

2019-2020 MARCUS HIGH SCHOOL
CHEERLEADING SPIRIT CLUB BYLAWS

ARTICLE I: Name

The name of the organization will be the "Marcus High School Cheerleading Spirit Club" (hereinafter referred to as the "Club").

Marcus High School will be referred to as MHS.

ARTICLE II: Articles of Organization

The articles of organization of the Club include:

- a. The bylaws and
- b. The articles of association.

ARTICLE III: Purposes

Section 1. The Purposes of the Club are:

- a. To lend support to the MHS cheer program.
- b. To support the MHS cheer program's sponsor(s) and her/his decisions. The sponsor(s) is (are) designated by the MHS administration.
- c. To cooperate and to communicate with those in charge of the MHS cheer program at MHS and with those in the Lewisville Independent School District in order to keep the MHS cheer program running efficiently.
- d. To promote community service by the members of the Club and by the MHS cheer program.
- e. To make scholarships available to eligible members of the MHS cheer program (Article XII).
- f. To promote and maintain community interest in the MHS cheer program.
Note: The Club will not attempt to direct the administrative activities or to control the policies of MHS.

Section 2. The Club is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code")

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ARTICLE IV: Basic Policies

Section 1. The Basic Policies of the Club are:

- a. The Club will be noncommercial, nonsectarian, and nonpartisan.
- b. No part of the net earnings of the Club will inure to the benefit of, or be distributable to its members, officers, sponsor(s), or other private persons except that the Club will 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 III hereof.
- c. Notwithstanding any other provision of these articles, the Club will not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- d. Upon the dissolution of the Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets to be distributed to one (1) or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of the Club.
- e. The Club or its members in their official capacities, will not participate and/or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE V: Members and Dues

Section 1. Membership in the Club will be open to any person (person means; one person, not family) whose daughter/son participates in the MHS cheer program as a cheerleader, manager, or mascot. This includes any legal guardian of a cheerleader, manager, or mascot in the MHS cheer program.

Or

Membership in the Club is open to any family who has a family member participating in the MHS cheer program as a cheerleader, manager, or mascot. This includes any legal guardian of a cheerleader, manager, or mascot.

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Or

Membership in the Club is open to any adult person who has a family member participating in the MHS cheer program as a cheerleader, manager, or mascot.

Each cheerleader/manager/mascot can have up to two (2) voting paid memberships.

a. Description of members

- (i) General member refers to any member of the Club who is not an officer in the Club
- (ii) Executive board (hereinafter referred to as the board) member refers to any member of the Club who is an officer in the Club. Board members will not be a part of the general membership
- (iii) Member refers to anyone in the Club, either a general member or board member

Section 2. Membership in the Club is valid for a one year cycle which begins on the first day of the month following selection on the MHS cheerleading squads (hereinafter referred to as “squad selections”).

Section 3. All membership dues for the Club must be paid by the end of the second Club meeting following squad selections. If the dues are not paid by June, all payments for cheerleaders uniforms, enrollment, and participation will stop immediately. However, if a new cheerleader, manager or mascot joins the MHS cheer program after the squad selections, then a new eligible member's dues must be paid by the end on the first Club meeting following the addition of the new cheerleader, manager or mascot to the cheer program.

- a. The membership dues for the Club and parent payments will be established by the board and can be voted on an instituted for the next season on or before the conclusion of the current season.
- b. Dues will not be prorated.
- c. Parents or legal guardians with more than one cheerleader in the MHS cheer program may pay for a single membership or a membership for each child. Each membership equals one vote.
- d. Mascots/Managers may have lower dues and/or fundraising requirements than cheerleaders. As they do not need uniforms, choreography, tumbling and other expenses incurred by the Sprit Club. This amount will be not more than half of the cheerleader fundraising requirements.

