

**BY-LAWS**  
**CHURCHILL SPIRIT CLUB**  
**February 2025**

**ARTICLE I-NAME, PURPOSE & POLICIES**

**SECTION A-NAME**

This club shall be known as the CHURCHILL SPIRIT CLUB, INC. (CSC).

**SECTION B-PURPOSE**

The purpose and objectives of the CSC are:

1. Provide a service organization dedicated to the promotion of the welfare of all spirit groups at Winston Churchill High School, i.e., Gaelen Pep Squad, Grenadier Drill Team, Lancer Dance Team and Cheerleaders.
2. Promote the entire spirit group program and to **assist** the directors and school administration in the development of an outstanding dance and cheer program.
3. Seek, cultivate and obtain revenues to be used for developing and expanding the spirit group program.
4. Create a wider interest in the dance and cheer programs at Winston Churchill High School.
5. Provide scholarship opportunities (as budget permits) to seniors seeking a higher education
6. To conduct its business exclusively as a charitable and educational nonprofit organization consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code.

**SECTION C-POLICIES**

1. To develop and increase our purposes through committees and projects.
2. To avoid any actions that would appear to interfere with the administration of the school or to control its policies.
3. To avoid all commercial, sectarian, political, or partisan interests.
4. To adhere to the UIL and NEISD Booster Club guidelines.

**ARTICLE II-MEMBERSHIP**

Voting Members shall be entitled to one vote each, and shall include:

- Any person interested in the purpose and objectives of CSC, and willing to uphold its policies and subscribe to the by-laws, and whose annual membership dues are paid currently. Families who pay their annual membership dues are entitled to **one vote per family**.

- The District Spirit Group Coordinator
- The directors of the Gaelen Pep Squad, Grenadier Drill Team, Lancer Dance Team and Cheerleaders
- The Assistant Principal was appointed as the Spirit Liaison.

Honorary Members are not entitled to any vote, and shall include:

- The principal and assistant principals of Eisenhower, Bradley, and Jackson Middle Schools and Churchill High School
- The head coach and assistant coaches at Churchill High School
- The athletic director of the North East Independent School District

### **ARTICLE III-DUES & FEES**

The amount of annual dues shall be set by the Executive Board prior to the first meeting of each school year, and dues for that year shall not be changed during that school year. Dues should be paid for each spirit student participating. Consideration will be given to families with multiple spirit members, and they may pay one membership fee.

### **ARTICLE IV-MEETINGS**

#### **SECTION A-General MEETING**

CSC general meetings shall be held on a date selected by the directors, in consultation with the President, and shall occur as follows:

- A kick-off/performance meeting in September
- A meeting prior to the tryouts in February
- A meeting in April/May for the purpose of electing officers for the following school year
- A new team meeting in May

#### **SECTION B-BOARD MEETINGS**

Meetings of the Board of the CSC shall be held on dates selected by the President, and shall occur as follows:

- An organizational meeting in August
- A meeting in September/October to discuss fundraising
- A meeting in December to report on fundraising and to discuss upcoming competition season
- A meeting in February before tryouts
- A meeting in April prior to the new team meeting
- A meeting in May as a transition and joint operation and planning meeting for the outgoing and incoming board.

## **SECTION C-SPECIAL MEETINGS**

Special meetings of either the general membership or the Executive Board may be called by either (a) the President of CSC, (b) two or more of the directors of the Gaelen Pep Squad, Grenadier Drill Team, Lancer Dance Team and Cheerleaders, or (c) by the Assistant Principal appointed as the Spirit Liaison. A special meeting may also be called upon demand of 10% of members exclusive of the elected officers regardless of the wishes of the President.

## **SECTION D-PLACE OF MEETINGS**

All general meetings and special meetings shall be held at a location to be determined at Churchill High School.

## **SECTION E-TIME OF THE MEETINGS**

All CSC general meetings shall begin at 7:00 p.m., unless otherwise announced, on the date specified.

