**TRINITY HIGH SCHOOL TROY-ANNS BOOSTER CLUB**

**BY-LAWS**

**ARTICLE I**

The name of this organization shall be Trinity High School Troy-Anns Booster Club.

**ARTICLE II OBJECTIVE**

The objective of this club is to provide physical, financial and emotional support to the Troy-Anns Dance Team and its Director(s) in all activities; as part of the Trinity High School organizations and through the Team’s participation in regional/national dance competitions and public performances. The Booster Club will use all available resources to conduct the necessary fundraising to achieve this objective. In doing so, the Trinity High School Troy-Anns Booster club shall abide by the rules and regulations established by the Hurst-Euless-Bedford Independent School District (HEBISD) and laws for non-profit organizations. In accordance with these regulations, the Booster Club will not participate in political activities or organizations of any kind.

**ARTICLE III MEMBERSHIP AND DUES**

SECTION 1

Membership will consist of three categories:

1. Active members: those Parents/Legal Guardians of active Troy-Anns who fully support the organization’s objectives and have paid the designated dues who shall have all voting privileges.
2. Associate members: those individuals who fully support the organization’s objectives and have paid the designated dues, but are not Parents/Legal Guardians of active Troy-Anns, who shall have all voting privileges.
3. Honorary members: those who fully support the organization’s objectives and are elected by the active membership. The Director(s) and the Trinity High School Principal will be designated Honorary Members annually. These shall be non-voting memberships.

SECTION 2

The term membership will be from April to March; however, members may be admitted at any time during the fiscal year.

SECTION 3

Annual dues will be recommended by the Executive Committee and approved by a vote of the active members at the May meeting. These dues are to be applied to the coming fiscal year. No dues will be assessed to Honorary Members.

**ARTICLE IV OFFICERS**

SECTION 1

1. Elected officers shall be: President; Vice President; Secretary; Treasurer.
2. Officers shall be elected annually in the month of March and shall assume their duties at the April meeting.
3. A term of office shall be for one year.
4. A person shall not be eligible to serve more than (2) consecutive terms in any one office.

SECTION 2

There shall be a Nominating Committee consisting of (5) members, (3) who will be selected by the Executive Committee from its body and (2) members chosen from the active general membership during a regular meeting at least one month prior to the election. Individuals who wish to serve as an elected officer may not participate on the Nominating Committee.

1. Nominations may be submitted from the floor.
2. The consent of each candidate must be obtained before his/her name is placed in nomination either by the Nominating Committee or from the floor.
3. At the March meeting, the Nominating Committee will submit the name of one candidate to the active membership for a vote.

SECTION 3

1. If at any point one of the four elected board positions becomes vacant, the process outlined in SECTION 2 will be immediately repeated to nominate and vote on a replacement for the rest of the term.

**ARTICLE V DUTIES OF OFFICERS**

SECTION 1

The President: to be a member in good standing for a minimum of one year.

1. Shall chair all Executive Committee and General meetings; serve as ex-officio member of all committees, excluding the Nominating Committee; call special meetings as needed; act as liaison between the School, the Director, and the Club; appoint committee chairpersons as needed, with approval of elected officer board.
2. Shall serve as Alumni Chairperson, to coordinate and facilitate communication with all former Troy-Anns and Booster Club members; facilitate involvement in special Alumni activities at the request of the Director.
3. Shall serve as member of the Finance Committee.

SECTION 2

The Vice-President: to be a member in good standing for a minimum of one year.

1. Shall preside in the absence of the President; act as aide to the President.
2. Shall serve as Membership Chairperson; to collect enrollment information and dues from Booster Club members; collate information for and prepare the Booster Club Directory.
3. Shall serve as Scholarship Committee Chairperson.
4. Shall serve as member of the Finance Committee.

SECTION 3

The Secretary: to be a member in good standing for a minimum of one year.

1. Shall record the minutes of all Booster Club meetings and prepare them for presentation each month; shall maintain permanent records of minutes from official meetings and accompanying budget reports.
2. Shall coordinate official correspondence on behalf of the Club and its Officers **including checking the booster club email and texting reminders.**
3. Shall serve as member of the Finance Committee.
4. Shall maintain records of all scholarship award recipients for historical context in accordance with requirements for tax exempt 501(c)(3) organizations as mandated by the Internal Revenue code.
5. **Shall update the team website with current Booster Club information.**

SECTION 4

The Treasurer: to be a member in good standing for a minimum of one year.

