

**McNEIL HIGH SCHOOL MAJESTICS
BOOSTER CLUB
BY-LAWS**

ARTICLE I

The name of this organization shall be the McNeil High School Majestics Booster Club (“MMBC”).

ARTICLE II

The purpose of this organization shall be:

- Section 1:** The MMBC 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 MMBC shall support the McNeil High School Majestics Drill Team in reaching their dance program goals. It shall provide financial support to the drill team as deemed necessary by the dance director(s) and as approved by the membership. It shall provide non-financial assistance for drill team activities as requested by the dance director(s).
- Section 3:** The activities of this organization shall not conflict with the policies of the Round Rock Independent School District and shall be operated in compliance with the UIL guidelines for Booster Clubs.

ARTICLE III

Membership

- Section 1:** There shall be three classes of membership in the Booster Club. Active, , Honorary and Alumni members:
- A) Active membership shall be available to all parents and/or legal guardians of the active members of the Majestics. Dues are payable per individual membership.
 - B) Honorary membership shall be conferred upon McNeil High School’s Principal, Dance Director, Assistant Dance Director and all team members of the Majestics. Voting privileges shall be extended to the Principal, Dance Director and Assistant Dance Director only.
 - C) Alumni membership is open to graduated Majestics and their parents and/or legal guardians who are interested in maintaining contact with Majestics activities. Alumni members can receive the Majestics Newsletter for one-half (1/2) the cost of the active membership dues.
- Section 2:** The term of membership shall be from June 1st-May 31st. Active memberships shall be allowed to enroll in the Booster Club from June 1st through November 1st of the active term.

ARTICLE IV

Membership Fee

Membership Fees will be determined at the June meeting at the suggestion of the Booster Club Executive Board and approved by the general membership. Membership Fees are payable per family or individual. One vote is allowed per membership. The membership fee of an active booster club member is fully refundable, upon written request, if for any reason a girl leaves the team during the school year

ARTICLE V

Membership Meetings

Section 1: Meetings of the Booster Club shall be held as determined and set by the Executive Board during the June meeting. Regular monthly meetings shall be held unless one is deemed unnecessary by the Executive Board. Notice of all meetings will be published seventy-two hours prior to the meeting date by the recording secretary.

Section 2: Special meetings may be called by President(s) by notifying Booster Club Members.

Section 3: A majority of the voting membership present at each meeting shall constitute a quorum for the transaction of business. If a majority of the voting membership is not present at a meeting, but the majority of the executive board members are present at the meeting, business can be transacted.

Section 4: The first annual meeting shall be held in June.

Section 5: A record of attendance will be maintained by the recording secretary.

ARTICLE VI

Election of Officers

Section 1:

- A) Officers of this organization shall be the President(s), Vice Presidents(s), Recording Secretary(s), Communications Secretary(s), Treasurer(s), Recorder/Historian(s), Parliamentarian and Webmaster.
- B) Officers shall be elected annually in the month of April and shall assume their duties at the June meeting. Newly elected officers shall be allowed to function as an ad-hoc committee to establish preliminary budget and fundraising projects for the succeeding year.
- C) There is a two one-year consecutive term maximum that members may serve in the roles as the President(s) or Treasurer.
- D) Employees of the District shall not serve in a financial capacity of a booster organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer.

Section 2:

- A) There shall be a nominating committee appointed by the President(s) consisting of five members, two from the Executive Board and three from the general membership subject to approval by the voting members of the Booster Club. The Majestics

Director shall serve as an advisor, and the Presidents(s) shall serve as an ex-officio member of the nominating committee.

- B) The nominating committee shall report the candidate or candidates for each office to be filled at the regular April meeting of the Booster Club.
- C) Nominations may be submitted from the floor.
- D) The consent of each candidate must be obtained before his/her name is placed in the nomination either by the nominating committee or from the floor.

