

**BYLAWS
OF
JBHS CHEER BOOSTER CLUB, INC.**

**ARTICLE I
NAME AND PURPOSE**

1.1. Name. The name of the organization shall be JBHS CHEER BOOSTER CLUB, INC ("CBC"). It shall be a nonprofit organization incorporated under the laws of the state of Texas.

1.2. Purpose. The CBC is organized for exclusively religious, charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3) of the Internal Revenue Code of 1986. Specifically, the CBC will be a booster club to support the sport of cheer at James Bowie High School ("JBHS").

**ARTICLE II
OFFICES**

The principal office of the CBC in the State of Texas, shall be located in the County of Travis. The CBC may have such other offices, either within or without the State of Texas, as the Board of Directors may designate or as the business of the CBC may require from time to time.

**ARTICLE III
MEMBERSHIP**

3.1. Members. The membership of the CBC shall be the parents of current year cheerleaders and mascot(s). All parents are eligible to participate in the CBC as long as their child is a member of the Bowie High School Cheer program.

3.2. Dues. Parents who decide to be a Member of the CBC shall pay \$40 per school year to the organization.

3.3. Voting. Members in good standing shall be entitled to vote on issues brought before the CBC by the Board of Directors for ratification. Such issues shall be decided by simple majority affirmations.

**ARTICLE IV
BOARD OF DIRECTORS**

4.1 General. The affairs for the CBC shall be managed by its Board of Directors (often referred to herein as "Board"). Directors must be members of the CBC.

4.2 Number, Tenure and Designations. The number of Directors shall be no less than three, but no more than nine shall consist of, but is not limited to, President(s), President-Elect(s), Vice President of Fund Raising, Vice President of Activities, Treasurer, Secretary, and Parliamentarian who will each serve one year, except for the President-Elect(s) who will serve two (2) years, the first year as President-Elect, and the second year as President of the organization. Each Director shall hold office until his or her successor is selected, elected, or appointed and qualified. No more than one parent per family can serve in an elected or appointed position.

4.3 Nominations and Board of Directors. Nominations for the members of the Board of Directors shall be requested following try-outs in the spring. All incoming sophomore, junior and senior cheer program families will be allowed to submit their suggestions for each position for the Board of directors. The nominating committee shall be elected at the March meeting, which shall consist of the President-Elect(s), if serving, and four representatives elected by the parents. If there is no President-Elect(s) serving, the nominating committee shall consist of five representatives elected by the parents. After the deadline for nominations has passed, the President-Elect(s) and the nominating committee shall review the nomination forms and select the slate of officers from those nominated by the membership. The nominating committee will present the slate at the first general meeting, which will consist of one nominee for each available position. Only if the President Elect cannot serve as President the following year, shall the Nominating Committee nominate a person for the position of President.

4.4 Election of the Board of Directors. The Nominating Committee shall present a single slate of directors at the first general meeting after tryouts for the upcoming year's squad. The slate of potential directors shall be provided to the membership one week prior to the first general meeting. Further nominations may be made from the floor providing consent has been obtained from the proposed nominee and eligibility requirements are met.

- a. The elections shall be held immediately after the president closes nominations.
- b. For all positions where there is but one nominee for a Board position, election shall be acclamation.
- c. For any position where there are two or more candidates, election shall be by written ballot. The candidate receiving the highest number of votes, tallied by the Secretary, is elected.

4.5 Annual Board Meetings. One (1) Annual Board Meeting shall be held the first month after the election of the Board of Directors. The President can call and announce other meetings provided that notice is given within a minimum of three (3) days prior to the meeting.

4.6 Regular Board Meetings. There will be a minimum of eight meetings of the Board per year. The meetings will be held on the last Monday of each month or the week before each month's general membership meeting.

4.7 Special Meetings and Notice. The President or any three (3) members of the Board may call a special Board Meeting provided that notice is given via voice or electronic means one day prior to the special meeting.

