

# **TOMBALL MEMORIAL CHEER BOOSTER CLUB**

## **Bylaws Revised 5/19/2026**

### **Article I – Name**

The name of this organization shall be Tomball Memorial Cheer Booster Club (TMCBC)

### **Article II – Objectives/Purpose**

The purpose of this organization shall be to promote and support the Tomball Memorial Cheerleading Program. To also promote a greater awareness of the cheerleading program while providing an information link between parents, teachers, students, and supporters. Fundraising to provide means for competitions, camps, activities, equipment, and to bestow scholarships for deserving cheerleaders/mascots.

### **Article III – Missions**

The mission of the Tomball Memorial Cheer Booster Club is to encourage and support the cheerleading program within Tomball Memorial High School. We are committed to supporting the TMHS cheer program through fundraising activities.

### **Article IV – Membership**

1. Membership dues shall be established by the Board annually.
2. Membership in the organization is open to parents or guardians of current cheerleaders of the Tomball Memorial cheer program who have paid their annual dues.
3. Membership requires that members participate in fundraising and volunteering activities as determined by the Board. Additional volunteer requirements for scholarship eligibility are outlined in Article XI – Finance.
  - a. The fundraising needs and requirements will be set by the Booster Board and the Executive Board each year in May/June and presented to the general membership at the first meeting of the school year.
  - b. If a family cannot fulfill their stated requirements, they may ask to meet with the President and another board member to discuss any possibility of fulfilling other needs in lieu of the requirements. No guarantees can be made that such a request is possible, the decision will depend on the team's current needs.
4. Membership entitles the member to 1 vote.
  - a. Members not present at any vote, may appoint a proxy to vote on their behalf by submitting to the secretary, in writing via email, at least 24 hours prior to a vote their permission and proxy.
  - b. Members that do not appoint a proxy, forfeit their right to vote on that topic.

### **Article V – Officers**

**Section A:** The Executive officers of the organization shall be as follows: President, Vice-President of Sponsorships, Vice President of Merchandising, Treasurer, Secretary, and Vice-President Communications Manager.

**President** – The President shall, with the assistance of the Executive Officers, have general supervision, direction, and control of the affairs of the Booster Club.

1. Preside at regular and special meetings when present or designate a current Board member to preside in their absence.
2. Act as one of the two required signatures for signing checks
3. Appoint committees and solicit a chairperson
4. Ex-officio member of all committees
5. Can call special meetings

**Vice-President of Sponsorships** – The Vice-President shall, with the assistance of the Executive Officers, help the president to have general supervision, direction, and control of the affairs of the Booster Club.

1. Assume the role of President in the event the President is unable to serve
2. Assist President as needed
3. Oversee sponsorships and memberships and all communication dealing with sponsorships and memberships

**Vice-President of Merchandising** – The Vice-President of Merchandising shall assist the President as required and oversee the Spirit Wear Committee

1. Work with various vendors to procure merchandise to be sold throughout the year
2. Oversee merchandise sales at games and special events
3. Manage inventory and submit merchandising report to Executive Board

**Volunteer Coordinator** - The Volunteer Coordinator shall be responsible for recruiting, organizing, and managing volunteers for TMCBC events and activities. Duties include:

1. Coordinating volunteers for fundraising events, merchandise sales, and other booster club activities
2. Communicating volunteer needs and opportunities to members via email, social media, and meetings
3. Maintaining a database of active volunteers and tracking participation
4. Assisting the Board in ensuring required volunteer commitments are fulfilled
5. Working with event committees to assign volunteers as needed

**Treasurer** – Shall act as custodian of the funds of the organization, maintain adequate and accurate financial records and give detailed financial reports at each monthly meeting.

1. Reference current TISD Booster Club and School Support Organization Guidelines.
2. Manage all aspects of the booster budget including:
  - a. Working with the board to develop the annual budget
3. Manage funds as directed by the Board
  - a. Act as one of the two required signatures for signing checks
  - b. Deposit all monies of the organization in a bank designated by the Board
  - c. Distribute funds with budget request forms
4. Record and report on Booster's transactions by:
  - a. Preparing and filing for 01-117 and paying any necessary sales tax by January 20
  - b. Closing books and having an annual audit for the fiscal year by July 31
  - c. Preparing these books and file 990 or 990-EZ
  - d. Preparing form 802- Periodic Report after instatement of newly elected officers by July 31
  - e. Submitting an annual financial statement to the TMHS administrator
  - f. Reviewing and staying up to date with the 501(c)3 guidelines from the IRS & SEC

**Secretary** – Shall record meeting minutes for Executive Officer meetings, general meetings, and special meetings. Maintain a copy of all minutes. Also serve as **Parliamentarian** for the Booster Club, advising on parliamentary law and matters of procedure when requested.

