

# **Pearland Cross Country Girls Booster Club**

## **By-Laws**

### **Article I - Definitions**

- Section 1. The name of this organization shall be the Pearland Cross Country Girls Booster Club, hereafter referred to as the Pearland Cross Country Girls.
- Section 2. The definition of the term “Board of Directors” shall consist of all elected officers of the Pearland Cross Country Girls Booster Club, and the/all Chairperson(s) of an organized committee or tiger team.
- Section 3. The definition of the term “Tiger Team” is an appointed group of PCCG members assigned for a temporary duty or task that will dissolve after the assignment is complete.
- Section 4. The definition of the term “PCCG” refers to the “Pearland Cross Country Girls Booster Club” organization’s membership body whose names are enlisted into the club’s database.
- Section 5. The definition of the term “Administrative Department” refers to the governing body of the PISD (Pearland Independent School District) which initiates all rules, relationships, legal procedures and budgeting of the district and organization structures.
- Section 6. The definition of the term “Athletic Department” refers to the governing body of all athletic programs and booster club affiliated with each sports activity.

### **Article II – Objective**

- Section 1. This organization has been formed and shall exist for the sole purpose of promoting good fellowship and encouraging sponsorship and support of the various Girls Cross Country activities of Pearland High School. The address of record:
- Location: Pearland High School  
3775 Main St.  
Pearland, TX 77581
- Mailing: P.O Box 3133  
Pearland, TX 77588
- Section 2. The Club shall be a non-profit organization and shall also be non-shareholding, non-commercial and non-bargaining.
- Section 3. The activities of the Club shall not conflict with the policies of the Pearland Independent School District.

- Section 4. All fund raising activities must be filed with the Pearland Independent School District through the Pearland High School Athletic Department and approved by both the Head Girls Cross Country Coach and Athletic Director prior to the required deadline each year.
- Section 5. Any person, business, corporation, agency or association who wants to use the name, initials, or logo for the Pearland Cross Country Girls must have written approval of the Athletic Director, Head Girls Cross Country Coach and the Board of Directors.
- Section 6. The approval of the Athletic Director, Head Girls Cross Country Coach and Board of Directors for the use of the PCCG club name, initials or logo is not an endorsement of the requestor, their product and/or services.

### **Article III – Membership**

- Section 1. The membership of this organization shall be limited to individuals, families or businesses that support the ideals of Article II.
- A. No individual, family or business shall be denied membership in PCCG Booster Club because of race, religion, sex or ethnic background.
- B. A member in good standing shall be any individual, family or business who agrees with Article II with current dues paid to the PCCG Booster Club.
- Section 2. The price of annual dues for family, business and individual memberships shall be determined each year during the May Officers meeting.
- Section 3. Special Members are the Pearland Cross Country Girls Coaching Staff. All members of the Pearland Cross Country Girls coaching staff of the Pearland Independent School District are exempt from the payment of dues and shall have all rights and privileges of other members.
- Section 4. Members may bring guest(s) to meetings. Non-members may not vote.
- Section 5. Any membership may be rejected or revoked by a majority vote of those present at any business meeting.
- Section 6. All members shall be entitled to vote, hold office and participate in all activities.
- Section 7. The membership year shall be August 1<sup>st</sup> through May 31<sup>st</sup> of the following year.
- Section 8. The Pearland Cross Country Girls Booster Club shall not:
- A. Become involved with the direction of the Pearland Head Girls Cross Country Coach, personnel issues, scheduling of contests, and rules of participation or policy-making activities for a student group or interschool program. All of these duties are the responsibility of PHS personnel and the administration staff of the PISD.

- B. Have authority in directing or influencing the PISD employees in the administration of their duties.
- C. Establish a “petty cash” or miscellaneous funds for the Pearland Head Girls Cross Country Coach to use at his discretion.
- D. Give the Pearland Head Girls Cross Country Coach a gift or cash in excess of the limits imposed by UIL (which is \$300 in money, product, or service) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activity.
- E. Give anything to students, including awards. School administrators must be consulted before giving anything to a student, school or coach.