1. Shall serve as Chairperson of the Finance Committee; to meet with other Members of the Finance Committee prior to the August general meeting to establish the **twice-**annual operating budget; coordinate selection of an independent accountant to perform the annual review of the financial records.
2. Shall prepare and present the Budget Report to the membership at the first meeting of each fiscal year for ratification, with updates at each subsequent meeting.
3. Shall have custody of all club funds to be deposited into the Trinity High School Troy-Anns Booster Club account located at Chase Bank @ 2204 Harwood Road Bedford, TX 76021.
4. Shall keep a full and accurate account of the receipts and expenditures according to the rules and regulations provided for Booster Club by the HEB ISD.
5. Shall present the books for **twice-**annual audit, the date to be determined by the HEB ISD.
6. Shall file taxes with the IRS for the 501(c)3 tax-exempt status.
7. A maximum of $3000 shall be rolled over to the incoming team at the end of any fiscal year, not including scholarship fund.
8. **Shall nominate a Vice-Chair of the Finance Committee. The Vice-Chair will work with the treasurer to support the treasurer by collecting funds, making deposits, updating and sending invoices as necessary.**

SECTION 5

The outgoing officers shall deliver to their successors all official materials within 30 days of the election.

**ARTICLE VI EXECUTIVE COMMITTEE**

SECTION 1

The Executive Committee shall be composed of the following members.

1. Elected Officers
2. Dance Team Director(s)
3. Standing Committee Chairpersons

SECTION 2

The Standing Committees shall be:

1. Awards (b) Chaperones
2. Finance (d) Publicity
3. Social (f) Fundraising
4. Scholarship (h) Spirit Table
5. Alumni (j) Community Service

SECTION 3

Chair persons shall serve on a voluntary basis and shall be:

1. Appointed by the President with the approval of the elected officers.
2. Co-chairs will be chosen on an “as needed” basis, and must be a parent of an active Troy-ann, and must be an active member.
3. **Vice-chair of the finance committee will be nominated by the treasurer and appointed by the board.**

SECTION 4

Duties and Functions of the Executive Committee shall be:

1. Meet as soon as possible following the annual election of officers and selection of committee chairs to set up necessary business to be completed before the close of the fiscal year, plan the summer session date and time when each Chair will present the plan of work for the coming fiscal year.
2. Meet monthly during the school year, day and time to be established prior to the first Booster Club session, to determine the issues for business to be brought before the active members; one third of the members of the Executive Committee shall constitute a quorum.
3. Meet as needed to transact the necessary business of the club in the intervals between regularly scheduled meetings.

**ARTICLE VII MEETINGS**

SECTION 1

Official meetings of this organization shall be held monthly during the school year, September – May. The President will schedule the dates, times, and locations of the meetings with the Trinity High School calendar coordinator, upon approval of the Executive Committee.

SECTION 2

The Annual Business Meeting for Elections shall be in March.

SECTION 3

At regular monthly meetings, a majority of members in attendance shall constitute a quorum for voting purposes.

**ARTICLE VIII SUNSET AND TERMINATION PROCEDURES**

SECTION 1

Operation of the Booster Club is granted by the HEB ISD on an annual basis, to be renewed upon recommendation of the Troy-Anns Team Director and the Trinity High School Principal. Should termination of the Booster Club occur the Executive Committee will be charged with proper disposition of any remaining funds.

SECTION 2

Should, for any reason, the Trinity High School Troy-Anns Booster Club cease operations, the Standing Executive Committee members will be charged with proper disbursement of any remaining funds. The Committee should meet with the Team Director to determine the most appropriate needs of the Team to be addressed.

SECTION 3

Upon cessation, all official club records will be submitted to the proper school district for final audit.

**ARTICLE IX PARLIAMENTARY AUTHORITY**

**Roberts Rules of Order, Revised,** shall govern this club in all cases in which they are not in conflict with these by-laws. The Vice-President shall act as the Parliamentarian and the Secretary shall be the alternate Parliamentarian.

**ARTICLE X SCHOLARSHIP PROCEDURES**

SECTION 1 - COMMITTEES

Two independent committees will be responsible for scholarships, the Scholarship Fundraising Committee and the Scholarship Selection Committee.

The Scholarship Fundraising committee will be led by the Vice President of the Troy-Ann Booster Club and optionally a co-chair appointed by the President of the Troy-Ann Booster Club. This committee is responsible for raising money to fund the Troy-Ann Scholarship. This committee will also be responsible for recognition of donors.

The Troy-Ann Scholarship Selection Committee will be selected by the Director of the Troy-Anns. No family members of any Troy-Ann will be allowed to be on this committee. When possible, donors to the Troy-Ann Scholarship will be part of the selections committee. This committee should have a minimum of five independent members who independently review the applications. No committee member should have prior experience with any of the applicants, so that objectivity can be ensured.