Section 3: In the event of a resignation or vacancies in the Office of President(s), the Vice President(s) shall fill the unexpired term. The Executive Board shall fill vacancies in any office other than the President(s) for the unexpired term, subject to the Booster Club approval. In the event of an immediate vacancy on the Executive Board, other than Office of the President, the Executive Board may appoint a member to fill that position temporarily until the general membership of the Booster Club approves a new Board Member at the next general booster membership meeting.

ARTICLE VII

Roles of Officers

Section 1: **PRESIDENT(S)** - The President(s) shall (1) serve as chairperson and preside at all Membership and Executive Board meetings; (2) seek volunteers to be appointed chairpersons of all standing and special committees and shall serve as ex-officio member to all such committees.; (3) regularly meet with the designated campus representative regarding booster activities (regularly is defined as monthly at a minimum); (4) resolve problems in the membership; (5) regularly meet with the treasurer of the organization to review the organization's financial position; (6) select an officer as the designee to review the bank statements. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity. (7) Schedule a semi-annual audit of records or request an audit if the need should arise during the year.

Section 2: **VICE PRESIDENT(S)** - The Vice President(s) shall assume the duties of the President(s) in his/her absence; (1) he/she shall be in charge of fund-raising and will coordinate all fund-raising activities through the appointed chairperson; (2) perform administrative functions delegated by the president and (3) prior to the start of the school year complete a fundraising application for each type of planned, scheduled or anticipated fundraising event and receive approval of the campus principal and the Director of Financial Services in Administration.

Section 3: **RECORDING SECRETARY(S)** - The Recording Secretary(s) shall (1) record and transcribe the minutes of all Executive Board Meetings and forward a copy of the minutes to the Majestics Director, Principal and all Executive Board Members; (2) record and transcribe the minutes of all General Booster Club Meetings and make a copy available at the General Booster Club meeting by posting the most recent General Booster Club meeting minutes in the Dance Room; (3) keep a record of all members present at the General Membership meetings; (4) keep a current copy of the by-laws, revising as needed ; and (5) post notice of meeting 72 hours on school campus prior to a meeting.

Section 4: **CORRESPONDING SECRETARY(S)** - The Corresponding Secretary(s) shall (1) keep a current list of volunteers and their areas of interest; (2) handle all correspondence for the Booster Club; (3) help to coordinate and organize volunteer activities of the Booster Club; (4) send birthday cards to all Majestics and Majestic escorts from the Booster Club and Executive Board; and (5) mail all thank you notes and necessary cards/correspondence to Booster Club members.

Section 5: **TREASURER(S)** - The Treasurer(s) shall (1) collect all monies and keep an accurate record of all receipts and disbursements on a weekly basis (daily if receipts on hand exceed \$ 250.00); (2) receive and deposit all Booster club monies in the Booster Club depositories; (3) make disbursements on instruction of the President(s) or Vice President(s); (4) make an oral financial report at each meeting; (5) provide the Secretary(s) with a monthly financial report on the status of the Booster Club and present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end; Copies should be available for review by the general membership within a reasonable timeframe, if requested; (6) provide reconciled bank statements along with other treasury reports for audit purposes; (7) keep an accurate account of all paid/unpaid booster club memberships; (8) file annual IRS form 990, 990-N or 990-EZ in a timely manner; (9) be one of the signatories on the booster club checking account. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the executive board; (10) file current financial reports at the end of each semester (December and June) with the campus principal/campus bookkeeper and the Director of Financial Services in Administration; (11) file sales tax reports as required by the comptroller's office (monthly, quarterly, or annually) and (12) submit records to audit committee appointed by the organization upon request or at the end of the year.
Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the Treasurer have an accounting background.

Section 6: **RECORDER/HISTORIAN(S)** - The Recorder/Historian(s) shall be responsible for publicizing the activities of the Majestics Booster Club functions. He/she will be responsible for assisting in photographic coverage of all Majestics functions, providing material to be delivered to area newspapers to publicize Majestics events. He/she will be responsible for the production of a monthly newsletter. He/she will maintain accurate files for the Booster Club. He/she will keep a current membership list to include the names and addresses of all Majestics parents with their home and work phone numbers; and copy this list to all of the Executive Board members and the Majestics Director.

