

BYLAWS OF THE LAKE TRAVIS CAVALETTE BOOSTER CLUB

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ARTICLE I. NAME

The name of this organization shall be the Lake Travis Cavalette Booster Club herein after referred to as “The Club” or “Booster Club”.

ARTICLE II. PURPOSE

The purpose of the organization shall be to support the Lake Travis Cavalette Dance Team and the Red Rubies JV Team with the resources of its members including volunteer and financial support while fostering positive and effective relationships between the Director(s), students and parents. The organization will support and encourage all dance team members and the director(s) to promote and enhance school spirit, public interest and parental support of all dance team activities. The Club has no authority to direct the Director(s) on their duties.

ARTICLE III. BASIC POLICIES

- Section 1. This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- Section 2. The organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.
- Section 3. The organization shall not, directly or indirectly, participate or intervene, in any way, in any political campaign on behalf of, or in opposition to, any candidate for public office.
- Section 4. In the event of the dissolution of this organization, any funds remaining in the treasure shall be donated to Lake Travis High School to be used for the benefit of the school.

ARTICLE IV. MEMBERSHIP, DUES AND FEES

- Section 1. Any adult/non-student who supports the purpose and basic policies of the organization, as set forth in its bylaws, may become a member upon payment of annual dues.
- Section 2. The organization shall conduct an annual enrollment of members and may admit persons to membership at any time.

- Section 3. The organization's Executive Board shall determine annual dues and late fees each year according to the needs of the organization. Dues are to be paid at the annual meeting, which enables the member to vote.
- Section 4. Holding office, making motions and voting shall be limited to members of the organization whose annual dues/late fees have been paid in full.
- Section 5. Annual My Fair Share for each team member, manager and Cavs Corps will be determined annually based on the budget, approved by the general membership and paid to the Treasurer by the due date established by the Executive Board. In the event the Budget as presented is not approved at the general meeting, the Annual My Fair Share will be set at the prior year level until such time as a new Budget is approved.
- Section 6. Failure to comply with Article IV. will result in the assessment of late fees.

ARTICLE V. EXECUTIVE OFFICERS AND THEIR ELECTION

- Section 1. Officers of this organization must be members in good standing and shall consist of President, Vice President(s), Secretary, Treasurer, Parliamentarian and Historian. Each position shall be from a different family. Officer positions may be served by more than one person with only one vote per position.
- Section 2. Nominations for officers shall be made by a Nominating Committee (Committee) appointed by the Executive Board each year. It shall be the duty of this Committee to nominate candidate(s) for each elected office no later than the April regular meeting. The consent of each candidate must be obtained before his or her name is placed in nomination. The Committee will submit the names of the candidates to the organization's membership prior to this meeting. Additional nominations may be made from the floor of the April regular meeting. Nominations will be closed at this meeting.
- Section 3. Officers shall be elected by vote no later than the April regular meeting. These officers shall serve for a term of one (1) year and shall assume their official duties at the close of the last regular meeting of the school year.
- Section 4. No officer of the organization shall hold more than one (1) elected office at a time or shall be eligible to hold the same office for more than two (2) consecutive years, unless no other candidate is nominated. Only one member of a family may serve as an officer at the same time unless parents are serving as co-chairs in the same office which limits the family's vote to one. Employees of the District shall not serve on a financial capacity of an organization. Financial capacity includes, holding positions of president, treasurer, fundraising chairperson, or serving as a check signer. In addition, employees of a campus may not serve on the executive board of an organization that supports the campus/students of the same campus.
- Section 5. A vacancy occurring in an office shall be filled by appointment of the Executive Board for the duration of the unexpired term.
- Section 6. An officer may be impeached by the Executive Board and The Club if the officer: fails to uphold duties as officer; causes conflict between members and Director(s); disgraces The Club, Cavalettes, Red Rubies or Director(s); or abuses authority. If an officer is impeached from an office, he or she cannot hold any other future position on the Executive Board.