## **SECTION F-SCHEDULE/NOTICE OF MEETINGS**

Meetings shall not conflict with the NEISD traditional school calendar. Notices of all meetings shall be given with as much advance notice as is reasonably practicable, but in no event less than one week notice absent extenuating circumstances. Notice shall be given by email, with a copy to be posted on a bulletin board in the dance hall, and on the director websites.

## **ARTICLE V-QUORUM/VOTES**

For any general or special CSC meeting, a quorum shall consist of those members present and majority of the current board. Unless otherwise specifically required herein, all votes shall be a simple majority.

An action required by the vote of the Executive Board may be made without necessity of a meeting if by a unanimous consent by email vote of each member of the Executive Board. Notice shall be given to Spirit directors and campus representatives of the action being voted upon, and copies of all ballots cast via email should be presented at the next general or special CSC meeting.

## **ARTICLE VI-OFFICERS**

### **SECTION A-POSITIONS**

The officers of CSC shall consist of the following positions and duties:

A. **President.** Duties shall include:

- Preside at all meetings and enforce the provisions of the Bylaws
- Regularly meet with the designated campus representative and spirit coaches regarding booster activities
- Resolve problems in membership
- Regularly meet with the treasurer of the organization to review the organization's financial position
- Select an officer as the designee to review bank statements. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
- Schedule an annual audit of records or request an audit if the need should arise during the year.
- Represent the CSC as requested by school faculty or administration
- Serve as ex-officio member of all committees (except the nominating committee)
- Serve as ex-officio member on the budget committee as outgoing president
- Perform any other specific duties as outlined in the bylaws of the organization

**B. Vice President-Pep.** Duties shall include:

- Communicate regularly with Pep director to determine needs
- Serve on the Budget Committee
- Act as presiding officer in the absence of the President
- Provide communication by email to parents in the Pep Program as needed
- With other VP's manage the flower sales duties at "One Singular Sensation" and Dance Celebration
- Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers  
(See Standing Rules)

**C. Vice President-Drill.** Duties shall include:

- Communicate regularly with Drill Team director to determine needs
- Serve on the Budget Committee
- Act as presiding officer in the absence of the President
- Provide communication by email to parents in the Drill Program as needed
- With other VP's manage the flower sales duties at "One Singular Sensation" and Dance Celebration
- Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers (See Standing Rules)

**D. Vice President-Dance.** Duties shall include:

- Communicate regularly with Dance Team Director to determine needs
- Serve on the Budget Committee
- Act as presiding officer in the absence of the President
- Provide communication by email to parents in the Dance Team Program as needed
- With other VP's manage the flower sales duties at "One Singular Sensation" and Dance Celebration
- Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers (See Standing Rules)

**E. Vice President-Cheer.** Duties shall include:

- Communicate regularly with Cheer director to determine needs
- Serve on the Budget Committee
- Act as presiding officer in the absence of the President
- Provide communication by email to parents in the Cheer Program as needed
- With other VP's manage the flower sales duties at "One Singular Sensation" and Dance Celebration
- Coordinate and recruit chairs/co-chairs to manage one of the organizations major fundraisers (See Standing Rules)

**F. Secretary.** Duties shall include:

- Keep a register or roll of the members
- Keep a record of proceedings at all meetings and on file at the school
- Issue notices of the meeting and agenda after consultation with the President
- Conduct the correspondence of CSC, including the mailing and counting of votes for officer elections
- Serve on the Budget Committee
- Perform such other duties as may be assigned and those customarily assigned to the office of Secretary.

**G. Treasurer.** Duties shall include:

- Receive all dues, fees and monies for CSC
- Keep a record of the receipts and expenditures
- Pay the bills as authorized by Article IX
- Develop an annual projected budget to be rendered at the first meeting of CSC each year

- Render a statement of account at the regular meeting of each month of all receipts and expenditures
- Present a full report at the last CSC meeting of each month of all receipts and expenditures
- Present a full report at the last CSC meeting in May
- Complete all tax and financial filings required by governmental concerns
- Serve on the Budget Committee
- Serve on the Ways and Means Committee

**H. Parliamentarian.** Duties shall include:

- Attend all meetings of the Board of Directors and general membership
- Advise the presiding officer on questions of parliamentary law and methods of procedure and/or delegate that authority to a member of the Executive Board in the event of absence.
- Review the bylaws at the first Board meeting
- Read to the general membership Article VI, Section B, at the general meeting prior to the election of Officers at the election meeting.