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Section 4. Member Participation in Club Business

Only members of the Club whose dues are paid in full and on time may participate in Club business, including but not limited to, participating in Club meetings, voting at Club meetings, serving in any of the Club's elected positions, and/or serving on any of the Club's committees. If Club dues are not paid, the member will be removed from the Board.

Section 5. Leaving the Club

- a. A member who leaves the Club before his/her membership expires will not be refunded any dues and/or monies that s/he paid or gave the Club. However
 - (i) The board may make a recommendation to refund all, or a portion of, the dues and monies referenced above (Section 5a) to the ex-member or her/his family.
 - (ii) The recommendation from above (Section 5a, (i)) must be put before the general membership following procedures in Article IX.

ARTICLE VI: Officers and Their Elections

Section 1. Each officer will be a member of the Club

Section 2. Officers and their election

- a. The officers of the Club will be: President, 1st Vice President (1st VP), 2nd Vice President (2nd VP), 3rd Vice President (3rd VP), Hospitality, Sponsorship, Secretary, Treasurer, and Spirit Wear Coordinator. Webmaster will be an appointed position when needed and will be designated by the board to fill the position.
- b. Officers will be elected by secret ballot by a simple plurality of the Club members present at the election meeting. (Article VIII, Section 1C). However, if there is only one (1) nominee for an office, election for that office may be by voice vote.
 - (i) A quorum (Article VIII, Section 6A) of the Club's general membership must be present for the election of officers to take place.
 - (ii) If a quorum of the Club's general membership is not present, the current Club president must reschedule the election of officers to take place no later than two (2) weeks before the Club's next general meeting.
 - (iii) The secret ballot votes for election of Club officers will be collected and counted by the Club's sponsor(s). Results will be double checked by the MHS administrative official who is present at the election meeting. The sponsor(s) will record the votes and prepare a summary that is then

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handed to the president who will announce the results before the end of the election meeting.

- 1) In the event of a tie, the president will break the tie. (Except in the situation where the President is a current candidate, then the tie breaker will be decided by the 1st VP, or by the next officer listed in Article VI, Section 2A)
 - 2) In the event of a contested result, the member has 72 hours to contest. The president (or officer not involved in election) and sponsor will resolve the complaint. The complaint must not be anonymous. The election results stand while being contested.
- (iv) The election process at the election meeting will be monitored by the Club's sponsor(s) and a MHS administrative official.
- (v) Only Club members who have paid their membership dues in accordance with Article V, Section 3 will be eligible to vote.
- c. Officers will assume their official duties after the transitional meeting following their election and will serve for a term of one (1) year.
- d. No officer will serve in the same office for more than three (3) consecutive terms. An officer who has served more than one-half (1/2) of a term will be credited with having served that term. Subsequently, if that office is not filled, the Club member holding that position may serve additional consecutive years in that same position if s/he is nominated and elected in accordance with these bylaws.
- e. A member of the Club can only hold one office at a time. 2 members cannot co-share an office however an officer can appoint an assistant that may attend board meetings as a non- voting member (President, Treasurer, and Secretary are excluded from having an assistant)
- f. Each office can only be held by one Club member at a time.

Section 3. Nominations

- a. The nominating committee (Article XI, Section 1A) will present its list of nominees at the election meeting.
- b. Nominations for all offices may also be made from the floor immediately after the report of the nominating committee has been made.
- c. Only those persons who have signified their consent to serve if elected will be nominated for or elected to, such office.

Section 4. Vacancies

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- a. In the event of a vacancy occurring in the office of the President, the 1st VP will give up her/his office and will assume the office of President for the unexpired term of office. The board will recommend a replacement for the office of 1st VP from the Club's membership. The Club will vote on the board's recommended replacement at the Club's next general meeting.
- b. The board will recommend a replacement for a vacancy occurring in other offices. The Club will vote on the board's recommended replacement at the Club's next general meeting.
- c. Members may be notified of the board's recommended replacement through regular communication channels, including, but not limited to e-mail.
- d. An officer who leaves the Club before her/his membership expires will not be refunded any dues and/or other monies that she paid or gave to the Club. However:
 - (i) The board may make a recommendation to refund all, or a portion of the dues and monies referenced above (Section 4D) to the ex-officer or her/his family.
 - (ii) The recommendation above (Section 4D (i)) must be put before the general membership for a vote following procedures in Article IX.

