of a vacancy in the office of President, the office will be filled by an Executive Board member, who will serve until the end of the unexpired term. Nominations from the floor will be accepted and a majority vote of those present and eligible to vote will be necessary for election. In the event of a vacancy of any other Executive Board position, the Executive Board will appoint a replacement that will serve until the end of the unexpired term.

ARTICLE VI. COMMITTEES

Section 1.

Committees and Committee Chairs shall be chosen by the Executive Board based on

a majority vote by the Executive Board.

Section 2.

Committees consist of: Bingo, Mini Cheer Clinic, Banquet, Competition, Spirit Wear, Philanthropy, and Senior Tailgate. These may change yearly, per Article XIII - Addendum.

Section 3.

The President and the Vice Presidents will appoint members to their committees. The expectation is that each athlete has at least one parent/guardian serve the CCBC each year. A minimum of one parent/guardian must serve on the Executive Board or on a committee, each year.

Section 4.

Eligibility. All members, paid or unpaid, are expected and encouraged to serve on at least one committee, to ensure we have complete parent involvement, which leads to a successful program.

Section 5.

Resignation or Termination of Office. Refer to Article V, Section 5.

**ARTICLE VII.
THE EXECUTIVE BOARD**

Section 1.

The Executive Board will consist of the President, 1st Vice President of Fundraising, 2nd Vice President of Hospitality, Secretary, Treasurer, Publicity, Parliamentarian, and the Coaches. The Executive Board will serve for a period of one (1) year or until its successors take office.

Section 2.

The Executive Board will have the power in the intervals between meetings to transact all business not otherwise provided for in the Bylaws or delegated to a special committee, except that of modifying any action taken by the CCBC. The Executive Board has the responsibility of ensuring that all expenditures are in line with the approved budget. All expenditures in excess of \$300, which are not approved as part of the budget, must be approved by a majority of the Executive Board and those in excess of \$500 require a majority vote of the CCBC. A majority vote of those present will be necessary to decide on a matter. The Executive Board will approve the depository selected by the Treasurer. Two signers will be required on the CCBC bank account. No cash will be accepted for any required payments.

Section 3.

The Executive Board will meet prior to each general body meeting of the CCBC. The Executive Board will be subject to the call of the President on the request of at least half of the members.

Section 4.

An orientation meeting will be held for incoming and outgoing Executive Board members within two (2) weeks after being elected to office.

**ARTICLE VIII.
DUTIES OF THE OFFICERS AND COMMITTEES**

Section 1.

The President will preside at all meetings of the CCBC and the Executive Board and will be an ex-officio member of all committees.

Section 2.

A. The 1st Vice-President of Fundraising will preside at meetings of the CCBC and/or the Executive Board meetings in the absence of the President.

B. Parliamentarian. A copy of "Robert's Rules of Order", newly revised, and a copy of the Bylaws will be brought to each meeting for use in determining all points of procedure. The Parliamentarian will recommend a review of the Bylaws annually to determine whether any revisions are needed. The Parliamentarian will coordinate with the President to present the board slate and committees.

Section 3.

A. The Secretary will keep a record of the minutes of all meetings of the CCBC and the Executive Board meetings. The Secretary will prepare and keep on file a correct list of names and contact information of the membership, will conduct the correspondence of the CCBC, and will keep a file of correspondence received and copies of communications sent out. The Secretary will email meeting minutes to all members at least one week prior to the next general body meeting.

B. The Secretary will also email notifications of upcoming meetings and events the week of any scheduled meetings or events.

C. Prior to each Executive Board meeting, the Secretary will share the agenda template to request additions for agenda items. (This can be done via Google docs)

Section 4.

A. The Treasurer will be responsible for the collection of all dues and will control all funds of the CCBC and disperse them as authorized by the Executive Board. The Treasurer will keep a written set of records showing all receipts and disbursements and will prepare an annual report for the Audit Committee at the first May meeting of each year, or immediately prior to the new Treasurer assuming office.

B. The Treasurer will present a statement at every meeting of the Executive Board and at every meeting of the general body. The Treasurer will be responsible for maintaining the accuracy of all required Internal Revenue Service and other federal government forms that may be required for tax exemption.

C. The Treasurer, in conjunction with the Executive Board, will prepare and present a budget for approval by the membership no later than the May meeting.

D. The Treasurer will facilitate the preparation of IRS Form 990 by a CPA or qualified tax preparer (see Article X finances, Section 4).

Section 5.

The duties of the 1st Vice President of Fundraising will be to develop an annual fundraising plan and oversee fundraising projects and any fundraising committees. All fundraisers require approval of the CCBC and Head Coach/Administration. These committees are included in the organization addendum.

Section 6.

The duties of the 2nd Vice President of Hospitality will help to oversee the committees that organize and plan special events throughout the year. These committees are included in the organization addendum.

The duties of Publicity will be to take pictures at games and events. Help put together social media posts. Send pictures and any media to the district and local media outlets when necessary.

Section 7.

The Team Reps will be selected by the Coaches and are responsible for meeting with the Cheer Coaches and communicating their needs with the CCBC and parents of individual teams. Team Reps will communicate with the cheer coaches on last minute items, timelines, planning, and safety/medical issues. The Team Reps will also help with communication to the team parents if the coach needs help at an event. The intent of this position is to provide support for the cheer coaches and the Coppell Cheer program.

**ARTICLE IX.
SPECIAL COMMITTEES**

Section 1.

A. Every May at the General Body Meeting, the President shall appoint two (2) returning booster members to serve on an Audit Committee. The duties of the Audit Committee shall be:

- To render an internal audit of the CCBC accounting books and records for the previous May 1 to April 30 fiscal year. Such an internal audit shall take place at a location and time to be agreed upon between the Audit Committee and the Treasurer. The internal audit shall be a review of the CCBC accounting books and records with the agreed upon procedures, on file with the CCBC Treasurer.
- To render a written report on the finding of the internal audit at the September meeting of the Executive Board and General Body.

Section 2.

The President may appoint other special committees as the need arises.

**ARTICLE X.
FINANCES**

Section 1.

A minimum start-up fund for the next CCBC fiscal year will be in compliance with Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2.

Cut-off Date. All financial transactions shall be concluded by April 30th of each year. All receipts for expenses not received by that date will not be paid.

Section 3.

The Treasurer shall have the year-end report prepared by the May meeting.

Section 4.

The Treasurer will be responsible for facilitating the preparation of IRS Form 990 by a CPA or qualified tax preparer. The cut-off date for filing the Form 990 is five months and fifteen days after the fiscal year ends on April 30.

**ARTICLE XI.
DISBANDING A CHAPTER**

Upon the dissolution of the CCBC, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the CCBC is then located, exclusively for the purpose or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XII.
RULES OF ORDER**

Robert's Rules of Order, newly revised, will be the authority on all questions of procedure not specifically stated in the Bylaws of this organization.

**ARTICLE XIII.
AMENDMENTS**

An amendment to the Bylaws may be introduced at any regular meeting of the CCBC, or by email at least forty-eight (48) hours prior to any regular meeting, to be acted upon at the next regular meeting. A copy of the proposed amendment must be filed with the Secretary and made available to any member requesting it. A majority vote of present members is required to adopt a proposed amendment. If you choose not to respond to matters that require approval or a vote, a non-response equals consent/agreement.

**ARTICLE XIII.
ADDENDUM**

An addendum is attached to the Bylaws only to show the current organizational chart and responsibilities of each position outlined in the Bylaws. These are not considered part of the Bylaws and as such, do not need to be voted upon by the CCBC for updates and changes.

Updated: April 2023