**I. Chaplain-Historian.** Duties shall include:

- Open all meetings with a inspiration
- Compile and keep a record of the activities and achievements of the CSC and the spirit groups.
- Shall provide information and photos to PTA newsletter, Welcome Home, and such other acceptable and approved community publications and media.

## **SECTION B-ELECTIONS**

1. The Nomination of the officers shall be made by a Nominating Committee appointed by the President and shall consist of five (5) members (striving for equal representation between the 4 spirit groups.) and one (1) alternate member. It is recommended that two of the members be Board Members. The Nominating Committee will elect a chair at the first meeting. The president shall not serve as a member of this committee. The Assistant Principal appointed as Spirit Liaison and one of the Spirit Group Directors will be ex-officio members of the committee.
2. The committee shall solicit recommendations for officer positions from within CSC. The committee shall contact the potential candidate directly to ascertain their qualification, and their willingness and desire to serve. Nominations may be made from the floor provided that the consent of each candidate has been obtained before placing his/her name in nomination. The Executive Board shall

be presented with the slate of nominees at least five days prior to the general meeting at which the election shall occur. Nominees shall be elected by a “show of hands” vote. A majority vote of the membership present shall be necessary for election.

3. The provisions of this section B shall be read prior to the elections.
4. All newly elected officers shall take office at the end of the fiscal year and shall serve a term of one year, remaining in office until their successors are elected and installed. The outgoing and incoming officers will work together to fulfill necessary responsibilities during the transitional period between new team selections and the start of the new fiscal year.

### **SECTION C-ELIGIBILITY**

Any member in good standing with this CSC shall be eligible for election to any office provided he/she has given consent for his/her name to be placed in nomination, and has a student enrolled and participating in a spirit program(s) at Churchill High School during the elective year. There is a limit of two one-year consecutive terms for the same position of Executive Board Officers, except in an extreme case as determined by WCHS Principal. Only one member of a family shall be permitted to serve as an officer at the same time, unless serving as co-chairs in the same office, which would then limit the family's vote to one.

### **SECTION D-VACANCIES IN OFFICE**

If any office shall become vacant or is newly created, the remaining officers of the Executive Board shall, by majority vote, fill the vacancy at the earliest date thereafter. The member thus appointed shall immediately enter upon his/her duties and shall hold office until the next regular election.

### **SECTION E-ELIGIBILITY FOR VOTING**

Any member of CSC whose dues have been paid prior to the election shall be eligible to vote.

### **SECTION F-REMOVAL FROM OFFICE**

Any officer or Standing Committee Chair may be subject to removal from office for missing without legitimate reason from three (3) consecutive meetings, shall be subject to removal from office, and shall be referred to the Executive Board by the Secretary for disposition.

Any officer or chair of the Standing Committee may be removed from office by 2/3's vote of the Executive Board.

If the person presented for removal is a member of the Executive Board, then that person shall not be excluded from the discussions or vote.

## **ARTICLE VII-STANDING COMMITTEES**

The CSC shall have Standing Committees to conduct the operational business of the CSC.

The chairpersons of the Standing Committees of the CSC shall be volunteers. The Chairs shall serve on the Board. The Committees shall consist of a Chair and volunteer members. The Chair shall submit a list of all members to the President.

The Chair shall make a record of all activities of the committee for the year, which shall be made a part of the permanent records of the CSC. The Chairman of each standing committee shall prepare and present at regular meetings all reports necessary to advise CSC of the committee work.

