

Leander High School Cheerleading Parent Support Group **Constitution and Bylaws**

ARTICLE I

Name of Organization

- 1.1 The name of the organization shall be the Leander High School Cheerleading Parent Support Group (hereinafter called “Parent Support Group” or “PSG”).

ARTICLE II

Purpose and Dissolution

- 2.1 This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, as amended. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons, except that the organization shall be able and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Section.
- 2.2 The purpose of the organization shall be to support the cheer program at Leander High School, while fostering pride, leadership, and spirit amongst the student body and community. This organization shall assist the Leander High School cheer coach(es) in reaching their goals for the cheer program. It shall provide financial support to the cheer program as deemed necessary by the cheer coach(es) and provide assistance for cheer activities as requested. Community involvement will be encouraged while striving to ensure that opportunities continue to be available to the cheer students of Leander High School. Cheer coach(es) shall not commit organizational funds without approval as specified in the organization’s procedures, constitution and by-laws.
- 2.3 The organization shall be a non-profit organization and shall be non-sharing and noncommercial.
- 2.4 The activities of the organization shall not conflict with the policies of the Leander High School or Leander Independent School District and shall be sanctioned by school officials.
- 2.5 Upon dissolution of the organization, the Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all the assets of the organization in such manner or to such other organizations that are organized or operated exclusively for charitable purposes that qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

ARTICLE III
Membership and Voting

- 3.1 Membership shall consist of cheerleading parent(s) or legal guardian(s). Any interested individuals desiring to support Leander High School cheerleading is also eligible for membership.
- 3.2 Membership is open to the community.
- 3.3 Cheerleaders may not have membership in the PSG.
- 3.4 There shall be no proxy voting.
- 3.5 Any member has the right to file a grievance by making such complaint in writing and submitting it to the Executive Board, Principal, and cheer coach(es). The Principal and cheer coach will determine whether the complaint has merit and should be pursued or dismissed.
- 3.6 At least one (1) adult representative per cheerleader is required to volunteer at two (2) PSG fundraising events per school year.

ARTICLE IV
Fiscal Year and Meetings

- 4.1 The fiscal year of the organization shall begin June 1 and shall end on May 31 of the following year.
- 4.2 General Membership meetings will occur in regular sessions not more than once a month, but at least six (6) times a year.
- 4.3 A reasonable effort shall be made to inform the general membership of time and place of each meeting of the organization, not less than five days prior to the date of the meeting by phone e-mail, or website.
- 4.4 A quorum of the general membership shall be a quorum of the Executive Board and at least five (5) voting members-at-large. In the event a quorum is not present, a lesser number may adjourn the meeting to a future date.
- 4.5 The Executive Committee may conduct the ordinary business of the PSG as approved by vote of the General Membership and will consist of the following: Elected Officers and Committee Chairs
- 4.6 Three (3) or more Executive Committee Members (other than the President) may call an Executive Committee meeting with 48 hours notice given.
- 4.7 All questions of parliamentary procedure, not provided for in the foregoing Bylaws shall be decided by reference to Robert's Rules of Order Newly Revised.

ARTICLE V

Officers

- 5.1 All officers will be elected by the general membership. The term of office will be one (1) year. Officers may serve more than two (2) consecutive terms in any one office if so voted by the general membership. The elected officers and committee chairs comprise the Executive Committee.
- 5.2 The officers shall consist of President, First Vice President, Second Vice President, Secretary, Treasurer, and Parents-At-Large. Members eligible for office shall consist of parents or legal guardians of students in the Leander High School cheer program during the school term in which they serve as Officer. They must also be a voting member in good standing of the PSG. Duties of the officers shall include, but are not limited to, the following:

The **President** shall preside at all PSG and Executive Board Meetings, appoint special committees, appoint the parliamentarian subject to approval of the Executive Board, and serve as ex-officio member of all committees except in the nominating committee. The President must have been involved in a high school cheerleading organization for at least one (1) year prior to taking office.

- a. Coordinate the work of the officers and committees to stay in focus of the Purpose of this organization.
- b. Call meetings, as he or she deems necessary with 48 hours notice by phone or e-mail, or website to the general membership and/or the Executive Committee.
- c. Confirm that a quorum is present at each meeting of the organization.
- d. Preside at all meetings of the association.
- e. Be authorized to sign on bank accounts.
- f. Be in possession of the website's "password".

The **First (1st) Vice-President** shall assume the duties of the President in his/her absence and shall automatically become President in case of death or resignation of the President.

