

FHS DRILL TEAM BOOSTER CLUB, INC.  
ARTICLES & BY LAWS  
Adopted: 2023-24 School Year/ August 2, 2023  
Last Revised: April 8, 2025

Article I — Name

The name of this organization shall be FHS Drill Team Booster Club, Inc. It is affiliated with the Lamar Consolidated Independent School District in Fort Bend County, TX. All business shall be transacted in this name.

Article II — Objectives

1. To provide a positive and supportive environment for drill team members, the director, and assistant(s).
2. To cooperate with the Drill Team Director, school administrators, and school board for the success of the various drill team events of Foster High School and to do so without financial reward.
3. To promote and maintain interest in the various drill team events of Foster High School.
4. To provide financial support and volunteer services for the various Foster High School drill team events.

Article III — Membership & Dues

Section 1: Membership Qualifications

- A. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues as hereinafter provided. Said person shall also be the parent or legal guardian of a current drill team program student.

Section 2: Dues

- A. Dues will be set at a minimum of \$35 per family to be paid annually. The executive board may choose to change the amount. They shall do so prior to the annual meeting in May. Payment will be made to FHS Drill Team Booster Club, Inc. by cash, check, Venmo, or Zelle payments through the organization's business account.

Article IV — Meetings of the Organization

Section 1: Meetings

- A. Regular Meetings – Regular meetings of the executive board will be held monthly or as needed during the school year. These meetings will consist of the executive board officers, the Drill Team Director, and committee chairpersons.
- B. General Meetings- The general parent/members meetings of the Booster Club shall be held on a schedule established each year by the Executive

Board with a minimum of two per year, at least once each semester (fall and spring). The meeting is for informational purposes to provide the general membership with updates and opportunities for service. Voting at these meetings is optional as needed at the discretion of the executive board.

- C. Special Meetings – Special meetings of the organization and its members may be called by the Drill Team Director or the executive board with five (5) days notice having been given.
- D. Annual Meeting – The last meeting of the school year will be held in May of the current school year. At that time officers for the next year will be elected and installed.

#### Section 2: Voting of the Organization

- A. Quorum – The majority of the executive board must be present and voting to constitute a quorum for business to be transacted in any meeting.
- B. Voting – The privilege of introducing motions, debating, and voting are reserved for the executive board. Financial votes and approval required for all purchases >\$250.

### Article V – Officers

#### Section 1: FHS Drill Team Booster Club, Inc. Officers

- A. The officers of the executive board shall be President, Vice President- Fundraising, Vice President- Special Events, Vice President- Merchandise, Secretary, and Treasurer, **and Meals Coordinator..**

#### Section 2: Time of Election

- A. Officers shall be elected by voice annually at the last scheduled meeting in any school year. If there is more than one nominee for an office, that office election will be voted by written ballot.

#### Section 3: Officer Terms

- A. Officers shall assume their duties on June 1st of the upcoming school year and conclude on May 31st of the following school year.
- B. No Officer shall serve in the same office more than three consecutive terms. An Officer who has served more than one-half a term shall be credited with having served that term. If a term limit is reached, and the Officer has interest in serving for an additional term, a majority consent by the Board Members can extend the term limit on a year to year basis for that office position.

#### Section 4: Vacancy

- A. If the offices of President, Vice President- Fundraising, Vice President- Special Events, Vice President- Merchandise, Secretary or Treasurer, **or Meals Coordinator.** become vacant, a special nominating committee shall be appointed by the executive board. The vacancy shall be filled by a vote of the membership of the organization at a special meeting. The President having given due notice to the organization that an election is being held. In case of

a vacancy in the office of the President, the Vice President- Fundraising shall give such notice of an election.

## Article VI - Election Process

### Section 1: Nomination Committee

- A. The nominating committee shall consist of the following: A member of the organization not sitting on the executive board, Secretary, and the Drill Team Director.

### Section 2: Time Period

- A. A. The nominating committee should be formed 2 months prior to the end of the current school year.

### Section 3: Duties

- A. A. The nominating committee will solicit nominations via email and present candidates with the application and a copy of the current by laws. The committee will report to the executive board, two weeks prior to the annual meeting, a slate of nominees for the upcoming year. The nominating committee will prepare any necessary ballots for voting and then count those ballots.