The Standing Committees and responsibilities shall be as follows:

### **A. Fundraising**

- Meet with Directors and CSC President to determine budgetary needs
- Propose the fundraising projects to the Executive Board for approval in April/May for the following year
- Oversee the individual account fundraisers of the CSC and assist with the other CSC fundraisers
- Collect order forms and funds from team members, place orders with fundraising companies, prepare deposit and coordinate with the CSC treasurer to deposit funds
- Determine percentage of funds that will be paid to each participating team member's account and present that document and check to the directors for deposit
- Recruit and coordinate volunteers for distribution of merchandise upon delivery from vendor

### **B. Membership & Communications**

- Collect all membership forms and membership fees
- Create a list of members and distribute to CSC President and appropriate CSC officers and representatives
- Manage the CSC website and update regularly



### **C. Special Events**

- Organize, promote and implement activities related to special fundraising events selected by the Board

### **D. Meals**

- Collect money for meals; meet with Treasurer to coordinate payment for meals
- Pick up and distribute meals during football season to spirit members
- Serve as liaison to food vendors for pricing and ordering
- Coordinate volunteers to help with meal distribution, set up and clean up

### **E. Social**

- Coordinate all social and spirit activities for the CSC (including parties and banquets)
- Collaborate with social officers and directors

### **F. Scholarship**

- Oversee the scholarship process and present the CSC scholarships at Dance Celebration in May as budget permits
- Scholarships may be awarded through strict compliance with the following criteria and the criteria of the NEISD Booster Club Guidelines. If there is a discrepancy between the NEISD guidelines and the Bylaws the NEISD guidelines shall prevail.

#### **CRITERIA:**

The CHURCHILL SPIRIT CLUB, Inc. will award at least one scholarship of \$500 or more in the spring of each school year as budget permits.

- The award will go to a senior student actively involved in any spirit organization (to include pep squad, dance, drill, cheerleading and managers). All senior students who are in good financial standing and meet the scholarship qualifications are eligible to apply. Overall grade point average of 80% or above is required.
- Scholarship packets will be distributed to all qualified Spirit seniors no later than March 1st of each school year and the deadline to submit completed packet will be determined by the selection committee. Packet will include a complete description of requirements and scoring procedures.
- The “Churchill Spirit Scholarship Selection Committee” will select the scholarship recipient(s) from the candidates who meet the requirements and application

deadline. The number of recipients will be determined by the “Churchill Spirit Scholarship Selection Committee” based on the point totals from the scoring rubric and the amount budgeted by the CSC Board maintaining a minimum of \$500 per scholarship recipient.

**G. Spirit Angels**

- Coordinate spirit items and recognition for all spirit groups

**H. Spirit Sales**

- Organize, promote and schedule spirit sales for all spirit groups
- Update and assist the Fundraising chair and Treasurer
- Adhere to approved budget provided by Executive Officers

**I. Dance Clinic**

- Plan, promote and implement activities related to the annual dance clinic
- Collaborate with Directors

**J. Cheer Clinic**

- Plan, promote and implement activities related to the annual cheer clinic
- Collaborate with Directors

**K. Senior Events** (to include three chairs representing each: drill, dance, and cheer)

- Coordinate all activities and recognition for all seniors participating in the spirit organization, to include cheer, dance, drill and pep

**L. Volunteer Coordinator**

- Coordinate all volunteer needs of the CSC
- Compile lists of volunteers from membership forms and send lists to appropriate Committee chairs
- Work with Directors and Committee chairs to determine volunteer needs
- Manage the Sign-up Genius account and prepare and send volunteer sign-ups

**ARTICLE VIII-SPECIAL COMMITTEES**

The CSC shall have the following Special Committees.

- A. Budget and Fiscal. Shall consist of the Executive Board, the directors of the Gaelen Pep Squad, Grenadier Drill Team, Lancer Dance Team and Cheerleaders and the Assistant Principal appointed as the Spirit Liaison, and shall be

responsible for preparing the annual budget for submission to the membership for approval.

