

BY-LAWS

Clear Brook Celebrities Booster Club – CBCBC

Article 1: Name

The name of this organization shall be the Clear Brook Celebrities Booster Club.

Website: clearbrookcelebrities.com

Section A: Purpose

The purpose of CBCBC is to promote and support the welfare and objectives of the Celebrities Dance/Drill program, and its directors, by providing moral and financial support. In accordance with the CCISD Manual, CBCBC “shall NOT be involved in the direction of the sponsor, personnel issues, scheduling of contests, rules of participation or policy making activities for the group. Additionally, CBCBC shall not have any authority in directing or influencing district employees (including directors) in the administration of their duties.”

CBCBC will not spend or withdraw more than \$1000 for any expenses that are outside the approved budget without the director’s prior approval.

It is an honor to be a part of CBCBC and the Celebrities Dance Team. Each member (parent) is expected to support by participating in fundraisers and by volunteering their time. Parental support should be given for the sole purpose of benefiting the team.

Section B: Policies

1. The club shall remain non-partisan and non-secretarian in all matters.
2. The Club shall function as a non-profit Section 501(c)3 organization and abide by those guidelines.

Article II: Membership and Dues

Section A: Membership

1. Membership in the Club may be obtained by the annual payment of the appropriate dues as defined in Section B of this article.
2. Membership will be open to parents or guardians of members of the team.
3. Only one membership will be vested per family; however both parents of members of the team are encouraged to participate.
4. It is the duty of every member to conduct themselves in accordance with the CBCBC Creed, district policies and the by-laws.
5. Any derogatory, degrading, threatening or demeaning comments towards any teammate, director, teacher or school on any social network of any kind will not be tolerated by students or parents currently involved with the team. If at any time it is proven by the Executive Board and/or Director that an adult member is negatively impacting the Club by their actions or words, their membership may be revoked, excluding them from voting privileges.

Section B: Dues

1. Annual membership dues shall be determined by the Executive Board.
2. Dues will be paid to the Treasurer by the beginning of each school year.

Article III: Election and Term of Officers

1. The nomination of officers shall be made by a Nominating Committee to be appointed at the April Booster Club Meeting. The Nominating Committee shall present their recommended slate of officers at the May Booster Club Meeting.
2. Prior to accepting a position, each officer will read through and sign copy of current By-Laws.
3. The term of officers shall be a period of twelve months to begin at the close of the current school year. Elections shall be by secret ballot, except when only one candidate has been nominated for the office in question. In such case, election may be made by voice vote. While an officer may serve more than 2 years, they may not serve in the same position for more than 2 years.
4. Must have a minimum of three officers (President, Vice President, Treasurer per CCISD Manual)
5. The Executive Board shall fill a vacancy in any office. In the event of a resignation mid- term, the Executive Board shall determine how or if they will fill position.
6. No person shall hold more than one Officer Position.
7. Per CCISD policy, effective 15/16 school year, no CCISD employee may hold an Officer position.

Article IV: Executive Board and Their Duties

The members of the Executive Board will be the Officers of the Club and the drill team Director. Officers shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Publicity and Ways and Means.

The duties of the Officers shall be as follows:

PRESIDENT

The President is an active member of the organization and should have prior years' experience with the group: The major duties include, but are not limited to, the following:

Attend CCISDs Annual Booster Club training, for the benefit of the Club.

Lead the way in ensuring moral and financial support is given to the team and directors.

Preside at all meetings of the organization.

Serve as an ex-officio member of all committees except the nominating committee.

Regularly meet with the Director regarding booster activities.

Regularly meet/ communicate with the treasurer to review financial position.

Resolve problems in the membership.

Assist the Celebrity Directors and act as a liaison between the Director and CBCBC members providing consistent, clear communication to both parties.

Schedule annual audit of records or request an audit if the need should arise.

1st VICE PRESIDENT

The 1st Vice President acts as the president's representative in his/her absence. The 1st VP must remain familiar with the day to day operations in order to be an engaged leader should the situation arise.

Major duties include, but are not limited to the following:

Preside at meetings in the absence or inability of the president to serve.

Perform administrative functions delegated by the president.

Coordinate the Mother/ Daughter Tea, Winter Banquet and Spring Banquet.

2nd VICE PRESIDENT

The 2nd Vice President duties include, but are not limited to the following:

Coordinate all lunch/ bake, breakfast or after school food sales (beginning 15/16 year).

Coordinate concessions at Celebrity events or delegate where needed.

SECRETARY

The secretary is responsible for keeping accurate records of CBCBC meetings and reporting such meeting minutes at each Booster Club meeting. To ensure the accuracy of the meeting minutes, the secretary should have a thorough understanding of parliamentary law and the organization's bylaws. Major duties include, but are not limited to the following:

Maintain the record of the minutes, approved bylaws and any standing committee rules, current membership and committee listings.

Record all business transacted at each CBCBC meeting as well as meetings of the Executive board.

Maintain records of attendance of each member.

Correspond with members of the Booster Club as requested by the president.

Communicate highlights from monthly Booster Club meetings to the membership within one week of each meeting.

TREASURER

The treasurer is ultimately responsible for assuring that all financial records are maintained accurately for the Booster Club. The treasurer is the authorized custodian of the funds of the Booster Club. The Treasurer receives and disburses all funds in accordance with the bylaws. They shall file taxes due to state and federal agencies. The Treasurer MUST attend Annual CCISD Booster Club training the first year in office and it is suggested that they have an accounting background. Major duties include, but are not limited to, the following:

Work in cooperation with the director and president to develop an expenditure, budget and define needs. Submit proposed budget (along with the president) to the Director for review.