Section 7: **PARLIMENTARIAN** - The Parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested. The Parliamentarian should be thoroughly familiar with the by-laws and any standing rules of the Booster Club.

Section 8: **WEB MASTER**-The webmaster shall be responsible for maintaining and updating the Majestic website on a regular basis. He/she will communicate with the director's and executive board members , update the monthly/yearly calendar, post pictures as well as other pertinent information.

ARTICLE VIII

Committees

Section 1: The President(s) with the approval of the Executive Board, shall seek volunteers to be appointed chairpersons of all standing and special committees and shall serve as ex-officio member(s) to all such committees and their chairperson as may be required.

ARTICLE IX

Executive Board

Section 1: The Executive Board shall have the supervision, control and direction of the affairs of the Booster Club. They shall determine its policies or changes therein, within the limit of these by-laws, and they shall actively prosecute its purposes and have discretion in the disbursement of its funds.

Section 2: The Executive Board shall transact necessary business during regularly scheduled monthly meetings set at the beginning of each fiscal year.

Section 3: The Executive Board shall be composed of the elected officers of the Booster Club, the Director of the Majestics, the Assistant Director of the Majestics, and the Principal or designee of McNeil High School.

Section 4: A majority of the members of the executive board present at a monthly meeting constitutes a quorum.

Section 5: The Executive Board member is expected to follow the same standards of conduct as district employees when chaperoning, sponsoring or attending student activities. Non-compliance can result in termination of that Board member from the Executive Board.

ARTICLE X

Parliamentary Authority

Robert's Rules of Order, Revised, 10th Edition shall govern this organization in all cases when they are not in conflict with these BY-LAWS, laws governing 501© and Round Rock Independent School District policies.

ARTICLE XI

Amendments

These **BY-LAWS** may be amended by a majority vote of the members present at any regular Booster Club meeting, provided the proposed amendment has been submitted in writing at the previous Booster Club meeting.

ARTICLE XII

The Booster Club shall operate as a non-profit organization, and no part of its assets shall inure any individual member. All net earnings shall go toward the projects of the Majestics. In the event this organization is dissolved, the Executive Board shall designate the distribution of all funds of the Booster Club in accordance with the laws governing non-profit organizations.

ARTICLE XIII

The McNeil High School Majestics Booster Club will operate in compliance with the Round Rock ISD Booster Club Guidelines which can be found on the RRISD website @ www.roundrockisd.org. Where there are discrepancies between these by-laws and the Round Rock ISD Booster Club Guidelines, the RRISD Booster Club Guidelines will take precedence with the exception of our fiscal year running June through May.

ARTICLE XIV

A scholarship program will operate in accordance with the Round Rock Independent School District published procedures.

BY-LAW REVISION DATES:

April 1993

Article V, Section 1
Article VI, Section 1A
Article VII, Section 4

August 1993

Article VII, Section 4A
Article VII, Section 5

April 1996

Article V, Section 1 and Section 3
Article VI, Section 1A and Section 3
Article VII, Section 1, 2, 3, 4A, 4B, 5 and 6
Article IX, Sections 2, 4, and 5
Article XI, Section 2

October 1997

Article III, Sections 1B and 1C
Article V, Section 2
Article VI, Sections 1A, 2A, 2B, and 3
Article VII, Sections 1, 2,3,4,5, and 6
Article VIII, Committees and Section 5

April 2003

Article VI, Section 1A
Article VII, Section 7
Article IX, Section 3 and 6

April 2004

Article VIII, Section II

July 2009

Article II

Article III, Section 1A, 2, 3
Article IV
Article V, Sections 1, 4 and 5
Article VI, Section 1A, B, C and D
Article VII, Role of Officers
Article IX
Article X
Article XIII

August 2011

Article III, Sections 1A and B, and Section 2
Article IV
Article V, Sections 1 and 3
Article VI Sections 1B, 2A and 3
Article X
Article XIV