- a. Preside at all meetings in the absence of the President.
- b. Act as aide to the President
- c. Act as the liaison between other booster clubs and other support organizations.
- d. Support the treasurer as needed.
- e. Be authorized to sign on bank accounts.

The **Second (2nd) Vice-President** shall be in charge of coordinating all PSG fundraising projects. (i.e. Fall/ Spring Clinics, Spirit Links, Dances, etc.)

- a. Will work with Executive Committee to appoint Chairpersons as needed to be in charge of fundraising events.
- b. Help chairperson get needed committee members for event.
- c. Shall maintain a current roster of members and utilizing the website where appropriate.

- d. Will be in charge of collecting all monies at events, and getting monies, accounts and receipts to the PSG Treasurer.

The **Secretary** shall record all proceedings of the meetings and the Executive Board in addition, shall handle all correspondence.

- a. Record the minutes of all meetings of the association.
- b. Present minutes from previous meetings at every general and board meeting.
- c. Send e-mails to membership.
- d. Update and keep current information on website.
- e. Be in possession of the website's "password".
- f. Keep a current copy of the by-laws.
- g. Perform necessary club correspondence.

The **Treasurer** shall collect all dues and care for the PSG funds, keep accurate records of and payments, submit a report at each Executive Board meeting, submit a financial report at each regular business meeting and an annual report at the close of his/her term of office. Prepares procedures for purchases of goods and/or services, authorizes disbursement of funds per an approved/amended budget, and disbursements in excess of an approved/or amended budget with prior approval of the Executive Board.

- a. Have custody of all funds of the association.
- b. Keep books of account and records, including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks, for five years.
- c. Make disbursements as authorized by the President, Executive Board, or member of the association in accordance with the budget.
- d. Sign on bank accounts.
- e. Present a financial statement at general meetings, Executive Board meetings, and at other times when requested by the association.
- f. Construct a full report of the year's activities at the end of the fiscal year.
- g. Be responsible for the maintenance of such books of account and records.
- h. Submit books for auditing as requested.
- i. Work with the Executive Board in establishing an annual budget to be presented to general membership at the start of each school year.
- j. Ensure Texas sales taxes are collected and disbursed and all federal tax forms are filed.

The **Parents- At -Large** will serve on the Executive Committee, plus be members of the Special Events Committee and will notify all parents of their respective squad of any information deemed necessary by the Coach(es) or Executive Committee. A parent representative from each squad will be elected by the membership of their respective squads at the May meeting.

All Officers and Chairpersons shall:

- a. Act as a leader in their respective office or of their committee and steer their committee to accomplish the goals and purposes of the organization.

- b. Keep a good record of their activities to pass on to the next officer/parent-at-large.
- c. All officers shall deliver to their successor's official material no later than thirty (30) days following the date on which new officers assume their duties.

ARTICLE VI

Executive Committee

- 6.1 The affairs of the organization shall be conducted by the Executive Committee. The Executive Committee shall consist of the elected officers, parents-at-large, the cheer coach(es), and the Chairpersons of the Committees established under Article VIII of these by-laws.
- 6.2 A quorum of the Executive Committee shall be defined as four (4) members and must include at least two (2) officers. The President or Vice President must be one of the officers present.
- 6.3 The Executive Committee shall act for the organization as necessary between regular meetings, set meeting time and place, and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general membership in regular or called meetings.
- 6.4 The Executive Committee will meet prior to each General Membership meeting and at such times as deemed necessary to effectively determine and carry out the purpose of the organization. Committees will submit reports at general meetings.
- 6.5 Each Executive Committee member must be a voting member in good standing and whose child is currently a member of the cheer program.

ARTICLE VII

Elections

- 7.1 The Nominating Committee shall consist of a Chairman and two (2) other members chosen by the Executive Committee from the voting membership-at-large. The Nominating Committee shall consist of these three members. The Nominating Committee shall meet annually in April after try-outs to make a nomination ballot. At the May meeting, Nominating Committee will present its nominees for officers for the following year. Following presentation of the report of the Nominating Committee, any member may make additional nominations from the floor. A nomination must receive a second in order for the person nominated to become a nominee.
- 7.2 The Nominating Committee must submit a written report to the Vice President listing nominees for each office to be filled. A majority of the members of the Nominating Committee must sign the report.