Section 5. Reason to Remove Officers

- a. An officer may be removed from office by a simple majority vote of the board conducted by secret ballot for failure to attend two (2) board meetings and/or failure to perform duties.
- b. Recommendation to remove an officer may be made in writing to the board by the general membership 72 hours in advance of a board or general meeting.
 - (i) The removed officer may remain in the Club as a general member.
 - (ii) If the removed officer does not remain in the Club, then the dues and/or other monies paid to the club by that person will not be refunded. (This is an exception to 4D above.)
- c. If an officer's child is removed from the MHS cheer program or resigns from the MHS cheer program, then the officer will automatically be removed from her/his position on the board and required to immediately turn in to the school administration Club binders, material required to perform the duties of that position, and any other items that belong to the Club.
 - (i) The ex-officer cannot remain in the Club as a general member.

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- (ii) Dues and/or other monies paid to the Club by the ex-officer will not be refunded.. However:
 - 1. The board may make a recommendation to refund all, or a portion of the dues and monies referenced above (Section 5 b (ii)) to the ex-officer or her/his family.
 - 2. The recommendation above (Section 5 B (ii)1) must be put before the general membership for a vote following procedures in Article IX.

ARTICLE VII: Duties of Officers

Duties of Officers are listed in the MHS Cheerleaders Spirit Club Executive Board Descriptions handout (hereinafter referred to as "Club Board Descriptions"), which is kept in the 1st VP's binder and brought to every general and board meeting.

Section 1. The President will:

- a. Execute responsibilities as listed in the Club Board Descriptions.
- b. Coordinate the work of the officers and committees of the Club in order that the Purposes (Article VIII) may be promoted.
- c. Confirm that the proper quorum (Article VIII, section 6 A-B) is present before conducting any business at general meetings and board meetings.
- d. Preside at all Club meetings except committee meetings.
- e. Provide a reminder of all Club meetings at least 24 hours prior to the date/time of each meeting. Provide an agenda at all Club meetings
- f. Appoint one (1) chairpersons to special committees and to the audit committee; appointments are subject to board approval.
- g. Serve as an ex-officio member of all committees except the nominating and audit committees.
- h. Call a transitional meeting (Article VIII, section 1D) of the newly elected officers to take place within two (2) weeks after the election of new officers.
- i. Be authorized to sign on all Club bank accounts and Club checks.
 - (i) 2 of the following 3 officers must sign all checks written on the club account: President, Treasurer, or 1st VP.
- j. Be authorized to sign contracts that have been approved by the board.

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- k. Be listed as the principal officer and be authorized to sign tax documents.
- l. Appoint the audit committee (Article XI, Section 1E) subject to a simple majority approval of the executive board.
 - (i) The President must attend all audit committee meetings.
- m. Appoint the four (4) members to the nominating committee if required per Article XI, Section 1A (i).
- n. Reschedule the election meeting if required per Article VIII, Section 1C.
- o. Coordinate the Club roster which will list the names and contact information of those individuals who are either in the Club or in the MHS cheer program (including sponsor(s)).
 - (i) No name and/or contact information will be included without first obtaining the individual's consent.
 - (ii) The Club roster will be brought to all Club meetings.
 - (iii) The Club roster or any of its contents may not be distributed in any form, by any means, to anyone other than Club members; Club sponsor(s); MHS administration officials; and cheerleaders, managers, and mascots in the MHS cheer program.
- p. Execute responsibilities as may be warranted in an emergency situation.