4.8 Quorum, Voting, Compensation. A quorum for the transaction of business at any Board meeting for which proper notice has been given shall be a simple majority of the directors. Directors shall not receive salaries for their services.

4.9 Vacancies. Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining director's present if less than a quorum of the Board of Directors, unless otherwise provided by law. A director elected to fill a vacancy shall be elected for the remaining term of his predecessor in office. Any directorship to be filled by reason of an increase in the number of directors may be filled by the Board of Directors for a term of office continuing only until the next election of directors by the Directors.

4.10 President(s). The President(s) shall be the principal officer(s) of the CBC and shall supervise the business and affairs of the CBC. The President(s) shall preside at all meetings of the members and of the Board of Directors. He or she shall work with the JBHS Administration, Cheer Sponsor(s), and other booster clubs, etc. and will perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

4.11 President-Elect(s) (Sophomore/Junior Parent). In the absence of the President(s), or in the event of his or her inability or refusal to act, the President-Elect(s) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The President -Elect(s) works with the Board and coordinates committees. The President-Elect(s) shall perform such other duties as from time to time may be assigned to him or her by the President(s) or Board of Directors. The President-Elect(s) shall also be in training for the assumption of the duties of President in the succeeding school year, and therefore, shall assist the President, as is necessary. The President Elect(s) will serve two years, provided that his or her child is selected to participate in the program; otherwise the position of President will be added to the slate of new directors.

4.12 Vice President of Fundraising. The Vice President of Fundraising plans, organizes and coordinates all fundraising activities and any other duties as assigned by the President or Board of Directors.

4.13 Vice President of Activities. The Vice President of Activities plans, organizes, and coordinates social activities and such other duties as assigned by the President(s) for Board of Directors.

4.14 Treasurer. He or she shall have charge and custody of and be responsible for all funds and securities of the CBC; receive and give receipts for monies due and payable to the CBC from any source whatsoever, and deposit all such monies in the name of the CBC in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; prepare or cause to be prepared and file all tax returns of the CBC, as requested, present a financial report (budget, cash availability) at meetings of the members/Board and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President(s) or Board of Directors.

4.15 Secretary. The Secretary can give notice of meetings, shall keep and maintain the minutes of the meetings of the members and of the Board of Directors, handle all correspondence of the CBC, and, such other duties as from time to time may be assigned to him or her by the President(s) or Board of Directors.

4.16 Parliamentarian. The parliamentarian shall develop sufficient expertise to advise the President on matters of parliamentary procedure, keep copies of Roberts Rules of Order and perform any other duties assigned by the President.

4.17 Other Offices. Other offices may be added at the discretion of the Board.

ARTICLE FIVE MEETINGS OF MEMBERS

5.1 Regular Meetings and Notice. There will be a minimum of eight general members' meeting per school year held on the first Monday of every month. One annual members' meeting shall be held before the end of the current school year to elect the Board of Directors for the next school year. A second general members' meeting shall be held at the beginning of the school year to approve and adopt a budget for the fiscal year. The Secretary shall deliver this meeting notification.

5.2 Special Meetings and Notice. A special meeting of the members may be called by the President, any three (3) members of the Board, or by written request from not less than 15 members. A written or printed notice stating the purpose for which the meeting is called, place, day, and hour shall be delivered via email at least five days prior to the date of the special meeting. The Secretary shall deliver this meeting notification. The notice of a meeting shall be addressed to the members according to the records of the CBC and deemed to be delivered unless a non-delivery notice is received within 24 hours.

5.3 Quorum and Manner of Voting. A quorum of any meeting of members will be deemed as majority of members present at any meeting for which proper notice has been given. The action of a majority of the members present shall be the action of the CBC, unless the action of a greater number is required by these bylaws. For the purposes of determining a majority and voting, only one parent per student in the cheer program is entitled to act as the voting representative regardless of the number of parents eligible for membership.

ARTICLE SIX CBC BUDGET

6.1 Description. The Board of Directors shall have the responsibility to prepare a budget for the CBC to be approved by the members at the second annual meeting held at the beginning of the school year. The fiscal year shall run from May 1 through April 30th. The budget may be amended with the approval of a majority of the Board.