SECTION 3 – FINANCES AND RECORDS

All funds applied to scholarships must be raised for the specific purpose of scholarship, not for general Troy-Ann operations. The records of money raised and disbursed is to be recorded on a budget separate from the Troy-Ann Booster Club budget. This budget should be made available to all Troy-Ann Booster Club members at all Troy-Ann Booster Club meetings and upon request. This budget will include all money collected as well as money spent on scholarship fundraising including paper, envelopes, stamps, etc. and recognition of donors. A minimum of 90% of all money raised must be spent directly on scholarships. (Less than 10% of all money raised will be spent on expenses related to scholarships.)

90% of the total amount of money raised by the March Troy-Ann Booster club meeting will be allotted to be given as scholarships. 10% of the money donated minus the money spent for expenses or $200, whichever is less, should remain in the scholarship account for the next year’s expenses. If more money remains, it should be added to the money being given as scholarships.

The total amount of money collected for the year and the total amount being given as scholarships will be reported by the Troy-Ann Booster Club treasurer and the Chairs of the Scholarship Fundraising Committee at the March Troy-Ann Booster Club meeting. This amount will be used by the director to determine how much is awarded to each Troy-Ann based on the award criteria below.

SECTION 2 - APPLICATION

The application for the Troy-Ann Scholarship will be available from the Troy-Ann website, no later than the last day of the 3rd six-weeks according to the HEBISD School Calendar. The application will be due to the Troy-Ann director on the last day of the 2nd trimester according to the HEBISD School Calendar. No late applications will be accepted.

SECTION 3 – AWARD

To be eligible for a scholarship, a Troy-Ann must have met the following minimum requirements:

* Minimum of one year participation as a Troy-Ann in good standing
* Minimum GPA of 3.2
* Complete application turned in on-time
* Attending post-secondary education including university, junior college, trade school, etc. within one year of graduation

Scholarships will be awarded based on the following:

* Life Goals essay – “What goals do I have in life that will be supported by receiving a Troy-Ann scholarship?”
* Application of Troy-Ann Lessons essay – “What lessons have I learned through dancing as a Troy-Ann that will help me to be a success in my future?”
* Academic achievement (GPA, SAT/ACT scores)
* Service to the Troy-Anns essay – “In what ways did you go above and beyond to make the Troy-Anns a better organization. Include leadership roles, both official and unofficial.”
* Service to our community - Volunteer Activities
* Other – “What other ways have you prepared yourself for life beyond high school? Include work experience, other school related extracurricular participation, etc.”

Applications and a rubric judging the criteria above will be given by the director to each member of the selection committee. Each member of the selection committee will review the applications and return completed rubrics to the director. The director will apply the following

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Money available for scholarships | Less than $100 | $101 - $499 | $500 - $999 | $1000 - $1999 | $2000 - $2999 | $3000 - $4999 | $5000+ |
| Maximum number of scholarships: | 0 | 1 | 2 | 3 | 4 | 5 | 6+ |
| Percent to each recipient | N/A | 100% | Scores Rank:  1 – 60%  2 – 40% | Scores Rank:  1 – 50%  2 – 30%  3 – 20% | Scores Rank:  1 – 35%  2 – 30%  3 – 25%  4 – 10% | Scores Rank:  1 – 30%  2 – 25%  3 – 20%  4 – 15%  5 – 10% | Scores Rank:  1 – 30% (max. $2000)  2 – 25% (max. $1800)  3 – 20% (max. $1500)  4 – 12.5% (max. $1200)  5 – 10% (max. $1000)  Remaining money will be divided by $250 to determine the maximum number of additional girls to receive scholarships. The remaining money divided by the additional girls to receive scholarships will be awarded up to a maximum of $500 per girl. |

SECTION 4 – DISBURSEMENT

Students will be notified of the scholarship that they have been awarded at the Troy-Ann Banquet.

It is the responsibility of the Troy-Ann award recipient to submit a request for funds to the Troy-Ann treasurer along with their acceptance letter from their post-secondary school of choice. Funds will be sent directly to the college or trade school. The school should expect to receive your award check within 10 business days.

If a student does not submit a request for funds with a letter of acceptance to a post-secondary school within one year, the money will be donated back to the Troy-Ann scholarship fund.

**ARTICLE XI AMENDMENTS**

SECTION 1

Procedures

1. These by-laws may be amended at any regular meeting of the club by a two-thirds vote of the active members present, provided that notice of the proposed amendment shall have been given 15 days in advance.
2. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote of the regular meeting of the club OR by a two-thirds vote of the Executive Committee.
3. The requirements for adoption of revised set of by-laws shall be the same as in the case of an amendment.

Date Approved

President Vice-President

Secretary Treasurer