

**BYLAWS  
EUREKA HIGH SCHOOL  
CHEERLEADING BOOSTER CLUB**

**ARTICLE I  
NAME**

The name of the organization is the Eureka High School Cheerleader Booster Club of the Rockwood School District (hereinafter "Booster Club"). It is a local independent unit created by the parents, staff and supporters of the Eureka High School Cheerleading Program (hereinafter "Cheerleading Program" or "Program"), having no affiliation with any other association, be it state or national in origin.

**ARTICLE II  
MISSOURI NON-PROFIT CORPORATION**

Eureka High School Cheerleader Booster Club is a Missouri Non-Profit Corporation.

**ARTICLE III  
PURPOSE/OBJECTIVES**

This Booster Club is organized exclusively for the following charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code:

To support the Program in improving student interest in said Program and leadership in ways that will adhere to administrative policy and the Rockwood School District's mission, goals, and beliefs.

To raise funds for and purchase equipment to further the Cheerleading Program.

To promote positive and active moral support and assistance for the benefit of the Cheerleading Program of Eureka High School.

To organize parent volunteers and plan events and social activities related to the Cheerleading Program, and do all other activities necessary and desirable consistent with these purposes.

To foster communication, cooperation, support, information and education within the Program, including District staff, parents and the general community.

**ARTICLE IV  
POLICIES**

Section 1. No substantial part of the activities of the Booster Club shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Booster Club shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 2. This Booster Club shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or candidate shall be endorsed by this Booster Club. The name of the Booster Club and names of its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the Booster Club.

Section 3. This Booster Club shall not seek to direct the administrative activities of the school or its Cheerleading Program, or to control its policies, but can serve as a liaison between parents and administration when concerns arise.

Section 4. The Booster Club shall be supportive of school educational efforts and student needs in the Cheerleading Program. The policies of the Booster Club shall be developed cooperatively by parents and teachers. The Booster Club shall conduct all operations in such a way as to reflect positively upon the school and the Rockwood School District.

Section 5. In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the Booster Club in any way, absent the consent of at least the Executive Board. When representing the Booster Club, any member, officer, or committee chairperson shall be aware of the authority extended by the Booster Club and shall not exceed such authority.

Section 6. This Booster Club may cooperate with other organizations and agencies active in child welfare, such as parent teacher organizations, conference groups or coordinating councils provided they make no commitments that bind the Booster Club.

Section 7. The Booster Club shall act in accordance with all Rockwood School District Board of Education Policies and Regulations, which are incorporated herein by reference. No fundraising activity of the Booster Club shall financially benefit a Booster Club member, faculty member, student or parent without prior Executive Board approval.

Section 8. No part of the net earnings of this Booster Club shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered. Services provided by members and officers are voluntary and will not be compensated, unless specifically authorized by the Executive Board prior to completion of such services.

Section 9. Any notice required or permitted to be given to members may be given by written notice, by telephone, by facsimile, by electronic mail, or by any combination thereof, or by any other method reasonably designed to reach the members.

Section 10. Notwithstanding any other provisions of these Articles, the Booster Club shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Section 11. Upon dissolution of the Booster Club, the Booster Club shall, after paying or making provisions for the payment of all the liabilities of the Booster Club, dispose of all the assets of the Booster Club by distributing the same to the Principal of Eureka High School. Said Principal shall, upon the advice of the Eureka High School coaches, teachers and administration, supervise the expenditure of said assets for materials and equipment for the Eureka High School Cheerleading Program. In the event that this is not possible, said assets shall be distributed to organizations as shall at

the time qualify under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Booster Club's Executive Board shall determine, with preference to be given to similar programs of the Rockwood School District. Any assets not so disposed of shall be disposed of by the court in the country of the principal office of the Booster Club.

## **ARTICLE V**

### **MEMBERSHIP AND DUES**

Section 1. Any parent or guardian of a current or former student of Eureka High School and any teacher OR staff member interested in the objectives of the Booster Club and willing to uphold its policies and subscribe to its Bylaws may become a member. Any certified staff member of Eureka High School may be a non-voting member of the Booster Club. Staff members are not required to pay membership dues, if any. Membership in the Booster Club shall be available without regard to race, color, creed, or national origin.

Section 2. The Executive Board shall determine the amount, time, and manner of payment of the membership dues, if any, from time to time. If assessed, each member shall pay the annual membership dues; however, no household shall be assessed for more than one annual payment of membership dues.

Section 3. The Booster Club shall conduct an annual enrollment of its members, but persons may be admitted to membership at any time during the year as defined above.

Section 4. The privileges of membership shall be the right to hold office or appointed position, make motions, chair a committee, and vote. Only those members current in payment of membership dues and/or fundraising commitments of the current and preceding year, if any, are eligible to vote or to serve as an officer or representative of the Booster Club. Non-members are welcome to attend meetings and may ask questions and participate in discussions as recognized by the President.

## **ARTICLE VI**

### **EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers of the Booster Club. Chairpersons of the standing committees and of then active special committees may be invited to attend Executive Board meetings that pertain to their committee.