Section 2. The 1st Vice President (Banquet) will:

- a. Execute responsibilities as listed in the Club Board Descriptions.
- b. Authorized check signer
- c. Chair the nominating committee which shall be formed at the at either the Welcome/Farewell Reception and/or the February Club meeting.
- d. Chair the banquet committee.
- e. Act as the aide-to-the-president.
- f. Preside at Club meetings in the absence of the President.

Section 3. The 2nd Vice President (General Fundraising) will:

- a. Execute responsibilities as defined in the Club Board Descriptions.

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- b. Preside at Club meetings in the absence of the president and 1st VP.
- c. Chair the general fundraising committee.

Section 4. The 3rd Vice President (Sponsorships) will:

- a. Chair the Sponsorship Committee
- b. Order and manage all sponsored item
- c. Keep record of cheerleaders sponsorship forms and online data
- d. Deliver all sponsorship goods to the cheerleaders
- e. Preside at Club meetings in the absence of the President, 1st VP, and 2nd VP
- f. Execute responsibilities as defined in the Club Board Descriptions.

Section 5. The Secretary will:

- a. Execute responsibilities as defined in the Club Board Descriptions.
- b. Record the minutes of all general and board meetings.
 - (i) Members shall receive minutes from general and board meetings for review through regular communication channels including but not limited to e-mail.
 - (ii) Approval of the minutes from general meetings will be voted on by Club members at the next general meeting following the meeting at which the minutes were taken.
 - (iii) Approval of the minutes from board meetings will be voted on by board members at the next board meeting following the meeting at which the minutes were taken.
 - (iv) Minutes from general and board meetings for the current membership year will be kept in the Secretaries binder and brought to every general and board meeting.
 - (v) Minutes from general and board meetings from previous membership years will be kept in the Secretaries binder for two (2) years.
- c. Keep meetings on schedule following the President's agenda.
- d. Keep order during meetings.

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- e. Be responsible for correspondence including, but not limited to, notice of meetings; meeting changes and cancellations; and elections. Maintain copies of emails and any correspondence related to club business.
- f. Notice will be given at least one week prior to the meeting; meetings changes and cancellations; and elections. Exception: Cancellations may occur at any time by direct request of the Marcus Cheer Sponsor or Marcus Administration.
- g. Maintain an up-to-date Club membership list/ bring it to all general and board meetings and have a copy of it available for committee chairpersons.
- h. Maintain the bylaws/ bring a current copy of the club's bylaws to all general and board meetings, and have a copy of it available for committee chairpersons.
- i. Collect and maintain team rosters with all current contact information.

Section 6. The Treasurer will:

- a. Execute responsibilities as defined in the Club Board Descriptions.
- b. Attend all audit committee meetings.
- c. Have custody of all the funds of the Club.
- d. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks (hereinafter referred to as the "books").
 - (i) Books for the current membership year will be kept in the Treasurer's binder.
 - (ii) Books from previous membership years will be kept the Treasurer's binder for two (2) years.
- e. Present the books for audit by the audit committee at the end of each fiscal year.
- f. Make disbursements in accordance with the budget accepted by the Club.
 - (i) Any proposed expenditure must be voted on by the members at a general meeting.
- g. Be authorized to sign on all Club bank accounts.
 - (i) Two (2) of the following three (3) officers must sign all checks written on the club account: President, Treasurer, or 1st VP.

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- h. Present a financial report, both written and verbal, at every general meeting of the Club and as requested by the general membership or executive board.
 - (i) Members may receive the financial report for review through regular communication channels including, but not limited to, e-mail.
- i. Coordinate an annual budget preparation meeting to prepare a suggested budget for the coming year, including but not limited to the current President, Fundraising Chair and Sponsorship Chair and MHS Sponsor.
- j. Prepare the Club's annual budget and present it, both written and verbal, at the first general meeting of the Club.
 - (i) Members may receive the annual budget for review prior to the first general meeting of the club meeting through regular communication channels including, but not limited to, e-mail.
 - (ii) The annual budget must be voted on by the members at the first general meeting of the club, providing a quorum of the general memberships present.
 - (iii) Amendments to the budget.
 - 1) Members may receive any proposed amendments to the budget for review through regular communication channels including, but not limited to, e-mail.
 - 2) Amendments to the budget must be approved by the board then voted on by the general membership
- k. Complete and file all necessary tax documents.