1. Prepare and distribute the agenda for each monthly general meeting
2. Take detailed notes at each monthly Executive Officer meeting and general meeting including recording any votes
3. Distribute the minutes and Treasurer's report prior to the next monthly general meeting
4. Communicate with members as needed

#### **Vice President of Communication)**

1. Maintain a content rich website that is easy to post information and update content
2. Look for ways technology can be used to communicate with our members
3. Oversee and coordinate use of Social Networking
4. Be responsible for any and all correspondence from the Booster Club
5. Perform additional duties as deemed necessary by the Executive Board

#### **Section B:**

1. The term of office for each position shall be one year.
2. Each person may hold an individual office position for no more than 2 terms during any 4 consecutive year membership.
3. An exception to this limitation shall apply to the position of Vice President of Merchandising. In the event that no eligible member in good standing volunteers to run for this office, the current Vice President of Merchandising may serve a third and/or fourth consecutive term, upon majority vote of the membership present.

Section C: The officers shall be elected annually, during the regular meeting in April by a majority vote of members present. Installation of incoming officers shall be at the meeting in May. Officers shall help transition their duties to the newly elected officers and shall transfer any official records to the newly elected officers.

Section D: Qualifications for becoming an officer:

1. Member in Good Standing:
  - a. Good standing as it relates to a former Board member means that the former board member satisfactorily completed his or her term on the board, fulfilled all current requirements for members.
  - b. Good standing as it relates to a member at large means that the member has not been removed from the booster by a majority vote of the Board, fulfilled all current requirements for members.
2. 50% of all general meetings attended in the year that member is seeking office and fulfilled volunteer requirements
3. Consent to serving in such a position at the time of the election.
4. Should a position remain open after the April election, nominations will open for that position to all paid members in good standing, without prior attendance requirements, at the next general meeting or at a special meeting if called.

## **Article VI – Election Process**

1. At the March meeting, all current officers must state their intention to run for a current position again, another officer position or to decline.
2. At this time, a motion shall be made to open the floor for nominations for ALL Board positions. The nominations will remain open until the April Meeting. The nominations will be given to the Nominating Committee who will recommend a Slate of Officers to be voted on in the April Meeting. Recommendations may also be taken from the floor at the time of the vote in accordance with the Roberts Rules of Order
3. Elections will be conducted by written ballot at the regular meeting in April. The member receiving the largest number of votes by the members present (quorum) will be elected. In the event of a tie, a runoff election will be held. The Faculty Advisor and Cheer Sponsor will count all votes.

## **Article VII – Board**

The Board shall supervise, control, and direct the affairs of the Booster Club by determining policies or changes within the limits of these by-laws.

1. The Board shall consist of the elected officers, cheer sponsor(s), and the Faculty Cheer Advisor.
2. The duties of the Board shall be to:
  - a. Oversee the organization meetings and any other such business as referred to it by the organization
  - b. Approve by majority vote, the budget for the fiscal year to be proposed to the membership by the start of the upcoming school year
  - c. Appoint persons to serve the balance of the terms for any vacant elected office
  - d. Approve the work plans of the Committees
3. In the event a vacancy is created on the Board, the remaining members of the Board shall appoint a member of the organization who is in good standing to fulfill the unexpired term of the vacant position. Said appointment must be made by majority vote of the Board and at a general meeting.
4. No member can hold more than 1 board position in a term unless:
  - a. Every effort has been made to fill that position
  - b. The board approves the member by majority vote
  - c. If any member holds more than 1 position, that member will only have 1 vote.

## **Article VIII – Faculty Cheer Advisor**

1. Assistant Principal of the school shall serve as advisor to this organization and final decisions concerning all activities of this club shall rest with them.
2. The Faculty Advisor(s) shall:
  - a. Advise the Executive Board of the needs of the Cheer Program
  - b. Be invited to attend all Executive Board and regular meetings

## Article IX – Committees

1. Such Committees shall be created by the Board as deemed necessary to promote the objectives and to carry on the work of the organization. The Nominations/Election Committee shall present the slate of Committee Leaders to the Officers for final approval.
2. The Chairperson of each Committee shall present a plan of work to the Board.
3. The committees will work within the approved budget
4. If a budget adjustment is needed, the Committee Chairperson will present the request and the reasoning to the President and/or Board for approval.
5. The power to form special committees and appoint their members rests with the Board. Because a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is finished, and its final report is received.
6. Committee Chairpersons are encouraged to attend monthly Board Meetings when they have items to discuss with the Board, however they are not required to attend monthly Board Meetings.