Section 2. The Executive Board shall have general charge and control of the affairs, funds, and properties of the Booster Club and shall maintain records of such in a central location, including current and prior budgets, check registers, governmental forms, committee reports, contracts and correspondence.

Section 3. The duties of the Executive Board shall be as follows: to transact necessary business in the intervals between Booster Club meetings; to approve chairpersons of standing committees and approve the plans of the standing committees; to interpret the Bylaws, policies, and standing rules of the Booster Club; to present a report at the general membership (open) meetings of the Booster Club; to prepare a budget for the upcoming fiscal year; to approve routine bills within the limits of the budget; to appoint the nominating committee; to appoint a committee to review Bylaws, as needed; and to make budget adjustments as necessary, provided they do not individually exceed Five Hundred Dollars

(\$500.00). Any individual budget adjustment over Five Hundred Dollars (\$500.00) requires the approval of the general membership.

Section 4. Every member of the Executive Board shall be entitled to one vote.

Section 5. Each standing committee chairperson shall present the committee's plans to the Executive Board officer they report to prior to execution of the same. Any expenditures for such plans should be presented to the Executive Board for advance approval.

Section 6. Regular meetings of the Executive Board shall be held during the school year, as stated in the Standing Rules. The time, place and regularity of such meetings are to be fixed by the Executive Board at its first meeting of the year.

Section 7. Special meetings of the Executive Board may be called by the President, or by a majority of the members of the Executive Board upon at least two (2) days' notice.

Section 8. All officers are required to attend all scheduled Booster Club meetings and are expected to attend a majority of Booster Club sponsored events.

Section 9. On or before the first Executive Board meeting of the year, each officer shall be assigned to serve as a liaison and shall provide assistance to the identified standing or special committee chairs.

Section 10. A majority of the members of the Executive Board must be present at the Executive Board meeting in order to conduct business. Unless otherwise provided herein, a simple majority of those present and voting shall be required for the passage of any motion, resolution, or other vote.

## **ARTICLE VII**

### **OFFICERS AND THEIR ELECTIONS**

Section 1. The officers of this Booster Club shall include, at a minimum, a President, a Vice President, a Secretary, and a Treasurer. Any office may be held by two (2) persons so designated by the prefix "co-". These officers shall be elected annually by ballot at the first regularly scheduled general membership meeting after try-outs by a majority vote of the membership present at that meeting. Ballots should be counted by a committee of three (3) persons to be appointed as provided in the Standing Rules. If there is but one (1) candidate for any office, the election for such office(s) may be by voice or show of hands.

Section 2. Officers shall assume their official duties at the time of election and shall serve for a term of one (1) year or until their successors are elected and installed. Additional officers will be chosen according to the needs of the Booster Club and upon the approval of the Executive Board.

Section 3. Nomination of officers shall be made by the nominating committee which shall consist of members of the Executive Board and three (3) members of the general membership. The nominating committee shall place in nomination at least one (1) name for each office and present this slate via publication issued to the entire general membership at least three (3) weeks prior to the election meeting. Independent nominations, with the consent of the nominee, may be made in writing by at least three (3) voting members, and must be received by the nominating

committee at least two (2) weeks prior to the election meeting. The membership must be notified of the amended slate at least one (1) week prior to the election meeting.

Section 4. Officers must be parents or guardians of students currently in the Cheerleading Program.

Section 5. A vacancy occurring in an office shall be filled by a majority vote of the Executive Board at their next regular meeting.

Section 6. Any officer absent from three (3) meetings, i.e., Executive Board and Booster Club meetings shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of the office may be subject to removal from office by decision of two-thirds (2/3) of the members present at the next regular meeting. Such officer is entitled to a written notification from the President at least two (2) weeks prior to the vote regarding removal.

## **ARTICLE VIII**

### **DUTIES OF OFFICERS**

Section 1. The President (or Co-Presidents) shall:

- Preside at all meetings of the Booster Club and of the Executive Board;
- Be a member *ex officio* of all committees;
- Maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require additional information;
- Prepare the agenda for each meeting or work with the Secretary to prepare the agenda;
- Be an authorized cosignatory for all accounts of the Booster Club;
- Work with the school principal on designated duties and tasks;
- Attend District-wide meetings for booster clubs and other related meetings;
- Work with designated committee chairs;
- Delegate the duties of any position that remains vacant;
- Perform all other duties usually pertaining to the office.

Section 2. The Vice President(s) shall:

- Aid the President;
- Perform the duties of the President in the absence of said officer;
- Oversee and serve as a resource for specific committees (to be determined at the first Executive Board meeting of the new cheer season);
- Perform the duties of the Secretary in his/her absence.

Section 3. The Secretary (or Secretaries) shall:

- Record the minutes of all meetings of the Booster Club and of the Executive Board;
- Be responsible for all incoming and outgoing correspondence for the Booster Club;
- Report on all relevant correspondence at each Executive Board meeting;
- Aid the President(s) in preparing the agenda for all meetings;
- Make copies of the minutes of the prior meeting available to all members of the Booster Club via email or U.S. mail in a timely manner;

- Publish the Booster Club newsletter (if any);
- Maintain a current copy of the Bylaws and Standing Rules, if any, as well as the records of all meeting minutes, a list of all committees and their members, and a list of the current members of the Booster Club;
- Maintain a list of all addresses, phone numbers and email addresses of all members.