### Section 4: Nomination Process

- A. Persons holding office must be a member of the organization during the term for which they plan to serve.
- B. The person seeking the office of President must have served on the executive board the previous year, unless such a candidate is not available. In which case the board can grant an exception through a majority vote.
- C. All nominations must be received by the deadline set forth by the nominating committee.
- D. Nominations cannot include Foster Administration, Directors, and/or Assistant Directors of the drill team.

### Section 5: Voting Process

- A. Voting will be conducted as outlined below.
- B. Any member in good standing shall be eligible to vote.
- C. At least two (2) counts of the ballots will be made immediately after the voting, if being done by written ballot.

## Article VII – Duties of Officers

- A. President: The President shall construct the agenda and preside at all meetings of the general membership and the Executive Board and serve as ex-officio member of all committees, with the exception of the Nominating Committee. The President shall perform all duties as may be prescribed in these articles and by laws or as assigned by the organization. The President shall make temporary appointments to all executive board offices, if any become vacant, until a special election can be held. The President shall be the keeper of the Organization email account, being the primary user of the account. **The President shall coordinate with the director to**

**organize the End of Year Banquet.** The President shall communicate effectively and regularly with the Drill Team Director and other Board Members.

- B. Vice President – Fundraising: The Vice President of Fundraising shall act as the aide to the President and perform their duties in the event of their absence. If the office of President becomes vacant, the Vice President of Fundraising shall ascend to that position until a special election can be held, and a new President elected. The Vice President of Fundraising will coordinate all fundraising efforts on behalf of the organization, which include fall/spring fundraising, membership drive, spirit nights, and annual sponsorships. The officer will be responsible for supplying the treasurer with the final report of gross and net receipts from each fundraiser.
- C. Vice President- Special Events: The Vice President of Special Events shall coordinate all major drill team events, to include ~~fundraising events requiring student participation ex. spirit nights,~~ social events, trips, **kid clinics, and Spring Showcase** ~~and the end of year banquet.~~ The Special Events officer will collaborate with the Drill Team Director ~~to make sure student needs are met such as meals or snacks before events,~~ and coordinate field trips taken by the students in the various drill team events. The Vice President-Special Events shall serve as the chairperson of the nominating committee.
- D. Secretary: The Secretary shall keep accurate records of all meetings of the organization. The Secretary will maintain the membership list and send correspondence to the members via email or other means deemed appropriate. The Secretary shall serve as the chairperson of the nominating committee. The Secretary will work with Publicity Committee to post minutes and by-law updates. The Secretary will perform other duties as delegated such as the role of President and Vice President- Fundraising if both of those positions become vacant. Those duties will be performed until a special election can be held.
- E. Treasurer (Also known as Assistant to the Secretary) – The Treasurer shall receive and count all monies of the organization and keep accurate records of receipts and expenditures. Any monies paid out should have prior approval of the executive board. The Treasurer will present a statement of account at each meeting and at any other times as requested by the executive board, Drill Team Director, school administrators, or the school board. The account must maintain \$2K at all times to avoid penalty fees. The Treasurer shall perform the duties of President in the absence of all other officers, and if the positions become vacant the Treasurer shall ascend to the role of President until a special election can be held. The final Treasurer's report, summarizing the year, should be reviewed by a three (3) member Financial Review committee. The Financial Review Committee shall consist of two (2) Executive Board members (not to include Treasurer) and one (1) non-officer member to review the Financial Report. The President will meet with the committee at the end of the fiscal year to go over their final report. The President and Treasurer will be on the business accounts with equal access.
- F. Vice President of Merchandise – Organize, design, and sell merchandise to support the Booster Club. Coordinate with the VP of Fundraising and VP of Special Events

for sale times. Primary point of contact with vendors. Potential merchandise includes shirts, signs, decals, etc

- G. Meals Coordinator- The Meals Coordinator will work with the director to make sure student needs are met such as meals or snacks before events such as football games, late evening practices, special events, contests, and trips.