6.2 Budget. Once the budget is approved by the membership, the budget will serve as the approved funds to support the program throughout the fiscal year. The Treasurer handles the distribution of monies and reports on the CBC's funds at each Board and membership meetings.

6.3 Checks and Drafts. The Treasurer and/or the President(s) shall sign all checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of CBC. All expenditures over \$500 must be approved by the Board. Checks in the an amount over \$500 require signatures of both the Treasurer and President(s).

6.4 Reimbursement. CBC members shall submit receipts to their committee chair for approval if the reimbursement is for a committee expense, or directly to the Treasurer. Committee chairs will outline or provide guidance before expending funds and submit receipts to the Treasurer for reimbursement. To be eligible for reimbursement, all receipts must be submitted to the treasurer by the end of the fiscal year in which the expense occurred. The CBC is a 501c3 corporation and exempt from sales tax. Members must use the form available from the Treasurer to avoid paying sales tax on purchases made. If a member does not use the form, any sales tax incurred by that member will not be reimbursed -no exceptions.

6.5 Gifts. The Board of Directors may accept on behalf of the CBC any contribution, gift, bequest, or devise for the general or special purpose of the CBC.

ARTICLE VII INDEMNITY

The CBC shall indemnify its directors, officers and employees as follows: (a) Every director, officer, or employee of the CBC shall be indemnified by the CBC against all expenses and liabilities, including attorney fees, reasonably incurred by or imposed in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of their currently serving or having served as a director, officer, employee or agent of the CBC or serving at the request of the CBC as a director, officer, employee or agent of the CBC, partnership, joint venture, trust or enterprise, or any settlement thereof, whether or not they are a director, officer, employee or agent at the time such expenses are incurred, except in such cases wherein the director, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his duties; provided that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interests of the CBC, (b) The CBC shall provide to any person who is or was a director, officer, employee, or agent of the CBC or is or was serving at the request of the CBC as a director, officer, employee or agent of the CBC, partnership, joint venture, trust or enterprise, the indemnity against expenses of suit, litigation or other proceedings which is specifically permissible under applicable law. (c) The Board of Directors may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this Article VII.

ARTICLE VIII
CONFLICTS OF INTEREST

8.1 Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt CBC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the CBC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest application to nonprofit and charitable organizations.

8.2 Definitions.

- a. Interested Person. Any director, principal officer, or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) An ownership or investment interest in any entity with which the CBC has a transaction or arrangement, (b) A compensation arrangement with the CBC or with any entity or individual with which the CBC has a transaction or arrangement, or (b) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CBC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

8.3 Procedures.

- a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.
 - i. An interested person may make a presentation at the governing Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The chairperson of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to

- the proposed transaction or arrangement.
- iii. After exercising due diligence, the governing Board or committee shall determine whether the CBC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the CBC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

8.4 Violations of the Conflicts of Interest Policy.

- a. If the governing Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8.5 Records of the Proceedings. The minutes of the governing Board and all committees with Board delegated powers shall contain: (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest is present, and the governing Board's or committee's decision as to whether a conflict of interest in fact exists. (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.6 Annual Statements. Each director, principal officer and member of a committee with governing Board delegated powers shall annually sign a statement which affirms such person: (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, has agreed to comply with the policy, and (d) understands the CBC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8.7 Periodic Reviews. To ensure the CBC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the CBC's written policies, are properly recorded, reflect reasonable investment or payments for

goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE IX CONTRACTS, LOANS, CHECKS AND DEPOSITS

9.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the CBC, and such authority may be general or confined to specific instances.

9.2 Loans. No loans shall be contracted on behalf of the CBC and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

9.3 Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the CBC, shall be signed by such officer or officers, agent or agents of the CBC and in such manner as shall from time to time be determined by resolution of the Board of Directors.