Section 7. The Spirit Wear coordinator will:

- a. Execute responsibilities as defined in the Club Board Descriptions.
- b. Coordinate all spirit wear sales of the Club for, but not limited to, Battle of the Axe, Battle of the Mound, Pink Out, MHS football playoffs, Cheer Spirit shirts, MHS cheer program mini-camp, and MHS sponsored middle school camps. It is recommended that Parent & Coaches shirts be presented to the board in April.

Section 8. The Hospitality Coordinator will:

- a. Chair hospitality committee
- b. Order team meals not handled by Team Moms, Organize cheer try-out meal.
- c. Organize All Squad team parties (ie. Christmas, Potluck Welcome/Farewell)

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- d. Assist team moms with social gatherings and budget needs, as needed.
- e. Organize All Squad cheerleader gifts with input from coaches and Team Moms
- f. Organize tailgate dinners
- g. Organize and coordinate teacher appreciation activities, if applicable.

Section 9. All officers will:

- a. Attend a transitional meeting.
- b. Outgoing officers will deliver to their successors, or to the incoming Presidents all official Club materials within fifteen (15) days following the date at which their successors assume their duties.
- c. Attend general and board meetings.
- d. Attend committee meetings for committees to which they serve.

Section 10. If an office is unfilled then the responsibilities of that office will fall to the President

ARTICLE VIII: Meetings

Section 1. Regular Meetings - the regular meetings of the Club will be the: general, executive board, election, and transitional meetings

- a. General Meetings- meetings of the general membership will be held on a date and time to be established by the board at its first meeting after being elected.
 - (i) The first Board meeting must be within 2 weeks of the transitional and/or welcome/farewell meeting.
 - (ii) The Club will hold a minimum of two (2) general meetings a semester.
- b. Executive Board Meetings- meetings of the executive board will be held on a date and time to be established by the board at its first meeting after being elected.
 - (i) The board will hold a minimum of two (2) board meetings per semester.

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- c. Election Meeting- the election meeting will be held at the first (1st) general meeting (welcome/farewell) held after selection of the new MHS cheerleading squads.
 - (i) New Club officers will be elected at the election meeting providing that a quorum of the general membership is present at the election meeting.
 - (ii) If a quorum of the general membership is not present at the election meeting, the president will reschedule it to take place not later than two (2) weeks before the next general meeting.

- d. Transitional Meeting- the transitional meeting of outgoing and incoming officers must take place within two (2) weeks after the election of new officers and also before the next general meeting.
 - (i) The President must call for the transitional meeting.
 - (ii) All outgoing and incoming officers are required to attend.

Section 2. Special meetings

- a. Special general and/or special board meetings of the Club may be called for by the president or by the request of a simple majority of the board.
 - (i) Members & Sponsors will be notified through routine communication channels by the secretary or president.

Section 3. All committee meetings will take place as scheduled by the chair of the particular committee.

Section 4. Cancellations

- a. Any meeting of the Club may be cancelled by the President or by the request of a simple majority of the board or at any time by direct request of the Marcus Cheer Sponsor or Marcus Administration.
 - (i) If the election meeting is cancelled, then it must be rescheduled by the president to take place not later than two (2) weeks before the next general meeting.

Section 5. Notice

- a. Notice of meetings, including date, time, and location, and notice of meeting changes and cancellations will be given by the Club secretary, Club members and sponsors or Marcus administration through regular communication channels, including, but not limited to e-mail.
 - (i) Notice will be given at least one week prior to the meeting; meetings changes and cancellations; and elections. Exception: Cancellations

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may occur at any time by direct request of the Marcus Cheer Sponsor or Marcus Administration.

