

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 to race, ethnicity, gender, or religion.
- Each member shall benefit equally from any support or aid afforded to the team by the GGBC General Fund. All equipment, items and/or garments received shall be uniform in quantity and appearance. Any variations in color or style of equipment and garments shall be so designated by the drill team director.
- The club shall function as a non-profit organization.
- At no time shall any club member use the club or the name “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 no longer students of Conroe ISD.
- Membership in the club will be established with payment of the initial dues deposit at the beginning of the school year. The amount of the dues deposit shall be established annually by the GGBC Executive Board.
- Upon payment, one membership is vested per drill team member. Membership is considered in good standing if all financial obligations are up to date.

Section B – Dues

The annual membership dues will be set during the annual budget meeting, which includes all board members and the directors; and thereafter collected on a schedule set by the Executive Board each year.

Section C – Dues Assistance

Dues Assistance is for the purpose of supplementing the dues payments of those Golden Girls who struggle to make dues payments after the initial dues deposit and who meet the following criteria:

- ◆ No permanent demerits
- ◆ Qualify for the free or reduced lunch program OR
- ◆ Experience an unforeseen catastrophic event (e.g. flooding, fire, etc.)

To be eligible, the Golden Girl must submit a confidential application to the Directors for review. The Directors shall review the application, and if approved, shall present the request to the Executive Board. The amount to be awarded will be decided by the board and is subject to the availability of funds. These funds are to assist with dues only, and do not apply to gear, camp, contest, or trip fees.

ARTICLE IV – MEETINGS

Section A – General Meetings

- The drill team directors 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 Directors.
 - 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 general meeting shall constitute a quorum.

- The attendance of a majority of Executive Officers at an Executive Board Meeting shall constitute a quorum.
- A majority vote from the quorum at any general, Executive Board, 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, 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 slate will be presented to the director 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 one individual or multiple individuals.
- All of the nominated officers must be an immediate family member, as defined in Article III, Section A.
- The slate will be presented at the May general meeting and 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 may 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.

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.
- Any Executive Officer whose Golden Girl member leaves the organization shall be automatically removed from office.

ARTICLE VI – EXECUTIVE OFFICERS AND THEIR DUTIES

Section A – Officers of the Executive Board:

- President
- 1st Vice President/Fundraising Chair
- 2nd Vice President/Social Chair
- Line of Gold Fundraising Chair
- Secretary
- Treasurer & Co-Treasurer(s) as needed.
- 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.
 - Act as liaison between the families and the drill team directors.
 - Oversee maintenance and compliance of the By-Laws.
 - Appoint special committees as deemed necessary to carry out the objectives of the booster Club.
- 1st Vice President/Fundraising Chair
 - Oversee and plan all general fundraising committees and events
 - Responsible for providing adequate fundraising opportunities to cover the GGBC's projected expenses for the school year, based on the approved budget
 - Act as President if President become unavailable
- The 2nd Vice President/Social Chair
 - Plan and coordinate social events for the team, including but not limited to Ice Cream Social, Christmas Party, and End of Year Banquet
 - Act as President if President and 1st VP become unavailable
 - Volunteers at all fundraising events of GGBC
- Line of Gold Fundraising Chair
 - In coordination with the 1st VP/Fundraising Chair, oversee and plan all fundraising for LOG Scholarships
 - Responsible for arranging fundraising activities and donation opportunities to meet the goals of the Line of Gold Scholarship Fund.
 - Volunteer at all fundraising events of GGBC.
- Secretary/Co-Secretary
 - Serve as recording officer and as custodian of all records, except the Treasurer's books.

- Record 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.
 - 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 directors with a copy of the sign-in sheet.
 - ◆ Maintain the original with the meeting minutes.
 - 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 in attendance.
 - Volunteer at all fundraising events of GGBC.
- 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)
 - 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, 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.
 - 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, Fundraising Chair, and LOG Fundraising Chair for the collection of monies during fundraising events.
- Reporter
- Maintain Golden Girls Private Facebook Group and Golden Girls Public Facebook Page
 - Promote all Golden Girl Fundraising Events on Social Media.
 - Promote engagement and interaction of members and their families through regular posting and communication of pertinent information.
 - Volunteer at all fundraising events of GGBC.

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 directors.

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 the budget for the school year to be presented and voted upon at the August general meeting.
- 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 Line of Gold (LOG) **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 directors, as outlined in the Golden Girls Handbook.
 - LOG Fundraising Committee Chair will coordinate with the 1st VP/Fundraising Chair.
 - LOG fundraising committee chair cannot be a member of the LOG Scholarship Committee.
 - 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 a chairperson who is responsible for overseeing the scholarship application and awarding process.
 - The chairperson cannot be a Senior Parent, but may be a parent from any of the lower grade years.
 - The chairperson can choose to appoint a committee to assist with the scholarship review process provided that the appointed members are not senior parents and that they sign a confidentiality agreement.
 - The policies and procedures for distribution of scholarships are outlined in the Golden Girls Handbook, but may be amended at any time by the chair, Executive Board, and the directors, with the approval of CISD administration.
 - The LOG Scholarship Committee Chair will notify the Treasurer of dispensation amounts, but is not authorized to sign scholarship checks.
 - 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.
- 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 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 directors.

- The Historian and/or End of Year Video Committee will provide a scrapbook or compilation video at the end of the school year.
- The Spring Show Committee shall organize, with the directors, the logistics related to the lobby set-up the night of Spring Show. Duties may include but are not limited to ticket sales, merchandise sales, DVD and floral orders, as well as the distribution of programs.
- The Costume and Uniform Committee shall be responsible for assisting the directors with the inventory, maintenance and care of all uniforms and costumes at the end of the school year.
- The Audit Committee shall be composed of two (2) non-board members as selected by the President and Directors. 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, and treasurer.
 - Members of the Audit Committee shall remain anonymous to anyone other than the Audit Committee members, the President, and the Director.
 - 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.