- B. Audit Committee. Prior to the end of the fiscal year, the President shall appoint three members to conduct an audit of the CSC financial records. The Committee shall conduct the audit as recommended and directed by the NEISD Booster Club Guidelines.
- C. Churchill Spirit Scholarship Selection Committee. Five committee members will be appointed by the Executive Board to include representation from 4 spirit groups. Senior parents will not be permitted to serve on the committee.
- D. “Disbursement Committee” shall function as a Special Committee of the CHURCHILL SPIRIT CLUB
  - a. This special committee shall consist of a disbursements chairman-appointed by the CSC President, two (2) board members, one (1) director, and one (1) member of the administration.
  - b. The committee shall be formed no later than April 15. A request shall be made for a list of items to be considered. All requests shall be submitted by May 1st. The Committee shall bring selected items to a vote at the May Board meeting.
  - c. All items approved for purchase through Disbursements must be purchased by the end of the CHURCHILL SPIRIT CLUB fiscal year in which they were approved. If an item(s) is not purchased by the end of the fiscal year, the money will revert to the CSC General Fund, unless approved by the executive board.
- E. Additional committees may be created by the Executive board as required to promote the objectives and interests of CSC. The Chairman of all committees shall present plans of work to the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board.

## **ARTICLE IX-EXECUTIVE BOARD**

### **SECTION A-EXECUTIVE BOARD**

There shall be an Executive Board consisting of the following officers of CSC: the President, Vice President-Pep, Vice President-Drill, Vice President-Dance, Vice President-Cheer, Secretary, Treasurer, Parliamentarian, and Chaplain-Historian. The directors of the Gaelen Pep Squad, Grenadier Drill Team, Lancer Dance Team and Cheerleaders and the Assistant Principal appointed as the Spirit Liaison shall be ex officio members of the Committee, but shall not be entitled to vote.

The duties of the Executive Board shall be to: a) transact necessary business of CSC in the intervals between meetings, and such other business as may be referred to it by CSC; b) approve the plans of work of the committees; c) present a report at the regular

meetings of CSC; d) approve routine obligations within the limits of the proposed program; e) prepare and present a proposed schedule of projects for the year at the first regular meeting; f) adhere to the spirit and letter of UIL and NEISD rules and guidelines; g) review and annually update, as necessary, the by-laws of CSC; h) assure CSC complies with all state and federal requirements; and i) arrange for an independent review of the financial records prior to the first meeting of the following year.

## **SECTION B-MEETINGS OF THE EXECUTIVE BOARD**

The meetings of the executive board shall be held at the discretion of the President upon notification of each member. The board must have more than 50% of the members present at its meetings to conduct official business of CSC. For the purposes of voting and quorum, each office will be represented by one individual.

## **ARTICLE X-ORDER OF BUSINESS**

In all regular meetings of CSC, the order of exercise shall be:

1. Welcome and come to order
2. Inspiration - Historian
3. Posting of the minutes of the last meeting for membership review
4. Reports of the Board, Treasurer, Committees, Administration, and directors
  - Secretary Report
  - Treasurer Report/monthly cash flow statement
  - Committee Chair Reports
  - Administration Report
  - Director Reports
5. Unfinished Business
6. New Business
7. Adjournment

## **ARTICLE X-EXPENDITURE & MAINTENANCE OF ASSOCIATION FUNDS**

CSC funds will be maintained in a checking account whose location shall be determined by the Executive Board. Three (3) signatures will be set up on the account which will include the Treasurer, Executive Vice President, and President. All disbursement of funds will require two signatures. All requests for funds disbursement will require a Check Request which will include appropriate receipts.

## **ARTICLE XI-AMENDMENTS**

Amendments to these bylaws may be adopted at any regular general membership meeting of the CSC by a two-thirds vote of members present, provided that notice of the proposed amendment has been given. Notice shall be given by announcement at the meeting immediately preceding the meeting where members vote to amend and/or at least 2 weeks prior to the voting meeting via email and website.

## **ARTICLE XII-MISCELLANEOUS**

**SECTION A-Parliamentary Procedure.** All questions of parliamentary procedure not covered by these by-laws shall be decided according to the latest edition of Robert's Rules of Order.