Section 6. Quorum

- a. All general meetings: the presence of (10) voting general members will constitute a quorum for the transaction of business in any general meeting of the Club
- b. All board meetings: the presence of a simple majority of the total number of board members will constitute a quorum for the transaction of business in any board meeting of the Club.
 - (i) In calculating a quorum for the board, filled board positions rather than positions available, will be counted.
- c. All committee meetings-the presence of a simple majority of the total number of members on a committee will constitute a quorum for the transaction of business in any meeting of that committee.

ARTICLE IX Voting

Section1. Member participation in voting

- a. A paid membership is allowed 1 vote on an item of Club business that requires a vote. The member must be present at the meeting to vote.
- b. Each paid membership vote counts as one (1) when results are being counted. Each cheerleader/manager/mascot can have up to two (2) voting paid memberships. (Article V, Section 1)
- c. Unless otherwise stated in these bylaws, voting results will be decided by simple plurality.
- d. Unless otherwise stated in these bylaws, votes will be conducted by a show of hands and counted by both President and sponsor. The Club secretary will record the votes and the results then inform the Club President of such. The President will announce the results before the end of the meeting at which the vote is conducted.
 - (i) Election of Club officers is by secret ballot (Article VI, section 2).
- e. In case of a tie, the Club president will decide the result.

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- f. In the event of a contested result, the member has 72 hours to contest. The complaint must not be anonymous and must be in writing. The President and sponsor will resolve the complaint. The election results stand while being contested.
- g. A quorum (Article VIII, Section 6) of the Club's members must be present for voting at general meetings.
- h. A simple majority of the board refers to a simple majority based on the total number of filled board positions.

Article X: Executive Board

Section 1. The executive board will consist of:

- a. The officers of the Club (Article VI, section 2 a).
- b. The Principal of MHS & MHS Squad Sponsors and/or a representative appointed by her/him will be invited to board meetings but are not members of the Executive Board and may not vote.
- c. Team moms/dads from all the MHS cheerleading squads may be invited by the board to attend board meetings but are not members of the Executive Board and may not vote. Team moms/dads are appointed by the MHS cheer program sponsor(s). The Club isn't involved in appointing/removing team parents or in defining their duties. For budget needs they confer with the Hospitality chair.
- d. Chairpersons of special committees may be invited to attend board meetings but are not allowed to vote.
- e. Electronic voting can occur when a board meeting is not scheduled within a week. The member requesting the vote must send the motion to the board members via email. Texting is not allowed. Someone will need to second the motion. Then any questions/discussion can happen. If not, then everyone "reply all" with their vote. There must a quorum received for the vote to count. The secretary will add the motion to the minutes of the following board meeting.

Section 2. The duties of the executive board will be to:

- a. Necessary business in the intervals between Club meetings and such other business as may be referred to it by the Club.

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- b. Present officer reports at the general meetings of the Club.
- c. Create standing and special committees.
- c. Fill vacancies of officers as per the procedure outlined in Article VI, Section 4.

Section 3. The duties of each board member will be to:

- a. Attend all general and board meetings of the Club.
- b. Perform the duties outlined in these bylaws and those assigned by the President or by the general membership from time to time.

Section 4. Executive board meetings

- a. Regular meetings of the executive board will be held prior to each general meeting of the Club, the date, time, and location to be determined by the board as per Article VIII, Section 1 B.
- b. Special meetings of the executive board may be called by the president or by the request of a simple majority of the members of the board as per Article VIII, Section 2 A.
- c. A majority of the executive board members shall constitute a quorum. In calculating a quorum for the board, filled board positions rather than available positions available will be counted.

ARTICLE XI: Standing and Special Committees

Section 1. The standing committees of the Club will be the: nominating, banquet hospitality, fundraising, and audit committees.

