

Conroe Golden Girls Booster Club By-Laws

ARTICLE I - NAME

- The name of the organization shall be the Conroe Golden Girls Booster Club hereafter referred to as “GGBC” or “the club.”

ARTICLE II - PURPOSE & POLICIES

Section A - Purpose - The purpose of the club shall be for the moral and financial support, enhancement and perpetuation of the Conroe Golden Girls drill team, hereinafter referred to as “drill team”.

Section B - Policies

- There shall be no discrimination of drill team members due race, color, national origin, sex, or religion.
- Each member shall receive equipment items or garments and shall benefit equally from any support or aid afforded to the team by the GGBC General Fund. Any variations in color or style of equipment and garments shall be so designated by the drill team director(s).
- The club shall function as a non-profit organization.
- At no time shall any club member use the name or the organization of the “Golden Girls” for any personal enhancement, promotion or profit.
- The Executive Board may allocate to each drill team member an individual sum for their pro rata share of the projected budget of the total drill team expenses for the current school year (see dues).
- A Golden Girl will be considered to be in good standing when all academic obligations have been met and financial obligations are current.

ARTICLE III - MEMBERSHIP AND DUES

Section A - Membership

- Membership in the club shall be open to parents and immediate family members of current Golden Girl members.
- Immediate family shall be defined as parents, guardians, grandparents, or siblings that are at least 18 years of age and are no longer students of Conroe ISD.

- Membership in the club will be established with the first installment of the annual booster club dues. Membership will be considered in good standing if all financial obligations are current.
- Upon receipt of the first dues payment, one membership is vested per family, per Golden Girl member.

Section B - Dues - The annual membership dues will be set during the annual budget meeting, which includes all board members and the director(s); and thereafter collected on a schedule set by the Executive Board each year.

ARTICLE IV - MEETINGS

Section A - General Meetings

- The drill team director(s) shall be notified in advance of all general membership meetings.
- The frequency and time of general meetings will be determined by the newly elected board.
- Notice of a general meeting will be given to the club membership at least three (3) days in advance of that meeting.

Section B - Special Meetings

- A special meeting may be called as follows:
 - By the President or Director(s).
 - By the Executive Board following a majority consent of the board.
 - Upon petition to the Executive Board by a quorum of the club membership.
 - By Committee Chairs for purpose of committee specific issues, as required to fulfill the requirements pertaining to that committee.
- Notice of a special meeting will be given to the club membership at least three (3) days in advance of that meeting and such notice shall state the purpose of that meeting.

Section C - Attendance and Procedures

- All general and special meetings shall be open to club members and drill team members in good standing, the drill team director(s), and school officials.
- One vote shall be vested per membership.
- The attendance of ten (10) members at a meeting, whether executive, general, or special, shall constitute a quorum.
- A majority vote of the members in attendance at any general or special meeting shall be required for the adoption of any motion.

ARTICLE V - ELECTIONS AND TERM OF OFFICERS

Section A - Nomination

- The nomination of Executive Officers shall be made by a nominating committee, assigned by the club president and approved by the director(s), consisting of five (5) club members in good standing.
- The nomination committee shall include two (2) senior parent club members, one (1) junior parent club member, one (1) sophomore parent club member, and (1) freshman parent club member.
- Members of the nomination committee shall remain anonymous; all discussions held during the nomination committee meetings shall remain confidential.
- The nominating committee shall choose from the executive officer candidates, one member to serve as the 1st Vice President, and one member to serve as the 2nd Vice President.
- The slate will be presented to the director(s) for approval before the slate is presented to the general membership at the regular May meeting. It will be the duty of the nominating committee to determine if the office is to be filled by either an individual or by multiple individuals.
- All of the nominated officers must be an immediate family member, as defined in Article III, Sec. A.
- The slate will be presented at the May general meeting; additional nominations may be made from the floor with the prior consent of the nominee.

