

SILVER STARS PARENT ORGANIZATION BYLAWS

ARTICLE I – NAME

The name of this organization shall be **SILVER STARS PARENT ORGANIZATION**, a tax-exempt, nonprofit 501c3 corporation, under the laws of the United States of America and the State of Texas, and shall hereinafter be referred to as “**SSPO**.”

ARTICLE II – PURPOSE

Section 1

The purpose of the organization shall be to support all aspects of the KINGWOOD PARK SILVER STARS DANCE TEAM program and their Director/s at Kingwood Park High School, to raise funds, support the activities of all dance team members, and to be a vehicle by which information can be imparted to members’ immediate families. The artistic portion (i.e., decisions regarding choices of music, choreography, costumes, etc.) shall be the sole responsibility of the Director (s).

Section 2

The objectives of the SSPO are:

- To promote and maintain an enthusiastic interest in the various phases of dance team activity at KPHS;
- To lend all possible support, both moral and financial, to the Director (s) and their vision for the dance programs of KPHS;
- To cooperate with those in charge of the dance team to the end that the program be brought to and be kept at the highest possible degree of efficiency;
- To build and maintain an organization which will help promote the general activities of the program;
- To seek to have parents, teachers, administrators, and the public cooperate in furthering the endeavors of students in dance related extra-curricular activities at KPHS.

Section 3

The SSPO shall honor all policies of the Humble Independent School District (Humble ISD) as they apply to this booster program, these, Bylaws, and any Standing Rules approved by the Board. The dance team Director(s) shall act as spokesperson for the students to inform the SSPO when services are needed. They may also act as spokesperson(s) for the SSPO with the school principals and school and district administration.

Section 4

The SSPO structure guiding the activities of the Organization, in descending order of authority, shall be:

- Humble ISD
- KPHS Administration
- Silver Stars Director (s)/Sponsor
- SSPO Executive Board

ARTICLE III – MEMBERSHIP

Section 1

Membership in the SSPO is strongly encouraged and shall be open to any person who pays the annual membership fee and has a direct relationship with a current student in the program and is interested in the enhancement and development of the program for all students. It is the expectation that everyone supports the organization that supports their students.

Section 2

The Director(s)/Sponsor and an appropriate representative of KPHS administration shall be ex- officio members of the Board of Directors. They shall not hold office or vote in the Organization but shall serve as consultants and advisors to the Officers, approving all events and projects to be considered, voted upon, supported and/or sponsored by the Organization. They shall act as liaisons with the school administration.

Section 3

The privilege of holding office, making motions, and voting shall be limited to members of the Organization in Good Standing. Good Standing is defined as those members whose accounts are paid in full/ current.

Section 4

The membership year shall begin upon the installation meeting of the new team in late May of each year and shall continue until the new team is installed the following May. The fiscal year of the SSPO shall be July 1 to June 30, in accordance with Humble ISD policies.

ARTICLE IV – OFFICERS

Section 1

The Officers of the Organization must include the President, Vice President, Secretary, and Treasurer. Other officers included will consist of the following – Parliamentarian, VP – Membership, VP – Fundraisers, VP – Sponsorships, VP - Publicity. Other Officers or Co-officer positions may be created by the Executive Board on an as-needed basis and voted on by the General Membership.

Section 2

Officers are in place to support the Director(s) and serve all students in the dance team program, and Officers' students in the program will receive no preferential treatment by the SSPO or Director(s).