## Article VIII – Standing Committees

### Section 1: Duties of the Standing Committees

- A. Fundraising Committee – The chairperson of this committee will be the Vice President-Fundraising. The committee shall be responsible for helping with the planning, coordinating, and implementing of fundraising projects of the FHS Drill Team Booster Club, Inc. This will include major yearly fundraisers, such as membership drive, sponsorships, and student led fundraisers.
- B. Nominating Committee – the three (3) members appointed will work with the Secretary to coordinate the nomination of incoming officers on the executive board.
- C. Financial Review Committee – the three (3) members appointed will work with the Treasurer to review the financial statements at the end of the school year. These members will attend the annual meeting to sign off on the financial statement of accuracy.
- D. Uniform Committee – the chairperson of this committee will work closely with the student representative and Drill Team Director to ensure that uniforms are in compliance with what is required.
- E. Scholarship Committee – the chairperson of this committee will coordinate the application process for which seniors can apply for any scholarships being made available by FHS Drill Team Booster Club, Inc. The chairperson may not have a senior student eligible for a scholarship in order to serve in this position and will work directly with the Drill Team Director and President.
- F. Publicity Committee – the chairperson shall be responsible for the publicity of the organization. They shall create and post news, upcoming events, and all communications on social media platforms, including website. The chairperson is responsible for sending out Band app or email messages to members. They may also take pictures and videos to be used at the discretion of the Executive Board and Drill Team Director as a means of public communications. The Publicity Chair may create a committee to help with above listed needs.

### Section 2: Addition and Deletion of Standing Committees

- A. Such other standing committees shall be created or deleted by the executive board as may be required to promote the objectives and interests of the organization.

### Section 3: Selection of Committee Chairpersons

- A. The chairpersons of each committee shall be selected by the President of the organization with input from the executive board. The Secretary will send out

an email communication asking all interested members to inquire as to a chairperson position they would be interested in and then compile the list for the President. The chairperson must be a member in good standing during the term in which they will serve on a standing committee.

- B. The chairpersons of each standing committee shall be announced after the new executive board has been announced.

#### Section 4: Standing Committee Reports

- A. The chairperson of each standing committee shall present a report of developments at meetings of the organization.
- B. The chairperson of each standing committee shall create a folder, binder, and/or report that showcases a summary of activities and provide said report to the President to keep on file.

### Article IX – Scholarships

#### Section 1: Objective

- A. The objective is to reward outstanding high school seniors for their active participation and efforts within the FHS Drill Team program and to provide financial assistance in order that they may accomplish future educational goals. The amount of the scholarship and availability will be dependent on available funds within the FHS Drill Team Booster Club, Inc. operating budget.

#### Section 2: Scholarship Committee

- A. A scholarship committee shall be formed and consist of the Drill Team Director and at least three of the following: Board Members, or general membership, with the exception of parents or guardians of seniors in the program. One person will be deemed chairperson and will communicate with the Drill Team Director and other committee members.

#### Section 3: Applicant Criteria: Applicants must meet the following criteria to apply:

- A. Must have been a member of the Drill Team for two consecutive years.
- B. Must plan to attend a 2-4 year accredited institution after graduation.
- C. Must complete the FHS Drill Team Scholarship Application and Essay
- D. Parents/Guardians must be members of the Booster Club during their child's senior year.

### Article X – Parliamentary Authority

Section 1: Rule of Order - The rules contained in this current edition of Robert's Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not consistent with these Articles and By Laws and any special rules of order the organization may adopt.

### Article X – Amendments

#### Section 1: Amendments to Articles and Bylaws

- A. The executive board, through a majority vote, may appoint a committee to review and revise any recommendations to change the bylaws.
- B. Any member of the organization can make a recommendation to the executive board for a change to an article or bylaw.

#### Section 2: Voting

- A. These Articles and Bylaws may be amended at any regular meeting of the organization by a majority vote of the members present and voting, provided notice of the proposed amendment revision shall have been given to the membership at least one (1) week in advance.

#### Article XI – Dissolution

It is hereby irrevocably resolved that, in the event the FHS Drill Team Booster Club, Inc. is dissolved, all its assets will pass to another tax-exempt organization in the Lamar Consolidated Independent School District to be determined by the majority of the membership present at the time of dissolution. The membership will be notified at least two (2) weeks prior to a meeting regarding dissolution.