Section B - Election & Vacancies

- The election of Executive Officers shall occur during the general May meeting.
- Executive Officer vacancies will be filled by nomination and vote during any general meeting

Section C - Term

- The term of Executive Officers will be a period of twelve months commencing July 1st.
- No member shall hold the same office for more than two (2) consecutive years, unless unanimously agreed upon by the remainder of the executive board and the director(s).

Section D - Removal

- Removal of any Executive Officer from their position may be accomplished by a majority vote of the membership present at a general meeting, or at a special meeting if proper notice of the purpose of the special meeting has been given, provided a quorum is present at that meeting.
- Any Executive Officer convicted of a felony offense shall automatically be removed from office.

ARTICLE VI - EXECUTIVE OFFICERS AND THEIR DUTIES

Section A - Officers - Officers of the Executive Board include:

- President
- Costume & Uniform Chair
- Social Committee Chair
- Fundraising Chair
- Secretary
- Treasure & Co-Treasurer
- Reporter

Section B - Duties

- President:
 - Preside at all Executive Board and general meetings.
 - Serve as an ex-officio member of all other committees except the Nominating Committee and the Line of Gold Scholarship Committee.
 - Appoint the chair and members of all committees.
 - Selects the Nominating Committee, with the approval of the director(s).
 - Compose the agenda for all monthly meetings.
 - Act as liaison with drill team director(s).
 - Oversees maintenance and compliance with By-Laws.
 - Approve/deny any changes or additions to any committee chairs or co-chairs.
 - Appoint temporary committees as deemed necessary to carry out the objectives of the booster Club.
- 1ST Vice President: shall be chosen by the nominating committee from the executive board nominees. The 1st Vice President will perform all duties of the President in the absence of the President at such time as the performance of those duties is required
- 2ND Vice President: shall be chosen by the nominating committee from the executive board nominees. The 2ND Vice President will perform all duties of the President in the absence of the President and 1ST VP, at such time as the performance of those duties is required
- Costume & Uniform Chair
 - Must be able to perform his/her duties during daytime hours as requested by the director(s), including, but not limited to:
 - ◆ The issuance and return of all uniforms and costumes
 - ◆ Inventory control
 - ◆ Laundering and care of costumes and uniforms
 - ◆ Additional costume requests by the Director(s)

- Social Committee Chair
 - Serves as official team hostess.
 - Works with Hospitality to secure donations for social events as needed.
 - Plans and coordinates social events for the GGBC and drill team, including, but not limited to Ice Cream Social, Christmas Party, and End of Year Banquet.
 - Must be able to perform his/her duties during occasional daytime hours as requested by the director(s).

- Fundraising Chair
 - Serves as General Fundraising Committee Chairman.
 - Responsible for providing adequate fundraising opportunities in order to cover the GGBC's projected expenses, based upon the approved budget for the appropriate school year.
 - Policies and guidelines for this fund will be determined by the chair, Executive Board and the director(s).
 - General fundraising committee chair will coordinate with the LOG Fundraising Chair.
 - Committee Chair shall recommend the annual fundraising activities it deems appropriate. Plans for these activities shall be presented to the membership for approval. Upon approval, the Fundraising Committee shall institute and conduct these activities.

- Secretary/Co-Secretary
 - Serves as recording officer and as custodian of all records, except the Treasurer's books.
 - Records minutes of all Executive Board and general meetings, as well as other special meetings upon request by the committee chair or president.
 - Shall present to any member upon request, at any reasonable time, any or all records for inspection.
 - Shall provide copies of the Executive Board meeting minutes to the Executive Board, and copies of the general meeting minutes to all booster members, including those not present at the meeting.
 - Notify members of meetings, and keep attendance at all meetings by:
 - ◆ Providing a sign-in sheet for all members in attendance at general meeting;
 - ◆ Furnish the director(s) with a copy of the sign-in sheet
 - ◆ Maintain the original with the meeting minutes.