- 7.3 A married couple shall be considered as one nominee for purposes of holding an office.
- 7.4 Following nominations, officers shall be elected by the voting membership-at-large at a meeting in May for a one-year term commencing June 1. The term shall run through May 31 to coincide with the fiscal year, which runs for the same period.
- 7.5 All officers shall be eligible for re-election to the same position for more than two (2) consecutive terms if so voted by the general membership.
- 7.6 Any vacancy in an office occurring may be filled by appointment of the Executive Committee for the unexpired portion of the term. Officers not wishing to complete a term of office should submit a Letter of Resignation to the Executive Committee.
- 7.7 A majority vote of the general membership shall be required to remove any officer of the PSG.

ARTICLE VIII

Committees

- 8.1 The President will appoint chairpersons of each committee only if volunteers are not forthcoming.
- 8.2 The following committees may exist within the LHS Cheerleading Parent Support Group:
- Fundraising
 - Communications and Phone Tree
 - Photos/ Video
 - Public Relations
 - Service Projects
 - Bylaws Committee
 - Special Events Committee
 - Scholarship
 - Nominating
 - Webmaster

A minimum of three (3) committees will be formed each year.

- 8.3 Committee chairs shall be appointed by the President with the consent of the officers. All committees shall be composed of a Chairperson and a minimum of two (2) other members. Any voting member in good standing shall be eligible for committee chairperson or committee membership. All chairpersons will select his/her own committee members from the membership of the PSG. A poll can be taken of the membership regarding committee preferences.

- 8.4 Each committee will responsible for creating and/or maintaining an update pertaining to their respective activities as necessary. A copy of this update will be turned over to the incoming committee members each year.
- 8.5 The **Fundraising Committee** shall work with the 2nd Vice President as to coordinating all PSG fundraising projects.
- a. Fall / Spring Cheer Clinics
 - b. Spirit Links
 - c. Any additional Fundraising actives
- 8.6 The **Communications and Phone Tree Committee** will be responsible for maintaining a phone tree of parents for trips, activities and “away” football games. This function may be assigned to the respective teams’ Parents-at Large positions.
- 8.7 The **Photo/ Slides/ Video Committee** will be responsible for organizing group and individual pictures, slides, and videos for banquet and for keeping a photo record of each year’s activities (i.e. scrapbook, video, etc.)
- 8.8 The **Public Relations Committee** will be responsible for publicizing the Cheerleading organization, dealing with newspapers and media, getting articles and pictures published, etc. Subcommittees may be formed to manage each activity.
- 8.9 The **Service Projects** will be responsible for choosing, getting approval for, and organizing all aspects of at least one service project per year. This function may be assigned to Squad Captains.
- 8.10 The **Bylaws Committee** will be responsible for review of constitution and bylaws as well as making recommendations of changes to the constitution and bylaws.
- 8.11 The **Special Events Committee** will be responsible for the planning of the banquet, inductions and initiation and other approved events. Subcommittees may be formed to manage each activity. The parents-at –large will be members of this committee and any additional members-at-large as needed.
- 8.12 The **Scholarship Committee** shall be responsible for coordination of the applicant screening and selection process regarding the award of scholarship funds to worthy and deserving student athletes provided monies available in budget.
- 8.13 The **Nominating Committee** shall be responsible for coordination of the annual officer election process established pursuant to Article VII of these bylaws.
- 8.14 The **Website Committee** will consist of a webmaster and any additional members as needed to maintain an update website.
- 8.15 All committees will be responsible for stimulating interest in all cheerleading activities. Each chairperson may select assistants for each activity to promote spirit and display of good citizenship at all events. The chairpersons, with permission of

the Coach(es), may also ask for the involvement of one or more cheerleaders on the committee if necessary for the success of the activity.

- 8.16 Other committees, either standing or temporary may be established by the Executive Committee.

ARTICLE IX General

- 9.1 All policies relating to the Leander School Cheerleading Parent Support Group will be under the jurisdiction of the Cheerleading Coaches and the LHS administration according to the UIL rules and take precautions not to interfere with the curriculum and direction of the cheerleading coaches.
- 9.2 All uniforms and equipment purchased by the PSG will become the property of Leander ISD.
- 9.3 A budget will be approved by the majority of the general membership at the first meeting in September or at the earliest feasible meeting.
- 9.4 All fundraising must benefit the LHS Cheer/PSG as a whole, not its individual members.

ARTICLE X Amendments

- 10.1 This Constitution may be amended by a three-fourths vote of the voting members present if any amendment is presented in writing and read at the previous regular meeting. All members must be notified of the amendment at least two weeks prior to the date of the meeting in which the vote to amend is to be taken.