Section 3

- A. The Officers are defined as parents/guardians of Dance Team Military and Social Officers who accept a position on the SSPO Executive Board. Positions will be chosen at the Annual Board Transition Meeting (May Board Meeting). If a parent does not want to accept any listed officer positions, he/she may present a written note to the outgoing President and/or Director (s) stating such desire and will not need to attend the Transition Meeting. If a parent/guardian cannot attend the Transition Meeting, he/she is required to notify the Outgoing President and/or Director (s) in writing of the offices he/she would be willing to accept. If a parent/guardian does not notify the President or Director (s) of their preference, he/she will be offered any positions open at the end of the meeting.
- B. The hierarchy of the Officers is determined by each parent choosing their office in descending order as determined by the Dance Team Military or Social Officer rank of their child.
- C. Once the slate of Officers has been presented to the General Assembly at the May General Meeting, a motion to accept these officers shall be made, seconded, and voted upon by the general assembly according to voting processes in Roberts' Rules of Order.
- D. If a vacancy still exists at the end of this process, nominations for the remaining positions will be solicited from the general membership at the May General Meeting. The vacancy will then be filled by a majority vote of the Executive Board

Section 4

The term of office is one year. An Officer transition period will begin at the close of the May Executive Board Meeting and Continue until May General Meeting. New officers shall assume their official duties following the General Assembly vote. All outgoing board members should hand over all information needed for transition of responsibilities before this meeting, with the exception of President and Treasurer, who may be asked to stay in communication with incoming President and Secretary until completion of audit at end of Fiscal year.

Section 5

A vacancy occurring in any office once the year has been set in motion, shall be filled for the term by a nomination and vote of the majority of the remaining Board members. Should a vacancy arise in the office of the President, the position of President will be offered to the Vice President. Should the Vice President decline the position, the Vice President shall poll the remaining Board members in order of hierarchy to determine the new President.

Section 6

Each Officer shall keep a notebook containing a record of work completed during the year and shall hand it off to their successor during the transition period described above. This notebook should be handed over with the current years' information on top of any prior information.

Section 7

All Officers shall abide by Humble ISD Policies for Parent/Exempt Organization, unless written waivers are received, as well as Standing Rules of the SSPO.

Section 8

Officers may resign their position anytime they feel the necessity to do so. Officers may be removed from their position at the discretion of the Director (s) and/or KPHS Administration or by a 2/3 vote of the remaining board members for failure to perform duties, criminal misconduct, or unethical behavior related to SSPO business. An Officer who misses three meetings may be removed from office.

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

Section 1

- A. A minimum of three evening meetings shall be held each year for the General Membership.
- B. The first meeting of the membership year shall be conducted just prior to the Installation of the New Team.
- C. The SSPO general membership shall be informed at that time of the date for the following General Meeting, which should take place prior to the first day of the new school year.
- D. Prior notice of all meetings shall be issued at least five days in advance of such meeting.
- E. 25% of the General Membership shall constitute a quorum.
- F. General Membership shall be given at least ten days' notice for any Special Meetings of the SSPO.

Section 2

The privilege of introducing motions, and debating shall be limited to members of the SSPO who are present and in Good Standing. The privilege of voting shall be limited to those members who are present or have submitted their vote by proxy to the Parliamentarian prior to the meeting and are in Good Standing

Section 3

Roberts' Rules of Order, current edition, shall govern the proceedings of all meetings, except where they conflict with the By-laws of the SSPO.

ARTICLE VII – EXECUTIVE BOARD MEETINGS

Section 1

- A. The Executive Board shall hold meetings monthly throughout the year, with the exception of June and July, when school is not in session and team activities are at a minimum.
- B. The President may call meetings of the Executive Board at any time or upon written request of at least three members of the Executive Board.
- C. Notice of all board meetings shall be given at least two days in advance thereof to all members of the Executive Board unless waiver of such notice is received. Any Executive Board Member may waive their right to a two-day notice of any Executive Board Meeting and the attendance of a board member shall constitute the waiver of such notice.
- D. Roberts' Rules of order, current edition, shall govern the proceeding, except where there is a conflict with SSPO By-Laws

Section 2

Board members may conduct Board meetings electronically, by phone conference or computer conference, as long as all members are invited to join and all members participating can communicate with one another.