- Treasurer
 - Maintain booster club checking and savings accounts.
 - Pay expenses incurred by the membership, at the direction of the Executive Board, as approved by the club President (or in the absence of the President, the 1st Vice President may give approval), as directed in Article VII, Section D.
 - Balance bank statements monthly.

- Submit a current financial report to the membership at all regular meetings, or at special meetings at the direction of the President.
 - Present an annual report for the period June 1st – May 31st to the audit committee one week after the end of the term.
 - Coordinate with Director(s), Fundraising VP and/or fundraising chairs, for the collection of monies during fundraising events.
- Co-Treasurer(s)
- As directed by the Treasurer, collect and maintain records of all booster club membership fees and dues paid by members.
 - As directed by the Treasurer, collect and maintain records of additional funds received from members for trips or other activities.
 - Provide a report to individual members, if requested, stating the status of their financial obligation.
 - Provide a monthly report of membership dues status to the president, treasurer, and director(s).
 - Sign as secondary signer on checks, as needed.
 - In the absence of the Treasurer, the Co-Treasurer will be authorized to sign as first signatory on checks and assume other Treasury duties as necessary.
 - At the direction of the Treasurer, coordinate with director(s), Fundraising Chair, and LOG Fundraising Chair for the collection of monies during fundraising events.
- Reporter
- Responsible for all matters pertaining to public notices and publicity, including, but not limited to, newspaper ads, internet ads, monthly or weekly community approved published notices, and billboards, for all drill team performances, events, team awards, club activities and booster general fundraising events.
 - Shall maintain and update the Golden Girl website and Social Media sites. No new social media sites may be added without the approval of the director(s).

ARTICLE VII - EXECUTIVE BOARD

Section A – Members - The members of the Executive Board, also known as the “board” will consist of the Executive Officers of the club and the drill team director(s).

Section B – Meetings

- Meetings may be called by the President or a majority of the members of the Executive Board.
- All board meetings shall be open to Executive Officers in good standing, drill team director(s), and school officials.
- Notice of meetings will be given to the board at least three (3) days prior to the time of that meeting, and such notice shall state the purpose of the meeting.
- A majority of the members of the Executive Board will constitute a quorum.

Section C – Duties

- Prepare a budget for the appropriate school year to be presented and voted upon at the first general meeting for the following school year (Ice Cream Social or replacement Welcome Event held in either May or August).
- Consider recommendations for the disposition of funds surplus to the budget, and to prepare those recommendations for presentation to the membership.
- Hear reports and recommendations of standing or special committees, and prepare the same for presentation to the club.
- Perform any special function that may be assigned to the Executive Board by the club membership through the due process of motion and adoption.

Section D – Financial

- All funds received by the club, whether through fundraising, membership dues, or personal contributions, shall be deposited by the club's duly elected Treasurer in a club designated banking institution, within 10 days of receipt.
- All funds deposited in an interest-bearing account shall be used solely for the drill team for the equal benefit of all members.
- The Treasurer, Co-Treasurer(s) and the President will be authorized to sign on the checking account; two signatures are required on each check.
- Additional members of the executive board may also be added as signers as needed.
- Members may present receipts for reimbursement, as approved by their committee chair or the president; receipts must be stand-alone and may not include any personal items without approval by the chair or the president.
- Receipts for reimbursement must be presented within 30 days of purchase, or 30 days after the event the purchase was for, whichever is later, or reimbursement will be forfeited.
- No check may be signed by the Payee.
- Treasurer or Co-Treasurer must be present at all fundraising events, and will be responsible for the collection and management of funds during the event.
- Treasurers may not perform duties of the treasurer while working a fundraising event as a committee chair or committee member.
- The Executive Board will leave adequate money in the checking account to pay any final drill team expenses incurred during their term. Any monies left will be carried forward and will be included in the budget for the next term.