Serve as the chairperson of the Budget and Finance committee

Issue a receipt for all monies received and deposited in a timely manner

Present a current financial report at each CBCBC meeting. Copies should be available for review.

File current financial reports at the end of each semester (December and June) with the campus principal, campus bookkeeper and the District Internal Auditor if requested.

Maintain an accurate and detailed account of all monies received and distributed.

Reconcile all bank statements within 30 days and resolve any discrepancies with the bank immediately.

File sales tax reports as required by the State of Texas Comptroller's office (monthly, quarterly or annually) even if no taxes are owed. Failure to do so will result in loss of tax-exempt status.

File annual IRS federal tax Form 990, 990-N (e-postcard) or 990-EZ within 15 days after the 5th month of the Booster Club's fiscal year end.

Submit records to audit committee appointed by CBCBC at the end of the year.

PUBLICITY

The Publicity Chair shall promote awareness of Celebrities Dance/ Drill through audio/visual submissions and through any other means available. They will regularly submit articles to Brook Bylines and community publications. They will work within CCISD guidelines to promote events, clinics etc held by Celebrities.

Publicity Chair shall be responsible for coordination of the Spring Show Ad Book. They will also perform any other duties delegated by the President.

WAYS AND MEANS

Ways and Means shall be responsible for coordinating sale of all spirit items including shirts, yard signs and car decals. They will organize fundraisers as decided upon by the Executive Board. All fundraisers for the school year will be submitted to the principal/bookkeeper no later than October 15th of each school year.

Article V: MEETINGS

The schedule of general membership meetings shall be communicated by the Executive Board at first meeting for the new year (July). Reminders will be sent via email.

In general, meetings will be held monthly July through May.

The Executive Board can call other committee meetings. Committees shall be established on an as needed basis and will be comprised of Club members.

A majority of the members of the Board will be required for the adoption of any motion that is in order.

All actions shall be by a simple majority vote of the members present.

Article VI: FINANCES

All funds collected are to be deposited in the Clear Brook Celebrities Booster Club's account. Distribution of funds to be determined by the Executive Board.

Funds in excess of \$1000 outside the approved budget should not be spent without the knowledge/approval of the Director and/or Principal.

Approved expenditures (outside the approved budget) will have written or verbal authorization by both the President and Treasurer.

Approval of the budget will be by a simple majority vote of the membership present at the first Executive Board meeting.

In the event of dissolution, the assets of this organization will be distributed for one or more exempt purpose within the meaning of section 501 (c) 3 of the Internal Revenue Code. Refer to Article VIII.

Article VII: Financial Hardship

While tax-exempt organizations must benefit a group as a whole rather than benefiting individual members, the IRS indicates that a group or club may establish criteria that could be used to determine if a person is in financial need. CBCBC reserves the right to provide limited financial assistance to a team member/s meeting criteria for financial hardship with the following guidelines:

1. The annual budget will now include a line item of \$800 to be used for a "financial hardship" account. Once these funds are distributed for the year, no additional funds will be used. Any funds not used by May 1 will be put in the CBCBC scholarship fund or be distributed where needed as determined by the Executive Board.
2. It is agreed that CBCBC may organize no more than 2 fundraisers (or collection of donations) each school year to raise money for a specific team member meeting criteria for financial hardship. These fundraisers should be in addition to, not instead of, scheduled fundraisers meant to benefit the team. There shall be no reward nor demerit for members that participate or do not participate. These fundraisers would be strictly voluntary.
3. Only the Director/ Assistant Director may know the identity of any recipient unless family gives approval for this.
4. Determination of hardship (see #5 for definition) will be left to the discretion of the directors and they will be the direct line of communication to the family.
5. To be considered for financial assistance, the following criteria must be met:
Recipient must be a current member of Celebrities in good standing. (priority will be given to number of years on the team).
Parent or guardian must be a Booster Club member.
"Hardship" must have occurred AFTER member joined the team, not prior to, and is defined as the following: Any catastrophic event that puts sudden and/or devastating financial strain on the household i.e. loss of job, injury, death, illness, accident, loss of or severe damage to property (home or automobile) or other situation agreed upon by the directors and the board.

6. In addition, any and all funds provided should be used for “mandatory” expenses such as line camp or required attire. While funds may NOT be used to subsidize a member’s spring trip, a hardship fundraiser (see #2) may be organized (if hardship occurs after spring trip commitment has already been made) and only with the family’s approval/ request for this.

7. CBCBC reserves the right to spend a portion of this account to allow qualifying students to attend scheduled banquets with their team as needed, not to exceed 4 members per banquet. Again, the directors should initiate this communication.

Article VIII: Dissolution:

The principal of each campus maintains the right to dissolve a Booster Club. In this event, and to comply with the IRS guidelines, care will be taken to ensure that excess funds are distributed within the framework of the organization’s original purpose (i.e. funds would remain with the dance program of our campus). A resolution shall be adopted by the Booster Club proposing that a dissolution situation be submitted to a vote at a special meeting of the members having voting rights. AT least 30 days prior to the meeting, written or printed notice shall be given to each member entitled to vote stating the purpose of such meeting is to consider the advisability of dissolving the organization. CBCBC must determine the distribution and usage of treasury monies and assets before dissolution.

Article VIII: By Law Changes

The bylaws are adopted by a simple majority vote of the Executive Board.

The bylaws may be changed, altered or amended by a two-thirds vote of the membership present at a regular or special meeting.

Bylaws should be reviewed and updated as needed annually.

Amended 1/15

Booster Club Officers: to be signed annually prior to taking office.

I have read, am aware of and will adhere to the above By-Laws as written:

