



Trabuco Hills High School Pep Squad

27051 Mustang Run, Mission Viejo, California 92691

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BYLAWS

Trabuco Hills High School Cheer Booster

Article I - Name

The name of this Association is the Trabuco Hills High School Cheer Boosters ("Association"), located in the city of Mission Viejo.

Article II - Purpose

Section 1.

The objectives of the Association are:

1. To promote enthusiasm
2. To support fundraising for supplemental financial need and help minimize pep squad costs
3. To provide a resource for parental involvement and support
4. To promote communication and cooperation with other THHS booster groups, school officials and organizations

Section 2.

The objectives of this Association are promoted in cooperation with Trabuco Hills High School, are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Article III - Basic Policies

The following are the basic policies of this Association:

1. The Association shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Association or the names of any members in their official capacities shall not be used for any purpose not appropriately related to promotion of the objectives of the organization.
3. In the event of dissolution of the Association, its assets shall be distributed for purposes to be determined by a $\frac{2}{3}$ majority vote of the current membership.

Article IV - Membership and Donations

Section 1.

Membership in this Association shall be made available to any individual who subscribes to the objective and basic policies of this Association, without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.



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Section 2.

The Association shall conduct an annual enrollment of members following selection of new squads in the spring, but may admit persons to membership at any time.

Section 3.

Each member of the Association may contribute a donation of \$10.00 per family to the Association.

Article V - Officers and Their Election

Section 1.

Each Officer of the Association shall be a member of the THHS Cheer Boosters.

Section 2.

Officers of this Association shall be, but not limited to, a President, Vice President, Secretary, Treasurer, and Fundraising. These officers shall be selected annually, following selection of new squads.

Section 3.

Appointments for office shall be made by a Selection Committee which shall be created in March.

1. The Selection Committee shall be composed of a minimum of seven members to consist of:
 - a. Pep Squad Advisor
 - b. Coach(es)
 - c. Exiting current Executive Board Members
 - d. One parent representative from each squad, i.e. Junior Varsity, and Varsity.
2. Initial appointments will be made in March of the same squad year.
3. Final approval of appointments will be made following selection of new squads.
4. Announcement of the Executive Board will be made by the Pep Squad Advisor at the Annual Booster Meeting of the new squad year.

Section 4.

Officers shall serve for a term of one year. Officers shall assume their position upon initial appointment by the Selection Committee.

Section 5.

A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Executive Board and approved by the Pep Squad Advisor.

Section 6.

If an office remains unfilled after selection, it shall be considered a vacant office to be filled by the new Executive Board and approved by the Pep Squad Advisor.



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Section 7.

No position shall be held for more than two years by the same individual unless the position remains unfilled.

Article VI - Duties of Officers

Section 1.

The President shall:

1. Coordinate the work of officers and committees of the Association in order that the objectives may be promoted.
2. Preside at all meetings of the Association and the Executive Board.
3. Be a member ex officio of all committees.
4. Provide second signature to all checks disbursed from the THHS Cheer Booster checking account.
5. Perform such duties as may be prescribed by these bylaws or assigned to him/her by the Association or by the Pep Squad Advisor.
6. Act as a liaison with other THHS booster groups, THHS school officials and departments.
7. Prepare agenda for upcoming booster meetings.

Section 2.

The Vice President shall:

1. Act as aide to the President, shall perform the duties of President in the absence or disability of that officer and shall serve as a member ex officio of all committees.
2. Assist the President in adhering to the bylaws, policies, and procedures.
3. Perform such duties as may be delegated to the Vice President.
4. Act as Lead over all Committees.

Section 3.

The Secretary shall:

1. Keep an accurate record of the proceedings of all the meetings of the Association and the Executive Board. A copy of such record shall be provided to the general membership and made available to the school.
2. Be prepared to refer to minutes of previous meetings.
3. Prepare a list of all unfinished business for the use of the President.
4. Perform such duties as may be delegated to the Secretary.
5. Keep a current copy of the Bylaws and standing rules.

Section 4.

The Treasurer shall:

1. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the Association, including specifically, the number of members and the donations accepted from the members. Such books of account and records shall at all reasonable times be open to inspection by any member of the THHS Cheer



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Boosters.

2. Accept and receive all monies for the Association, providing a receipt upon request and depositing them in the name of the Association in the THHS Cheer Booster account within a reasonable amount of time.
3. Prepare and keep disbursement forms for all disbursements and deposit slip forms for all deposits made from the THHS Cheer Booster banking accounts.
4. Pay all bills authorized by the approved budget, the Executive Board or the Association.
5. Sign all checks disbursed from THHS Cheer Booster checking account.
6. Keep an accurate record of receipts and disbursements in a ledger.
7. Keep the membership informed of expenditures as they relate to the budget adopted by the Association.
8. Be responsible for filling out and forwarding all necessary report forms required by the Trabuco Hills High School.
9. Provide a monthly financial report to be shared at Board meetings.
10. Make an annual financial report to the Association which includes gross receipts and disbursements for the year to be presented at the final meeting.
11. Provide all necessary records to the tax accountant for annual filing.
12. Ensure that all funds are counted and double verified at the time of collection.

Section 5.

The Fundraising shall:

1. Coordinate fundraising events for the pep squad organization.
2. Ensure that facility requests, fundraiser requests and all the paperwork related to fundraising is up-to-date and submitted to ASB.
3. Contact vendors to set up fundraising items.
4. Utilize a fundraising committee to help delegate tasks assigned to each fundraising opportunity.

Section 6.

When an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibility of the office as prescribed by the bylaws or standing rules, the Executive Board may, by a two-thirds (2/3) affirmative vote, declare the office vacant.

Section 7.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation or termination, each office shall turnover to the President, without delay, all records, books and other material pertaining to the office and shall return to the Treasurer, without delay, all funds belonging to the Association.

Article VII - Meetings

Section 1.

Regular Meetings of the Association begin one week after tryouts and one month after tryouts, and then monthly thereafter until March of the following year, unless otherwise ordered by the Association or the Executive Board.



Section 2.

The regular meeting one week after tryouts shall be the annual meeting, at which time officers will receive their final appointment.

Section 3.

The privilege of making motions, debating and voting shall be limited to members of the Association who are present.

Section 4.

Five (5) members shall constitute a quorum for the transaction of business in any general meeting of the Association.

Article VIII - Executive Board

Section 1.

The Executive Board shall consist of officers of the Association. The Advisor of the Pep Squad will be invited to attend all meetings and serve in an advisory capacity.

Section 2.

The Executive Board shall:

1. Transact business at monthly meetings as needed.
2. Authorize the payment of any organizational bills within the limits of the budget adopted by the Association.
3. Create committees as are deemed necessary to promote the objectives and carry on the work of the Association.
4. Fill all vacancies in office, including that of President.
5. Present a report at the regular meetings of the Association.
6. Receive a financial report from the Treasurer at each meeting. A financial report shall include all line items to date; receivables and payables to date; current balance; a comparison to budget; list of expenditures and income since last meeting; a list of allocated money.

Section 3.

The Executive Board is subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 4.

Regular meetings of the Executive Board may be held at any place within or outside the State of California that has been designated from time to time by resolution of the Executive Board. Special meetings of the Executive Board shall be held at any place within or outside the State of California that has been designated in the notice of the meeting or, if not stated in the notice, or if there is no notice, at the Principal Executive Office of this Corporation.

A regular or special meeting of the Executive Board may be held at any place consented to in writing by all of the members of the Executive Board, either before or after the meeting. If consents are given, they shall be filed with the minutes of



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the meeting. Any meeting, regular or special, may be held by conference telephone or similar communication equipment in accordance with the California Nonprofit Law, so long as all directors participating in the meeting can hear one another and all other requirements of the California Nonprofit Law are satisfied. All such directors shall be deemed to be present in person at such meeting.

The Executive Board may meet at least once a month during the school year, unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by the President and must be called upon by the written request of two-thirds (2/3) of the members.

Section 5.

Three (3) members shall constitute a quorum for the transaction of business in any meetings of the Executive Board.

Article IX - Committees

Section 1.

There shall be such committees created by the Executive Board as may be required to carry on the work of the Association.

Section 2.

The Chairman of committees shall be recruited by the Executive Board and presented to the Association.

Section 3.

The term of office for Chairman shall be one year.

Section 4.

The Chairman shall present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the Executive Board.

Section 5.

Upon the expiration of the term of office or in case of resignation or termination, each Chairman shall turn over to the President, without delay, all records, books and other materials pertaining to the Chairmanship, and shall return to the Treasurer, without delay, all funds belonging to the Association.

Section 6.

The Association and Executive Board each have the power to create special committees to carry out specific programs and projects.

Section 7.

The Chairman and members of special committees shall serve until their assignments have been completed.



Section 8.

The Historian shall:

1. Assemble and preserve a record of the activities and achievements of the Association.
2. Act as custodian of records and maintain a visual record of the activities and other materials pertinent to the history of the Association.
3. Organize all aspects of photography for the pep squad.

Section 9.

Hospitality shall:

1. May consist of two people to serve as coordinators of Hospitality.
2. Coordinate and organize all aspects of all pep squad events.

Section 10.

The Community Service Coordinator shall:

1. Coordinate community service events for pep squad members.
2. Approve all community service hour submissions and keep accurate records of pep squad member community service hours for the pep squad year, and keep information archived for future reference.
3. Coordinate community service awards to be presented at the end of year banquet.

Section 11.

The Communications Coordinator shall:

1. Coordinate all communication for the pep squad.
2. Coordinate website, social media, newsletters and app notifications for the pep squad.
3. Assist Pep Squad Advisor, Coach(es) and Executive Board with messaging, presentations, and hand-outs, as needed.
4. Conduct all necessary correspondence of the Association upon authorization of the President, Executive Board or Association.
5. Send out notices of meetings.

Section 12.

The Fundraising Coordinator shall:

1. Coordinate fundraising events for the pep squad organization.
2. Ensure that facility requests, fundraiser requests and all the paperwork related to fundraising is up-to-date and submitted to ASB.
3. Contact vendors to set up fundraising items.
4. Utilize a fundraising committee to help delegate tasks assigned to each fundraising opportunity.



Article X - Articles of Organization and Bylaws

Section 1.

The Bylaws of this Association shall not be in conflict with the Bylaws of Trabuco Hills.

Section 2.

The "Articles of Organization" of this Association comprise these bylaws as from time to time amended, and the "Article of Association", if any. In the absence of separate Articles of Association, these bylaws shall be deemed to be the Articles of Association. In the event of any conflict between these bylaws and the Articles of Association, these bylaws shall govern.

Article XI - Fiscal Year and INS Number

Section 1.

The fiscal year of this Association shall begin July 1 and end June 30.

Section 2.

The Internal Revenue Service Employer Identification Number of this Association is 46-4247462.

Section 3.

The Association is a non-profit organization.

Article XII - Parliamentary Authority

Section 1.

ROBERT'S RULES OF ORDER NEWLY REVISED, latest edition shall govern this Association in all cases in which they are applicable and not in conflict with these bylaws.

Article XIII - Amendments

Section 1.

These Bylaws may be amended by a two-thirds (2/3) vote at any regular meeting, provided notice has been given at the previous regular meeting, OR thirty (30) days written notice has been given to the membership.

Adopted:

President

Date: November 12, 2024