## Article X – Meetings

1. Regular meetings of the Board shall be held during the year at times to be scheduled by the Board by the start of the school year.
2. Special meetings of the Board may be called by the President or by a majority of the members of the Board. A majority shall constitute a quorum.
3. 25% of the membership shall constitute a quorum.
4. Within 72 hours of the meetings an agenda will be given and the business of the meeting will deal only with that agenda.
5. If a meeting date is changed, all members will be notified in advance through contact information given.
6. As authorized by the Texas Open Meetings Act, the Executive Board may meet in a closed Executive Session as deemed necessary by the Board in order to protect individual privacy and/or sensitive information from becoming public.

## Article XI – Finance

1. Each fiscal year, the Board's budget shall contain a carry-over, at a minimum \$1500.
2. Budgets will be approved by the board by the first meeting of the school year.
3. Require all checks to be signed by two (2) signatories, including the Treasurer, President, or Vice-President.
4. Scholarships will be given to a minimum of 20% of the deserving TMHS active cheerleaders in their senior year, as funds allow by Board approval, not to exceed 10% of that year's gross receipts.
5. The Board shall approve a Scholarship selection committee. This committee will be responsible for evaluating applicants for scholarships. Scholarship Committee members cannot be a parent, guardian, or family member of a student applying for a scholarship, and must include the Faculty Cheer Advisor, and a faculty member not associated with the TMHS Cheer program.
  - a. Board members are responsible for reviewing the application and making changes or updates as needed.
  - b. Parents/Guardians must be active members of the TMHS Cheer Booster Club in good standing by December 31 of the applicant's junior and senior year.

To be eligible for scholarship consideration, families must complete a minimum of ten (10) approved volunteer hours during the applicant's junior year and a minimum of ten (10) approved volunteer hours during the applicant's senior year, for a total minimum requirement of twenty (20) volunteer hours.

Volunteer hours must be completed through approved TMCBC events, committees, fundraisers, or activities and will be tracked by the Volunteer Coordinator.

Volunteer hours will be credited based on approved shifts worked. For example, a two-hour shift will receive two volunteer hour credits. Additional setup and breakdown time may be considered when applicable.

Committee Leads will receive volunteer hour credit for serving in their leadership role and will be responsible for submitting volunteer hours completed by committee members to the Volunteer Coordinator for tracking purposes.

Only volunteer hours submitted and verified through the Volunteer Coordinator will count toward scholarship eligibility requirements.

As a transition exception, applicants graduating in the Class of 2027 will only be required to be active members in good standing during the applicant's senior year and complete a minimum of 10 volunteer hours for scholarship eligibility.

- c. A grading scale must be created based on the application process, approved by administration, and disseminated at time of distribution of application.
  - d. The scholarship application must be approved by the TMHS administration prior to sending it to the seniors.
  - e. The scholarship application must be updated and approved before the end of the first grading period of each school year.
  - f. Scholarship applications may be given out at any time after approval but no later than the end of the first grading period.
    - i. The applicant has at least 30 calendar days to complete and return the application, as stated in the rules of the scholarship.
    - ii. Winners are determined prior to the annual banquet or TMHS award ceremony, whichever comes first.
6. Scholarship money not awarded in any year, for any reason, may be carried over and awarded in the following year. The scholarship money will be held in a checking account. The 10% proceeds will be deposited into the account and remain there until the scholarship is awarded.
  7. Scholarship recipients will have until December 31st of their high school graduation year to claim their scholarship or the scholarship will be void.
  8. Books must be reviewed annually, prior to July 31, by a tax professional selected by the Executive Board.

## **Article XII – Benefit**

1. In order to receive scholarship benefits from TMHS Cheer Booster (as stated in objectives/mission):
  - a. A member must have paid membership dues.
  - b. A member must be in good standing (as noted in Article IV).
  - c. Must volunteer within the TMCBC.
2. Benefits that are set aside in the budget for the Cheer Advisor use, will not be subject to these rules.
3. Benefits that are given to the cheer program as a gift, such as uniforms, materials, etc. are not considered individual benefits.

## **Article XIII – Amendments**

The By-Laws may be amended by majority vote of the Board and then by a majority vote of the members in attendance at any General Membership Meeting.

## **Article XIV – Dissolution**

The By-Laws may be dissolved in the manner provided in Article XIII – Amendments. Upon dissolution, all assets and records become the property of Tomball Memorial High School and to be directed to the campus principal.

These By-Laws are hereby amended and approved by a majority vote, in favor of, by the members of Tomball Memorial Cheer Booster Club, As of the 19 day of May, 2026.

\_\_\_\_\_  
President - Michelle Schmitz

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Date

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VP of Sponsorships - Kimberly Thow

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Date

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Secretary – Eric Keown

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Date

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Treasurer – Amber Harris

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Date

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VP of Merchandising - Brandy vanCompernelle

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Date

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VP of Communication – Kirsty McCoy

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Date

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Volunteer Coordinator - Kristy Doyle

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Date