ARTICLE VI. DUTIES AND RESPONSIBILITIES OF OFFICERS

- Section 1. The President shall:
- preside at all meetings of the general membership and the Executive Board;
 - coordinate the work of the officers and committees of the organization in order that the purpose may be promoted;
 - vote only to break a tie except at the general meetings for election of officers;

- d. be responsible for the monthly agenda;
- e. coordinate communications between the Director(s) and The Club members;
- f. be aware of significant money transactions by Booster Club; and
- g. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by parliamentary authority adopted by this organization.

Section 2. The First Vice-President(s) shall:

- a. aid the President and perform the duties of the President in the absence of that officer;
- b. be an advisor to assigned committees; and
- c. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by parliamentary authority adopted by this organization.

Section 3. Other Vice-President(s) shall:

- a. aid the President;
- b. be an advisor to assigned committees; and
- c. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by parliamentary authority adopted by this organization.

Section 4. The Secretary shall:

- a. record, transcribe, copy, and distribute minutes of all meetings of the organization and the Executive Board;
- b. maintain a list of members;
- c. be the custodian of all the official books, membership registry, list of voting registry, records, correspondence, meeting notices, programs, announcements and documents, except the financial books and records; and
- d. perform all such other duties applicable to the office as specified by vote of the organization or prescribed by parliamentary authority adopted by this organization.

Section 5. The Treasurer shall:

- a. receive and disburse monies of the organization in a timely fashion;
- b. keep accurate records of receipts and expenditures;
- c. submit current financial reports to the membership at all regular meetings, or at special meetings;
- d. submit the books annually, or upon change of Treasurer (if sooner), for review by the Audit Committee, who, if satisfied that the books are correct, shall sign a statement of that fact and file this report with the Treasurer's books;
- e. be able to appoint an assistant treasurer, if needed, with prior approval by the Executive Board;
- f. prepare and file such forms as required by the Internal Revenue Service or other tax agencies; and
- g. perform all such other duties as applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 6. The Parliamentarian shall:

- a. be in charge of the Rules of Order, and
- b. perform all such other duties as applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

Section 7. The Historian shall:

- a. be responsible for gathering pictures, videos and memorabilia of all Cavalette activities;
- b. document all activities of the Cavalettes for the Spring Banquet video;
- c. be responsible for compiling an annual scrapbook for the Director; and
- d. perform all such other duties as applicable to the office as specified by vote of the organization or prescribed by the parliamentary authority adopted by this organization.

ARTICLE VII. THE EXECUTIVE BOARD

- Section 1. The organization's Executive Board shall consist of the elected officers of the organization. Any member in good standing may attend a meeting of the Executive Board; however, those guests may not participate in the proceedings of the Executive Board.

- Section 2. Meetings may be called by the President or a majority of the members of the Executive Board. Prior notice of meetings will be given to the Director(s) and all Executive Board members. A majority of the members of the Executive Board will constitute a quorum. A majority vote of the members is required for the adoption of any motion that is in order.
- Section 3. The duties of the Executive Board shall:
- a. transact necessary business in the intervals between regular meetings and such other business as may be referred to it by The Club or the Director(s);
 - b. prepare and submit, after consultation with the Director(s) and the out-going Executive Board, for approval a budget to the membership no later than the May meeting. In the event the Budget as presented is not approved at the general meeting, the Budget will be the same as for the prior year, adjusted if necessary to eliminate any non-essential functions in order to prevent any deficit, until such time as a new Budget is approved.
 - c. establish priorities and prepare the agenda for all regular, special and annual meetings;
 - d. set meeting dates for all regular, special and annual meetings;
 - e. appoint the Nominating Committee;
 - f. appoint a qualified committee (excluding any check signer on The Club account) to audit the Treasurer's accounts;
 - g. appoint at least two (2) of the Elected Officers to act as designated check signers;
 - h. approve routine expenditures within the limits of the budget;
 - i. consider recommendations for the disbursement of funds surplus to the budget and to prepare those recommendations for presentation to the membership;
 - j. hear reports and recommendations of standing or special committees and prepare report for presentation to The Club;
 - k. perform such other duties applicable to the Executive Board as specified in these bylaws or by vote of the organization or prescribed by parliamentary authority adopted by this organization.
- Section 4. The Executive Board may adopt standing rules according to the needs of the organization. The secretary shall keep a record of the standing rules for reference as needed."