9.4 Deposits. All funds of the CBC not otherwise employed shall be deposited from time to time to the credit of the CBC in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE X FISCAL YEAR

The fiscal year of the CBC shall begin on the first day of May and end on the last day of April each year.

ARTICLE XI CORPORATE SEAL

The Board of Directors may at its discretion provide a corporate seal, which shall be circular in form and shall have inscribed thereon the name of the CBC and the State of Texas and the words, "Corporate Seal".

ARTICLE XII WAIVER OF NOTICE

Unless otherwise provided by law, whenever any notice is required to be given to any director of the CBC under the provisions of these Bylaws or under the provisions of the Certificate of Formation or under the provisions of the applicable Texas Business Operations Code, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE XIII
AMENDMENTS**

These Bylaws may be altered, amended or repealed and new Bylaws adopted when necessary by a two-thirds majority of the Board of Directors.

The above Bylaws were approved and adopted by the Board of Directors of the CBC on the 28 day of August, 2012.

By: Melissa Regalado
Melissa Regalado, Secretary

AMENDMENT TO THE
BYLAWS OF JBHS CHEER
BOOSTER CLUB, INC.

The undersigned, CHRISTINA BULL, hereby certifies that she is the duly appointed, qualified, and acting Secretary of JBHS CHEER BOOSTER CLUB, a TEXAS corporation (the "Company"), and that on APRIL 29TH, 2015, the Board of Directors of the Company (the "Board") amended such Bylaws as set forth below:

WHEREAS: The Board may adopt, amend or repeal any provision of the Bylaws.

NOW, THEREFORE, BE IT RESOLVED: That Article III, Section 3.2 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"3.2 Dues

Dues: Parents who decide to be a Member of the CBC shall pay 45.00 per school year to the organization."

RESOLVED FURTHER: That Article IV, Section 4.2 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"4.2 Number, Tenure and Designations

Number, Tenure and Designations: The number of Directors shall be no less than three, but not more than nine shall consist of, but is not limited to, President(s), President-Elect(s), Vice President of Fund Raising, Vice President of Activities, Vice President of Media, Treasurer, Secretary, JV Representative, and Volunteer Coordinator who will each serve one year, except for the President-Elect(s) who will serve two years, the first year as President-Elect and the second year as President of the organization. Each Director shall hold office until his or her successor is selected, elected or appointed and qualified. No more than one parent per family can serve in in an elected or appointed position."

RESOLVED FURTHER: That Article IV, Section 4.16 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"4.16 Vice President of Media: Responsible for maintaining cheer website, updating and maintain cheer social media sites (facebook, twitter, instagram etc) "

RESOLVED FURTHER: That Article IV, Section 4.17 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"4.17 JV Representative. Responsible for communicating information/coordination with the JV team and bringing JV information back to the Board/Booster to ensure team cohesiveness."

RESOLVED FURTHER: That Article IV, Section 4.18 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"4.18 Volunteer Coordinator. Responsible for coordination all volunteer needs for fundraising and committee needs (i.e. summer kiddie camp, memory book, etc.) "

RESOLVED FURTHER: That Article IV, Section 4.19 of the Bylaws are hereby amended and restated

in their entirety to read as follows:

"4.19 Other Offices. Other offices may be added at the discretion of the Board. "

Certification:

The above-amended Bylaws were approved and adopted by the Board of Directors of the CBC on April 29th 2015.

By: 618125423157488
Christina Bull
DocuSigned By: Christina Bull
Christina Bull, Secretary of JBHS Cheer Booster Inc.

AMENDMENT TO THE
BYLAWS OF JBHS CHEER
BOOSTER CLUB, INC.

The undersigned, Kate Scholtz, hereby certifies that she is the duly appointed, qualified and acting Secretary of JBHS CHEER BOOSTER CLUB (“CBC”), a TEXAS corporation (the “Company”), and that on March 3, 2018, the Board of Directors of the Company (the “Board”) amended such Bylaws as set forth below:

WHEREAS: The Board may adopt, amend or repeal any provisions of the Bylaws.