- a. Nominating committee
 - (i) The nominating committee, chaired by the 1st VP, will consist of the 1st VP and no more than four (4) Club members. It will be formed at the Welcome/Farewell general membership meeting following squad selections.
 - 1) All Club members are eligible to volunteer for this committee except board members. If more than four (4) Club members volunteer for the nominating committee, the President will appoint four (4) of them to the committee

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- 2) No person shall serve two (2) consecutive years on the nominating committee.
 - (ii) The nominating committee will open all offices to all members and compile a list of nominees for each office. The nominating committee will present the list of nominees at the election meeting.
- b. Banquet committee
- (i) The banquet committee, chaired by the 1st VP, will consist of the 1st VP and Club member volunteers and will plan the year end Club banquet and collect pictures for the banquet video.
- c. Hospitality committee
- (i) The hospitality committee, chaired by the 2nd VP, will consist of the 2nd VP and the team moms/dads, as appointed by the sponsor(s) (Article VII, section 3B), from all the MHS cheerleading squads.
 - (ii) The hospitality committee will have the following responsibilities including, but not limited to: coordinating the holiday party and gifts; assisting Team Moms, as needed, with game day dinners, snacks, and beverages for the MHS cheerleading squads, managers, and mascot per MHS sponsor instructions.
 - (iii) Coordinating tailgating activities for Club members; and arranging for snacks and beverages for the judges, sponsors and MHS administrative personal helping at MHS cheer program tryouts.
- d. Fundraising committee
- The fundraising committee, chaired by the 3rd VP, will consist of the 3rd VP and Club member volunteers and will organize fundraising activities for the Club. Including but not limited to: Lemon Chill sales, football program sales, Spring/Summer fundraiser.
- e. Audit committee
- (i) The audit committee will be chaired by a chairperson (not the treasurer) appointed by the President will consist of the chairperson and at least three (3) members of the general membership who are not authorized signers for the Club and who are appointed by the President subject to a simple majority approval by the board.
 - (ii) The audit committee will be formed at the first general meeting following squad selections.
 - (iii) The president and treasurer must attend all audit committee meetings.

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- (iv) The Club books will be audited at the end of the fiscal year by the Club's audit committee which will then present a report, written and verbal, to the Club at the first general meeting of the new school year following squad selections.
- (v) The audit committee will be appointed and an audit conducted any other time requested by MHS Administration, a member of the executive board, or a majority vote of the general membership.
- (vi) All audit meetings will follow the audit procedures specified by LISD Booster Club Guidelines.

Section 2. Special committees - The board may create special committees as it deems necessary to promote the purposes (Article III) and to carry on the work of the Club.

- a. The President will appoint the one chairperson to each special committee.
 - (i) The term of each special committee chairperson will be one (1) year.
 - (ii) No chairperson shall serve in the same position for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term. Subsequently, if that position is not filled, the Club member holding that position may serve additional consecutive years in that same position if she/he is appointed by the President.

Section 3. All standing and special committee chairpersons will:

- a. Deliver to their successors, or to the incoming president, all official Club materials within fifteen (15) days following the date at which their successors assume their duties.
- b. Perform the duties outlined in these bylaws and those duties assigned by the president or by the general membership.
- c. Have a current copy of the Club bylaws available from the secretary.

Section 4. The President will be a member ex-officio of all committees except the nominating committee and the audit committee

Section 5. The quorum of any committee for the transaction of business will be a majority of its committee members

ARTICLE XII. Scholarships

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Section 1. The Club will budget for and present the following scholarships each year:

- a. A \$400.00 scholarship will be awarded to all cheerleaders, manager, or mascot who are eligible and have maintained an active position on the squad for 4 consecutive cheer years. A \$300 scholarship, for 3 years. A \$200 scholarship, for 2 years. These years do not have to be consecutive. A \$100 Scholarship will be awarded to any cheerleader, manager or mascot that has been in the cheer program for 1 year. To receive a scholarship, the cheerleader must be an active cheerleader for their Senior year. Definition of a cheer year is try out to try out. The number of scholarships given will fluctuate with the number of qualifying seniors.
- b. One (1) \$500.00 Britteny Lindt scholarship will be given to a senior cheerleader, mascot or manager who is eligible and has maintained an active position on the squad for at least two complete cheer years (try out to try out)
- c. The sponsor(s) of the MHS cheer program will select an essay topic for all MHS senior cheerleaders to write about. A selection committee, to include the MHS principal, or her/his representative, and three (3) MHS faculty members, will be chosen by the sponsor(s). The selection committee will then choose a recipient for the Britteny Lindt scholarship based on its review of the essays.
- d. The scholarships recipients will be announced at the end of the year banquet or such other time as determined by the MHS cheer program sponsor.

Section 2. All Scholarships above will be paid out upon receipt of proof an educational expense (Ex. accredited university, vocational or trade school)

- a. The receipt must be received by the Club's treasurer on or before January 31st of the school year following the year in which the scholarship was awarded.
 - (i) The receipt may be submitted either in person, by mail or electronically.

ARTICLE XIII: Parliament Authority

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The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases in which they are applicable and in which they are not in conflict with these bylaws.

The following concepts of parliamentary procedure outlined in Robert's Rules of Order Newly Revised will guide the Club at any of its meetings:

1. Follow the agenda
2. Discuss one subject at a time
3. Give each participant a chance to speak
4. Speak only on the issue being discussed
5. Speak only when recognized by the president
6. Address questions and comments to the President
7. Decide issues through motions, seconds, and votes

Article XIV: Fiscal Year

Section 1. The fiscal year of the Club will begin on May 1st of the current calendar year and end on April 30th of the following year

Section 2. The Club will be responsible for leaving \$2,500.00 at the end of the fiscal year for next year's Club. Any excess over this amount will either be carried over to next year's general fund or spent as approved by a vote of the members.

Section 3. The treasurer will prepare and present the annual budget in consultation with the MHS Squad Sponsors and MHS administration per Article VII, Section 6 I

The annual budget may be sent to Club members for review through regular communication channels, including, but not limited to e-mail. The annual budget will be approved by simple plurality of the Club's members at the first general meeting of the club following election of new officers providing a quorum of the general membership is present.

Section 4. An audit committee will be formed as per Article XI, Section 1E and will prepare a report, written and verbal, at the end of the fiscal year of the Club's books to be presented to the Club at the May general meeting of the new school year following squad selections. The audit committee report will be approved by simple plurality of the Club's members at the second general meeting of the new school year following squad selections, providing a quorum of the general membership is present.

ARTICLE XV: Bylaws

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Section 1. Amendments

- a. These bylaws may be amended at any general meeting of the Club by a simple majority vote of the members, conducted by secret ballot, provided a quorum is present.
 - (i) Proposed amendments and revisions to the club bylaws must be presented to sponsor and MHS administration for approval before they are presented to the general membership.
 - (ii) Amendment(s) to the Club's bylaws must be presented to the members at a general meeting, which is held prior to the general meeting at which the vote on the amendment(s) will take place.
 - (iii) The proposed amendment may be sent to Club members for review prior to the vote through regular communication channels including, but not limited to e-mail.

Section 2. Revision of Bylaws

- a. A committee may be appointed by the president to submit a revised set of bylaws as a substitute for the existing bylaws only after receiving approval by a simple plurality vote of the Club members at a general meeting or by a simple majority vote of the executive board.
- b. The proposed revised set of bylaws must be presented in writing to the members at a general meeting held prior to the general meeting at which the vote on the revised set of bylaws will take place.
- c. Once reviewed by sponsor and administration, approved amendments and approved revisions of the bylaws will go into effect immediately.

Section 4. Current bylaws will be kept by the secretary (Article VII, Section 5 G) in secretary's binder. Previous versions of the bylaws will be kept in secretary's binder for two (2) years.