

***BY-LAWS
OF THE KINGWOOD FILLIES
DRILL TEAM BOOSTER CLUB***

Article I. Name

The name of the non-profit corporation is KINGWOOD FILLIES DRILL TEAM BOOSTER CLUB, “the Organization.”

Article II. Articles of Organization

The Organization exists as a non-profit corporation, incorporated under the laws of the State of Texas. These By-laws may be amended from time to time as hereinafter set forth.

Article III. Purpose

The purpose of the Organization is to foster and support the objectives and achievements of the Kingwood Fillies, the Kingwood High School dance team. This is done through recognition, fund-raising, and other support activities.

Article IV. Membership

Membership in the Organization is extended to any person interested in the purpose for which this Organization is formed who is willing to uphold the policies of the Organization and agree to these By-laws.

Article V. Dues

Any person eligible for membership in the Organization may participate as a voting member by payment of annual dues as determined by the Executive Board.

Article VI. Government

Section 1

The organization functions as a corporation with membership and elected officers. The government of the Organization shall be under the supervision of the Executive Board, see *Section 4*. All policies and matters concerning the policies of the Organization shall be decided by a vote of the Executive Board and the membership (except as expressly excluded in these By-laws), and no motion shall be carried without a favorable vote from the majority of those present at a duly constituted meeting. In the case of a tie vote, the President shall cast the deciding vote.

Section 2

The Executive Committee composed of the President, President Elect, Vice President—Membership, Vice President—Fundraising, Vice President—Publicity, Vice President—Sponsorship, Secretary, and Treasurer shall be elected annually in the month of April and each officer shall continue until his or her successor has been elected and transitioned through a period ending June 1.

Section 3

Chairpersons for standing committees are selected through volunteer sign-up at a meeting to be determined by the Executive Committee. In the absence of a volunteer for any standing committee, the Executive Committee will solicit volunteers within the membership.

Section 4

The Executive Board shall consist of the Executive Committee and, subject to the provisions of Article IX, Section 3 of the Organization's By-laws, the New Member Representative.

Section 5

The President is not a voting member of the Executive Board, except as provided in Article VI, Section 1 of these By-laws. The Fillie Director is an advisory member of the Executive Board, without the right to vote.

Section 6

A two thirds (2/3) majority of the membership of the Board shall constitute a quorum, and a majority vote of those present shall govern, except where otherwise specifically provided for in these By-laws of the Organization or in Roberts Rules of Order.

Section 7

The Executive Board shall have the power (by a 2/3 vote by ballot of those present at any regular or special meeting) to dismiss any board member who has not performed his or her allotted duties, provided that all Board Members and the person concerned shall have been notified at least two (2) days in advance thereof that such action will be considered at the meeting. The person concerned shall have the right to attend the meeting and be heard in this matter.

ARTICLE VII. Officers and their Duties

Section 1

- A. The officers of the Organization shall consist of a President, President Elect, Vice President—Membership, Vice President—Fundraising, Vice President—Sponsorship, Vice President—Publicity, Secretary, and Treasurer.
- B. Officers shall be elected annually in the month of April.

- C. Officer transition period will begin at the close of the Organization Meeting in April and continue until June 1. New officers shall assume their official duties on June 1 and shall serve for a period of one year.
- D. All officers of the Organization shall be members of the Organization in good standing in the year comprising their term of office.
- E. Persons entitled to vote annually for upcoming officers are all Members in good standing.
- F. Each officer shall keep a record of work completed during the year and shall provide it to his/her successor prior to June 1.

Section 2

- A. Each year in February a nominating committee will be formed to recommend Executive Committee members for the upcoming year. At the general meeting in February, the President will request three volunteers from the general membership and two volunteers from the Executive Board to sit on this committee and the membership will vote on approval of the committee. The President shall appoint the Chairperson.
- B. The nominating committee shall select at least one nominee for each Executive Committee office to be filled. This slate shall be presented to the membership at the general meeting in March. Additional nominations may be made and/or accepted from the floor. The election shall be held at the general meeting in April. For offices with only one nominee, the membership is asked to vote, requiring a majority vote for election. If more than one individual is nominated for the office, the vote will be taken by ballot. The nominee gaining the majority vote is elected.
- C. Only those persons who consent to serve if elected, shall be eligible for nomination. The nominating committee shall obtain this consent before the nominee list is taken to the membership for a vote.

Section 3

A vacancy occurring in any office within an unexpired term may be filled by a majority vote of the Executive Board and the membership. Nominations may be taken by soliciting the general membership for volunteers or by nominations taken in the setting of a general meeting. Voting is accomplished as described in Article VII, Section 2-B.

ARTICLE VIII. Executive Committee and Duties

Section 1

The President shall preside at all meetings of the Organization and the Board, and shall perform such other duties as may be prescribed in these By-laws or assigned by the Organization or by the Board, and shall coordinate the work of the officers and committees in order that all objectives may be promoted.

Section 2

The President Elect shall organize the membership, assist the President, perform the duties of the President in the absence of that officer, and perform other duties as delegated by the President.

The Vice President—Membership shall organize the membership, assist the President, coordinate merchandise sales, and perform other duties as delegated by the President.

Section 3

The Vice President—Fundraising shall chair the fund raising evaluation committee (which makes recommendations for activities to pursue in a given year), act as a resource to standing committee Chairpersons to facilitate the operation of these activities, and perform other duties as delegated by the President.

The Vice President—Sponsorship shall chair the sponsorship committee (which solicits and implements business and parent sponsorships of the Organization), and perform other duties as delegated by the President.