NOW, THEREFORE, BE IT RESOLVED: That Article III, Section 3.1 of the Bylaws are hereby amended and restated in their entirety to read as follows:

“3.2 Members. The membership of the CBC shall be open to the public. All members, who are current and up to day on membership dues, of the CBC can vote. Only parents whose child(ren) is a member of the Bowie High School Cheer Program are eligible to be nominees for Board of Director positions in the CBC.”

RESOLVED FURTHER: That Article IV, Section 4.2 of the Bylaws are hereby amended and restated in their entirety to read as follows:

“4.2 Number, Tenure and Designations. The number of Directors shall be no less than three, but no more than nine and shall consist of, but is not limited to, President(s), President-Elect(s), Vice President of Fundraising, Treasurer, and Secretary who will each serve one year, except for the President-Elect(s) who will serve two years. The President-Elect(s) will serve the first year as President(s)-Elect and the second year as President of the organization. Each Director shall hold office until his or her successor is selected, elected or appointed and qualified. No more than one parent per family can serve in an elected or appointed position.”

RESOLVED FURTHER: That Article IV, Section 4.2 of the Bylaws are hereby amended and restated in their entirety to read as follows:

“4.3 Nominates and Board of Directors. Nominations for the Board of Directors shall be requested prior to try-outs in the spring. All incoming freshman, sophomore, junior and senior cheer program families will be allowed to submit their nomination for each position on the Board of Directors, except the President(s)-Elect position. Only sophomore or junior families will be allowed to submit their nomination for the President(s)-Elect position on the Board of Directors. Nominations for all Board member positions will be taken from the floor at the March meeting or via email prior to the March meeting. All nominees must be current and up to date with CBC yearly membership dues and have a child(ren) that participates as a member of the Bowie High School Cheer Program.”

RESOLVED FURTHER: That Article IV, Section 4.4 of the Bylaws are hereby amended and restated in their entirety to read as follows:

"4.4 Election of the Board of Directors. The slate of potential Board of Directors shall be provided to the CBC membership at the March Meeting immediately after meeting is called to Order. Once all nominations are submitted, the President shall close nominations.

- a. The elections shall be held immediately after the President closes nominations.
- b. For all positions where there are two or more nominees, election shall be by written ballot. The candidate receiving the highest number of votes, tallied by the Secretary, is elected.
- c. For all positions where there is but one nominee for a Board of Director position, election shall be by voice acclamation.

RESOLVED FURTHER: That Article IV, Section 4.13 of the Bylaws are hereby amended and omitted entirely and the position of Vice President of Activities is no longer a Board of Directors position. The position has changed to Coordinator position.

RESOLVED FURTHER: That Article IV, Section 4.16 of the Amendment to the Bylaws, dated April 29, 2015, are hereby amended and omitted entirely and the position of Vice President of Media is no longer a Board of Directors position. The position has changed to Coordinator position.

RESOLVED FURTHER: That Article IV, Section 4.17 of the Amendment to the Bylaws, dated April 29, 2015, are hereby amended and omitted entirely and the position of JV Representative is no longer a Board of Directors position. The position has been omitted.

RESOLVED FURTHER: That Article IV, Section 4.18 of the Amendment to the Bylaws, dated April 29, 2015, are hereby amended and omitted entirely and the position of Volunteer Coordinator is no longer a Board of Directors position. The position has been omitted.

CERTIFICATION:

This above amended Bylaws were approved and adopted by the Board of Directors and the CBC members on March 5, 2018.

By:



Kate Scholtz

Secretary of JBHS Cheer Booster Club, Inc.