#### **Article IV – Officers**

- Section 1. The elected officers of the club shall be President, Vice President, Secretary, and Treasurer. Each officer position shall have a job description and specification description approved by the officer board.
- Section 2. **The President:** The President shall preside at all meetings of the Club and shall have supervision of the affairs of the club.
- The President shall have authority to approve expenditures up to \$200 that arise before the next scheduled business meeting with approval of the Head Coach and Treasurer. Any such expenditure must be reported at the next business meeting.
- Section 3. **The Vice President:** The Vice President shall have the duties of the President in the absence of the President, or in the event of a vacancy of the President’s office, shall assume the Presidency.
- The Vice President will assist the President by promoting the club in all outside activities and shall have duties of organizing various fundraising activities for the club.
- Section 4. **The Secretary:** The Secretary shall keep records of the minutes of the organization and shall keep a complete membership roster. The Secretary shall also prepare and file the annual report, and further perform such duties as may be prescribed by the President.
- Section 5. **The Treasurer:** The Treasurer shall be the custodian of the club funds, which are to be kept on deposit with a bank approved by the membership. The Treasurer shall keep an accurate up-to-date record of the organization’s finances and be prepared to submit a report at each business meeting and a complete financial report at the annual meeting and at the request of the Pearland Cross Country Girls Booster Club. The President, Vice President and Treasurer shall be the

authorized signatures on any checking or savings account. Two signatures are required for all checks. Financial records shall be reviewed before the end of the fiscal year by a financial review committee appointed by the membership. This committee shall submit a review to the incoming President and Athletic Director of PISD. The Treasurer shall ensure that all appropriate financial filings required by the state or federal government are completed.

- Section 6. The club shall hold its annual meeting for election of officers at the membership meeting, which shall be during the month of March each year.
- Nominees for officers will be presented for consideration by a nominating committee, which will be appointed at the February business meeting. The officers of the Pearland Cross Country Girls Booster Club shall appoint the nominating committee. The nominating committee will have secured agreement from the individuals being nominated that they will serve in the office for which they are being nominated.
- After the nominating committee has presented the slate they are recommending for officers, the President will open the floor for other nominations. After all nominations have been offered, the ballot will be prepared for the March business meeting. The election will proceed by show of hands or voice.

- Section 7. The officers of the organization shall take office the first day of April, serving one year.

#### **Article V – Meetings**

- Section 1. General meetings are to be regulated according to the various Pearland Cross Country Girls Booster Club activities of the school, and specific dates, location of all meetings shall be determined by the President.
- It is the intent and purpose of this Section that the general meetings of this organization shall be for the purpose of promoting objectives of the Club.
- Section 2. Business meetings of this organization shall be during the first week of each month, the day and date to be determined by the President at least three days in advance of the meeting. Thirty minutes prior to each business meeting, the officers shall meet to discuss topics regarding the Pearland Cross Country Girls Booster Club. At all business meetings, the President shall determine the agenda. New ideas, suggestions, or programs to be inaugurated will have been first presented to the President at least 24 hours in advance so that they may be included in the agenda.
- Section 3. Special meetings for consulting on the transaction of business may be called by the President. Likewise, new and novel undertakings or programs of the organization will be determined by the general membership at a business

meeting after having been presented to the President as prescribed in Article V, Section 2. It is the intent and purpose of the section to insure that the General Meetings carry out the true purpose of this organization.

- Section 4. At any meeting of the membership where ideas contrary to the General Membership Agenda are brought up, the President shall have the right to declare such matters as being out of order.

#### **Article VI – Complaints**

- Section 1. A complaint against any member alleging a law violation, misconduct, or any action which may bring discredit to the Pearland Cross Country Girls Booster Club, which is received by any Pearland Cross Country Girls member or PCCG coordinator shall be forwarded to the Board of Directors, Athletic Department and Head Girls Cross Country Coach for investigation. The Athletic Department may call the complainant, witnesses and the member complained on to give evidence. Neither party (the complainant, witnesses nor the member complained on) may attend the Board of Directors deliberations. The Board of Directors shall make every effort to find the truth of the matter and render its decisions within sixty (60) days of receiving.

#### **Article VII – Amendments**

- Section 1. Majority Vote: From this point forward, the Articles of Incorporation or By-Laws may be altered or amended by the majority vote at two Business Meetings held in conformity with the By-Laws, by a two-thirds vote at each meeting, providing written notice of amendment, repeal or alteration is given to the membership at least ten (10) days prior to the meeting. Each approved revision shall reflect the specific General Meeting and the date over the signature of the President and the Secretary, prior to the distribution of the revised By-Laws to the general membership.
- Section 2. Anything to the contrary notwithstanding, no amendments to the By-Laws shall be inconsistent with or in violation of the policies of the Pearland Independent School District.
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Articles I through VII of these By-Laws contained on (6) typewritten pages were amended and approved as written by a majority vote of the General Membership on the following dates:

First Reading: September 19, 2014

Second Reading: October 3, 2014

Amended: December 5, 2014

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Eileen Guerrero-Hendricks, President

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Luis Hinojosa, Secretary