Section 4

The Vice President—Publicity shall organize and oversee publicity, advertising and marketing for the Organization, maintain brand standards for the Kingwood Fillies and the Organization, and perform other duties as delegated by the President.

Section 5

The Secretary shall record the minutes of all meetings of the Organization and the Board and shall perform other duties as may be delegated. Concise minutes for the Booster Club and Board meetings are emailed to the membership for approval.

Section 6

The Treasurer shall receive all monies of the Organization and shall keep an accurate record of receipts and expenditures and shall pay out the funds in accordance with the approved budget as authorized by the Organization. The Treasurer shall present a financial statement at every general meeting of the Organization, and at other times as requested by the Board, and shall make a full report annually.

The Treasurer's accounts shall be examined upon completion of the Organization's year ending transactions by an auditor or an auditing committee of not less than three (3) members, who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report. The President serving the term of the report shall also sign the audit statement certifying its conformity to the Organization's By-laws. The auditing committee shall be appointed at the April meeting, prior to the election of new officers. The financial audit is to be completed by July 1 of the year ending.

ARTICLE IX. Executive Board and Duties

Section 1

The Executive Board, made up of the Officers, and subject to the provisions of Article IX, Section 3 of the Organization's By-laws, the New Member Representative, will receive all materials related to the duties of their positions, such as record books from their predecessors, prior to June 1.

Section 2

The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between the Organization meetings and other such business as may be referred to it by the Organization.
- B. To collect and prepare business to be presented at the monthly general meetings of the Organization.
- C. To structure plans for the budget for approval of the Organization.
- D. To assist standing committees as needed.

Section 3

The New Member Representative, appointed each year by the Executive Committee, shall attend Executive Board meetings and shall assist the organization as a resource for continuity of information as changes in leadership occur. At the end of his or her term, this person will assist the President in collecting record books from each standing committee and officer to be passed on for the upcoming year. This person will also assist the Vice Presidents as needed.

In the event that on June 1 the number of new members on the Kingwood Fillies is less than ten, the Executive Committee, at its discretion, may elect to not appoint a New Member Representative.

ARTICLE X. Standing and Special Committees

Section 1

- A. Standing committees shall be created and empowered by the Executive Committee as deemed necessary to promote objectives and carry on the work of the Organization.
- B. Chairpersons of the standing committees are solicited through volunteer sign-up at the beginning of each year. Those positions not filled through this process will be filled through recruiting by the Executive Committee, as directed by the President. Chairpersons are appointed for one year.

- C. The chairperson of each standing committee shall present a plan of work to the Board and membership for approval.
- D. A record of work completed, duties involved in the position, and suggestions for future improvements will be kept during the year by each Chairperson, and shall be provided to the Chairperson's successor.

Section 2

The Executive Board has the authority to form special committees and appoint members or to delegate the appointment of members for these committees. The membership may also form special committees by bringing a motion to vote at a general meeting.

Section 3

The President and Director shall be ex-officio members of all committees without the right to vote.

ARTICLE XI. Meetings

Section 1

Monthly general meetings shall be held for the Organization.

Section 2

The Board may also conduct meetings, at its discretion, prior to the monthly general meeting of the Organization, to facilitate the accomplishment of its duties, as described in Article IX Section 2. Such board meetings may be called by the President or be called at any time by request of at least three members of the Executive Board. Board members are to be notified of such meetings at least two (2) days in advance. These meetings are open to the general membership of the Organization.

Section 3

Minutes from Booster Club and Board meetings, taken by the Secretary, will be emailed to the membership for approval at the next general meeting.

Section 4

The Board shall have a system in place to notify the membership of meeting dates.

Section 5

The privilege of introducing motions, debating, and voting shall be limited to members of the Organization who are present and whose current dues are paid. Membership will run from June 1 through May 31.

Section 6

A quorum shall be 1/10th of the registered membership.

Section 7

Roberts Rules of Order, newly revised, shall govern the proceedings of all meetings except where they conflict with the By-laws of the Organization.

ARTICLE XII. Financial Policy and Assets

Section 1

Matters pertaining to the finances of the Organization are decided by the Executive Board in conjunction with the general membership through the review, discussion, and voting processes conducted in general meetings. A common treasury, or general fund, will be maintained.

Section 2

Monetary funds of the Organization shall be deposited with an acceptable bank approved by the Executive Board. Principal signing authority for withdrawal of funds shall be by the Treasurer and any one of the following: the President or any Board member designated by the Board to be given check-signing authority.

Section 3

The budget for each standing committee is established at the beginning of the year by the committee chairperson as a financial budget line item. The budget is presented to the Board and approved by the Organization. The Executive Committee and committee chairperson must authorize expenditures for budgeted items that exceed the approved budget amount.

Section 4

The financial budget is presented and voted on for Organization approval at the first general meeting of the new school year. The budget year will run from June 1 until May 31. Changes during the year in the financial budget line items must be approved by the Executive Board and by a majority vote of the general membership.

ARTICLE XIII. Amendments

These By-laws may be amended, repealed, or revised at any general meeting of the Organization by a two-thirds vote of at least twenty-five percent of the voting registered membership. For purposes of amending the By-laws of the organization, voting registered membership shall be any parent or guardian of an active Fillie. Notice of such change, with the signature of the President or Secretary, must be given at least fifteen (15) days before the meeting at which such proposed change shall be submitted to vote.

I certify that I am the duly elected and acting Secretary of the Kingwood Fillies Booster Club and that the foregoing By-laws constitute the By-laws of the Organization. These By-laws were amended at a meeting of the general membership held on June 3, 2014.

Secretary

President