**SECTION B-Personal Liability.** No member or officer of the CSC shall be personally liable for any of its debts, liabilities or obligations.

**SECTION C-Fiscal Year.** Fiscal year of CSC shall be from July 1 through June 30.

**SECTION D-Standing Rules.** The Board from time to time may propose standing rules to be approved by a simple majority of the members present at a regularly scheduled Board meeting. Once approved, these rules shall be binding until such time as they are revoked or changed by like procedure. The Standing Rules shall be consistent with the Bylaws, and if there is a conflict, the Bylaws shall prevail.

**SECTION E-Dissolution.** Any dissolution shall be in accordance with the NEISD Booster Club Guidelines.

**SECTION F-Document Retention.** The president, secretary and treasurer of CSC shall turn records over to the incoming officers within 30 days of election. Records shall be kept for a period of 10 years for audit purposes.

**SECTION G-Conflict of Interest.** Whenever a director or officer has a financial or personal interest in any matter coming before the CSC, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors or members determine that it is in the best interest of the CSC to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

**SECTION H-Whistleblower Policy.** CSC officers and directors are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all laws and regulations that apply to the CSC. If

any member reasonably believes that some policy, practice, or activity of CSC is in violation of law, that individual should file a written complaint with the President or Assistant Principal appointed as Spirit Liaison, who shall send acknowledgment of receipt of the report to the reporting individual within five business days.

The Board is responsible for investigating and resolving all reported complaints and allegations concerning violations promptly and taking appropriate corrective action if warranted by the investigation. Investigation findings and any resolution taken will be documented in the file with the original report.

A member who, in good faith, makes a protest or raises a complaint against some practice of CSC or of another individual or entity with whom CSC has a business relationship, based on a reasonable belief that the practice is in violation of law or a clear mandate of public policy, is protected from retaliation, provided the reporting individual brings the alleged unlawful activity, policy, or practice to the attention of CSC as described above and allows CSC a reasonable opportunity to investigate and correct the alleged violation.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **CHURCHILL SPIRIT CLUB Standing Rules**

1. **CSC Committee Co-Chairs**- CSC Committees may use co-chairs in order to better serve the club; however each committee will only have one vote on matters of the club.
3. **Major Fundraiser Coordination**- The Executive Board in collaboration with Directors will map out events and fundraising for the year to ensure equal representation in fundraising efforts across all spirit teams (Pep, Drill, Dance and Cheer).

# **CHURCHILL SPIRIT CLUB**

## **Organization Chart**

### **Officers**

**President**  
**Vice President-Pep**  
**Vice President-Drill**  
**Vice President-Dance**  
**Vice President-Cheer**  
**Secretary**  
**Treasurer**  
**Chaplain-Historian**  
**Parliamentarian**

### **Standing Committees/Chairs**

Fundraising  
Membership and Communications  
Special Events  
Meals  
Social  
Scholarship  
Spirit Angels  
Spirit Sales  
Dance Clinic  
Cheer Clinic  
Senior Events Drill  
Senior Events Dance  
Senior Events Cheer  
Volunteer Coordinator

### **Special Committees**

**Budget and Fiscal**  
**Audit Committee**  
**Churchill Spirit Scholarship Selection**  
**Disbursements Committee**

### **Members (24) Executive Board**

**President**  
**Vice President-Pep**  
**Vice President-Drill**  
**Vice President-Dance**  
**Vice President-Cheer**  
**Secretary**  
**Treasurer**  
**Chaplain-Historian**  
**Parliamentarian**  
**Fundraising**  
**Membership and Communications**  
**Special Events**  
**Meals**  
**Social**  
**Scholarship**  
**Spirit Angels**  
**Spirit Sales**  
**Dance Clinic**  
**Cheer Clinic**  
**Senior Events Drill**  
**Senior Events Dance**  
**Senior Events Cheer**  
**Volunteer Coordinator**

**(E) Ex-Officio Member**