ARTICLE VIII – OTHER COMMITTEES

Section A – Standing Committees

- The Membership Committee will be responsible for the compilation and distribution of the membership directory at the beginning of the school year.
 - The committee will provide name tags for each executive board member and each committee chair.

- Work with the directors to print and distribute the Golden Girls Contract and the GGBC By-Laws for distribution at the first general meeting for the following school year (Ice Cream Social or replacement Welcome Event held in either May or August).
- The Class Representatives shall represent their class's interests at meetings and should help with orientation of all new club and drill team members
- The Historian and/or End of Year Video Committee will provide a scrapbook or compilation video at the end of the school year.
- The Line of Gold (LOG) Scholarship Fundraising Committee shall be responsible for soliciting and fundraising for the Line of Gold Scholarship Fund. Policies and guidelines for this fund will be determined by the chair, Executive Board and the director(s).
 - LOG fundraising committee chair will coordinate with the VP of Fundraising.
 - LOG fundraising committee chair will not hold a seat as LOG Scholarship Committee Chair or Representative.
 - A savings account will be maintained by the treasurer, for the depositing and distribution of funds.
 - Reports of the fund will be included along with the Treasurer's monthly report to membership, upon request.
- The Line of Gold (LOG) Scholarship Committee shall be responsible for the awarding of the Line of Gold Scholarships to eligible seniors.
 - LOG scholarship committee will consist of three (3) members; one (1) junior parent, who will serve as committee chair; one (1) sophomore parent; and (1) freshman parent.
 - The junior representative/chair will automatically be filled by the sophomore rep from the previous year, unless that member is unable to fulfill the position; likewise, the sophomore rep will automatically be filled by the freshman rep from the following year, unless that member is unable to fulfill that position.
 - Policies and procedures for distribution of the scholarships shall be determined by the chair, Executive Board and the director(s), with approval by CISD administration.
 - Any senior Golden Girl may apply for a Line of Gold Scholarship provided all accounts with the booster club and activity accounts have been cleared, and all demerits have been cleared. There shall be no discrimination due race, color, national origin, sex, or religion.
 - Successful completion of the scholarship application does not guarantee a scholarship award.
 - Line of Gold Scholarships are not needs-based, but rather awarded on a graduated scaled based on a system of points. Applicants are awarded points based on completion of the application packet, Golden Girl membership,

- teacher/ director(s) recommendations, academics, an interview with the LOG committee, and an essay.
- Seniors that receive a scholarship award will notified no later than the End of Year Banquet. Details of these awards shall be considered personal and private information; following the Family Education Right to Privacy Act (FERPA), this information will only be shared with the Scholarship Committee, the treasurer, and the student and/or parent on record with the school.
 - LOG Scholarship Chair will notify the Treasurer of scholarship dispensations, but will not sign scholarship checks.
 - The Transportation Committee shall be responsible for chaperoning drill team members at football games and other activities as deemed necessary. The committee is responsible for the equipment used by the team at games and other activities. This committee will coordinate transportation for the drill team at the advisement of the director(s).
 - The Audit Committee shall be composed of two (2) non-board members as selected by the President and Director(s). The committee shall review the annual report for the period Beginning July 1st and ending June 30th, of the appropriate school year, as submitted by the Treasurer. The Audit Committee shall make their audit report available to the membership upon request. In addition, a copy will be maintained by the president, director(s), and treasurer.
 - Members of the Audit Committee shall remain anonymous to anyone other than the Audit Committee members, the President, and the Director(s).
 - All information discussed within the audit meeting(s) shall remain confidential.

Section B – Special Committees - Special committees may be appointed, as deemed necessary, to further the purpose of the club, by the president.

ARTICLE IX – PARLIAMENTARY PROCEDURE - The authority for parliamentary procedures of the club shall be ROBERT’S RULES OF ORDER.

ARTICLE X – AMENDMENTS - These By-Laws may be amended at any general meeting by a majority vote of the members in attendance provided a quorum is present and consideration given at a previous general meeting.