NEW BOARD MEMBER POSITIONS/RESPONSIBILITIES

****Board Members are one person per Board seat****

PRESIDENT

- Attends/Coordinates/Leads all Board and General Meetings
- District/Sponsor Communications
- Advisor Communications
- Photographer/Sponsor Communications
- Maintains/Oversees Budget with Treasurer
- Maintains open communication/assistance with all Board Members/Coordinators

VICE PRESIDENT

- Assists President when necessary
- Booster Club Liaison (Football, Silver Stars, Band, etc.)
- Organizes Football Program Ads
- Oversees/Assists:
 - Social Media/Website Coordinator
 - Social Activities Coordinator
 - Scrapbook Coordinator
 - Organizes/Coordinates/Markets Double Dave's Disney Fundraiser

SECRETARY

- Organizes/Sends all communication to General Booster via Sponsor/Board
- TeamApp announcements w/Sponsor
- Weekly Email updates
- Organizes Agendas/Minutes for Board and General Booster
- Oversees/Assists:
 - Volunteer Coordinator/Positions needing volunteers
 - Camp Bag Coordinator

TREASURER

- Handles all financial/monetary accounting issues
- Maintains/Oversees Budget with President
- Yearly/Quarterly Taxes
- Profit/Loss Reports at Board/General Meetings
- Maintains Money Boxes
- Venmo/Paypal/Yapsody/Eventbrite
- Oversees/Assists:
 - Varsity/Camp Meals Coordinator
 - Scholarship Committee

VP OF FUNDRAISING

- Oversees/Assists in Organization/Maintains all Fundraising Activities
- Sponsorships
- Oversees/Assists:
 - Merchandise/Signs & Decals Coordinator
 - Kiddie/Holiday Camp Coordinator

COORDINATOR POSITIONS/RESPONSIBILITIES

****Coordinators can be one to two people that share the responsibilities****

SOCIAL MEDIA/WEBSITE

- Maintains all announcements on Social Media/Websites
- Organizes/Maintains Social Media/Website
 - Sponsorships
 - New Team Announcements
 - All Team Pictures
 - Camp Information
 - Booster Announcements
- Maintains communications with Vice President

SOCIAL ACTIVITIES

- Organizes ALL social activities approved by the Board/General Booster
 - New Team Sleepover
 - Holiday Party
 - End of Year Party
 - Assists Team Parent w/Social events for each team (Fresh/JV/V)
 - Coordinates/Maintains/Organizes Social Activities Committee/Volunteers
- Maintains communications with Vice President
 - Changes in Social Activities
 - Budget

SCRAPBOOK

- Organizes volunteers for Scrapbook Pages
 - Organizes pages for scrapbook
 - Delivers information/pages to Printer
 - Delivers completed scrapbooks to Vice President
- Maintains communications with Vice President
 - Changes in Scrapbook
 - Budget

MERCHANDISE/SIGNS & DECALS

- Organizes/Maintains all JBHS Cheer Merchandise
 - Orders all Merchandise/Signs & Decals
 - Oversees/Organizes New Designs for Merchandise/Signs & Decals
 - Coordinates Volunteers/Committee for Merchandise sales
 - Coordinates merchandise for Football/Basketball/Camp Activities
 - Maintains Merchandise Budget
- Communicates with VP of Fundraising

KIDDIE/HOLIDAY CAMP

- Attends 2 Board Meetings
- Communicates with Sponsor/VP of Fundraising
- Organizes all aspects of Kiddie/Holiday Camp
- Coordinates/Markets/Organizes Volunteers/Committees for both camps

SCHOLARSHIP

- Organizes 4 volunteers for committee
- Maintains communication with General Booster/Cheerleaders on all information on scholarships
- Communicates with Treasurer

MEALS

- Organizes all meals
 - Away Game VARSITY meals
 - Cheerleader Camp Meals for Kiddie/Holiday Camp
 - Tryout Meal (Seniors/Judges/Coach)
- Organizes food ordering/pick-up of all meals
- Coordinates all volunteers regarding pick-up of all meals
- Maintains special orders for diet restrictions
- Communicates with Treasurer
- Maintains Meal Budget

CAMP BAG

- Organizes UCA camp bags for all cheerleaders
- Purchases all things for camp bags
- Organizes/Collects all monies from parents for camp bags
- Coordinates/Organizes all volunteers for camp bags
- Maintains budget for camp bags
- Communicates with Secretary