Financial Policies

- a. All spending of the organization shall be in accordance to the budget as adopted by the membership. The budget shall consist of revenue and expense categories. Spending approval shall be given by the General Membership on the category level. Each category may consist of multiple line items. The board may approve changes in budget line items within a category as long as the total for the category does not change. General membership approval is required for changes in budget category revenues or expenses.
- b. When an actual expense exceeds the estimated amount in the adopted budget, it may be paid if the actual expense is within 10% and/or less than \$200 of the budget amount. Any expense exceeding this guideline will require membership vote to review and adopt a revised budget.
- c. The board may authorize the treasurer to pay for expenses greater than the line item budget amount if the increase in expense is a direct result of an increase in revenue without approval from the General Membership. For example, if an increase in spring show program production expenses and sales expense are a direct result from the increase in sales of the program, the board may authorize payment for the expense without approval from the general membership.
- d. To ensure our fiscal security from year to year, a Reserve Fund shall be carried over each year. The reserve fund is generally defined as those expenses that may be incurred prior to September fundraising activity. The reserve fund recommendation is \$10,000.
- e. Every effort shall be made to create a budget that is balanced with expenses not exceeding income inside a fiscal year. However, if the Executive Board deems it appropriate to put forward an unbalanced budget for membership consideration, the resulting shortfall shall not deplete the estimated available cash AND shall not affect the Reserve Fund.

ARTICLE VIII. STANDING AND SPECIAL COMMITTEES

- Section 1. Standing Committees shall be established by the Executive Board as may be required to promote the purpose and interests of the organization. A chairperson will be assigned to each committee by a member of the Executive Board as needed.
- Section 2. At least one parent/legal guardian of each team member will be required to participate in committees as determined by the Executive Board annually. The committee members must assist the chairperson of the committee with coordination and planning of activities.
- Section 3. Special Committees shall be appointed by the Executive Board as may be required to promote the purpose and interests of the organization.

ARTICLE IX. MEETINGS

- Section 1. The organization shall hold regular meetings monthly during the school year as needed. The dates, time, and place of such meetings will be determined by the Executive Board in accordance with the school district calendar. Notice of these meetings shall be made known to the membership of the organization as well as the Director(s).
- Section 2. All meetings of the general membership shall be open to interested persons; however, the conducting of club affairs shall be limited to The Club members. Only one (1) vote shall be allowed per membership and annual dues/late fees must be paid in full to vote.
- Section 3. The regular meeting in April shall be known as the “Annual Meeting” for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.
- Section 4. Special meetings of the organization may be called by the President, by a majority vote of the Executive Board, or upon petition to the Executive Board by a quorum of The Club membership in good standing. At least four (4) calendar days advanced notice must be given to the Club membership and the Director(s) to hold a special meeting of the organization.
- Section 5. Those persons present at a properly called regular meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- Section 6. The President, with a majority electronic vote of the Executive Board, may request a vote by the membership via email in an urgent situation. The Secretary must allow the members at least 24 hours to vote on such item and the majority of all Club members must vote in order to take action on behalf of the organization. Votes must be submitted to and maintained by the Secretary.

ARTICLE X. PARLIAMENTARY AUTHORITY

A Copy of the most recent version of Robert’s Rules of Order should be maintained by the organization and referenced as needed. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at any regular meeting of this organization, by a two-thirds (2/3) vote of those members in attendance, provided the proposed amendment was submitted to the membership for consideration at the previous regular meeting.