Section 4. The Treasurer(s) shall:

- Receive all monies of the Booster Club;
- Keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the Executive Board;
- Be responsible for the maintenance of the bank account and records of the Booster Club;
- Be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities;
- Be responsible for the maintenance of all financial records of the Booster Club;
- Comply with the statutory requirements and Rockwood School District Board of Education Policies and Regulations, including those provided in the Student Activity Funds Procedures Manual established by the Rockwood School District Board of Education;
- The officers of the Executive Board on an annual basis will examine financial records of the Booster Club, or when there is a change in person holding the office of Treasurer other than the annual elections;
- Present a statement of account at every meeting of the Booster Club and any other times as requested by the Executive Board;
- Maintain a file of the budget reports presents at Booster Club meetings.

Section 5. A check shall be considered valid with one (1) authorized signature if that signature is not an individual charged with auditing the accounts.

Section 6. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Failure to assume these responsibilities may result in removal as provided herein.

Section 7. Upon the removal or resignation of any officer, such officer shall turn over to the President or Executive Board, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer or the Executive Board, without delay, all funds pertaining to the office. Furthermore, upon expiration of their terms, all officers shall deliver all official materials related to their office to the successors.

## **ARTICLE IX**

### **STANDING COMMITTEES**

Section 1. Standing committees are committees with on-going functions that continue throughout the year. The chairperson of each committee shall serve for a one (1) year term. The Executive Board shall appoint chairpersons of the standing committees after the election meeting.

Section 2. The chairpersons of all standing committees shall mutually plan activities with the Executive Board, and no committee work or spending shall be undertaken without the approval of the Executive Board.

Section 3. The Executive Board may create special committees as needed to promote the purposes and interests of the Booster Club. Special committees are directly responsible to the Executive Board. The Executive Board shall

appoint chairpersons of the special committees. Special committees shall be automatically dissolved upon completion of its assignment or upon decision by the Executive Board.

Section 4. An individual may serve unlimited terms as a committee chairperson, if appointed year to year.

## **ARTICLE X** **FISCAL POLICY**

Section 1. The Executive Board shall see that a budget shall be presented for approval at the second general membership meeting of the new cheer season for the new academic year. The Executive Board has authority to make budget adjustments during the year, provided they do not individually exceed Five Hundred Dollars (\$500.00); the Executive Board shall have no power to make the Booster Club liable for any debt(s) in an amount exceeding the cash assets of the Booster Club which have not been otherwise appropriated. All members in attendance at a Booster Club meeting may vote on matters under Five Hundred Dollars (\$500.00). Matters over Five Hundred Dollars (\$500.00) may only be voted on after review and approval by the majority of the members of the Executive Board.

Section 2. Each committee chairperson has access to the budgeted funds for his/her committee during the current school year only. These funds will be disbursed by the Treasurer provided the expense falls within the committee's budget and is substantiated by a purchase order or receipt.

Section 3. Any expenditure that requires carry-over or any anticipated expenditure occurring before the next year's budget is approved may be approved at the last meeting of the year.

## **ARTICLE XI** **MEETINGS**

Section 1. There shall be regular general membership (open) meetings of the Booster Club, scheduled prior to the beginning of the new cheer season. A regular meeting schedule may be established in the Standing Rules of the Booster Club. Special meetings of the general membership may be called by the President or by a majority vote of the Executive Board, five (5) days' notice having been given. Members shall be notified no later than five (5) days in advance of the date of any rescheduled general membership meetings.

Section 2. Voting shall be determined by a simple majority of members present, except when changing or amending the Booster Club's Bylaws, when a two-thirds (2/3) majority vote of members present must prevail.

## **ARTICLE XII** **PARLIMENTARY PROCEDURE**

Section 1. Robert's Rules of Order shall govern this Booster Club in all cases to which they are applicable and not in conflict with these Bylaws.

## **ARTICLE XIII** **AMENDMENTS**

Section 1. These Bylaws may be amended at any membership meeting of the Booster Club by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall be given at the previous general membership meeting.

Section 2. A committee may be appointed to review the Bylaws, as revised and amended, every two (2) years. The committee shall draft any proposed amendments for presentation to the membership as provided for in Section 1 of this Article.

#### **ARTICLE XIV STANDING RULES**

The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Booster Club. These Standing Rules can be revised yearly and throughout the year, to reflect the procedures of the current Executive Board.

#### **ARTICLE XV BOOSTER CLUB ADVISORS**

Section 1. The Booster Club Advisor shall be the Head Varsity Cheerleading Coach or Coaches. The Advisor(s) will not be a voting member of the Booster Club but will be available for issues involving the Booster Club.

Section 2. The Advisor(s) shall submit any request for funds from the Booster Club to the Executive Board prior to monthly meetings for inclusion on the agenda of the upcoming meeting of the general membership. Emergency requests may be made to the Executive Board and general membership when prior notice before a general membership meeting is impractical.