Section 3

Any action required or permitted to be taken at a meeting for the Board may be taken without a meeting if all members of the Board consent in writing or by email confirmation to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1 – PRESIDENT

The President shall preside at all board meetings and general meetings (or provide a proxy), see that all by-laws are enforced, schedule meetings of the Board and General Membership, appoint special committees, and perform other duties that may pertain to the office. The President shall serve as a liaison for any District Parent/Exempt Organization meetings and facilitate coordination and compliance with HISD Parent/Exempt Organization policies and procedures, attending in person or by proxy at all district meetings. The President shall serve as chairman of the Executive Board. The President shall serve on the Finance Committee. The President shall serve as ex-officio member of every standing committee and ad-hoc committee. The President shall communicate or facilitate communication to the dance team parents and/or the SSPO membership via email, US Mail or telephone all pertinent information in a timely manner. The President shall be the keeper of the SSPO email account, being the primary user of the account. The President shall communicate effectively and regularly with the Director(s) /Sponsor and other Board Members.

Section 2 – VICE PRESIDENT

The Vice President shall support and assist the President in fulfilling all duties associated with the SSPO. The Vice President shall perform the duties of the President in the absence of the President or at the request of the President. The Vice President shall serve on the Finance Committee. The Vice President shall serve on the Executive Board. The Vice President shall have secondary access to the Organization email account. The Vice President shall Chair the Annual SSPO Merchandise Committee and the Annual Banquet Committee. The Vice President shall communicate effectively and regularly with the President and other Board Members.

Section 3 – SECRETARY

The Secretary shall take minutes of each Board meeting and each General Membership meeting and prepare and present the minutes at regular and special meetings of the Board and membership. The Secretary shall

retain a record of all meeting minutes and shall submit a copy of the minutes of each Board meeting and General Membership meetings to the Director (s) and school administration. The Secretary shall serve on the Executive Board. The Secretary shall communicate effectively and regularly with the President and other Board Members.

Section 4 – TREASURER

The Treasurer shall be custodian of the funds of the SSPO. The funds shall be deposited in a legal financial institution. The Treasurer shall give a written summary report at each regular Board meeting and at each general membership meeting. The SSPO shall be audited at the Treasurer's or Director (s)'s request, at the direction of the President, or majority vote of the membership or HISD administration. After the end of the team year, the SSPO's books shall be audited during board transition period. Upon the end of Fiscal year, the books shall receive a final audit and filed with HISD Internal Audit department and proper tax documents should be filed with the appropriate government entities. The fiscal year shall be from July 1 to June 30. Upon request, the Treasurer shall supply current financial records, budgets and/or projections to the Director(s) and/or Executive Board. The Treasurer shall be chairman of the Finance Committee. The Treasurer shall serve on the Executive Board. The Treasurer shall communicate effectively and regularly with the Director(s), President and other Board Members.

A. Co-Treasurer

It is at the discretion of the Board each year to allow for a position of Co Treasurer. In the event of a Co-Treasurer position, there should be a clear delineation of responsibilities defined in the Standing rules for that given year. Possibilities include one being responsible for all paperwork, while the other is responsible for all money handling and check writing. The delineation of responsibilities should be decided on after the May Board meeting and before the May General Meeting and must meet with approval of the President and Director (s).

Section 5 – VP - Membership

The VP of Membership shall be responsible for obtaining membership rolls, keeping accurate records of volunteer hours, and maintaining a list of current members. He/She will oversee the publishing of the team directory, which will be handed out to all members in Good Standing prior to the start of Football Season. He/She will also make a monthly reporting of SSPO volunteers hours to the KPHS PTSA.

Section 6 – VP - Fundraising

The VP of Fundraising shall be responsible for overseeing all fundraisers done throughout the year. He/She may chair one Fundraising committee or set up one committee per Fundraiser and remain in close contact with all Fundraising Committee Chairs throughout the year. He/She will work with the Director(s) to ensure that all Fundraising Activities are approved by the KPHS administration in a timely manner.

Section 7 – VP - Sponsorships

The VP of Sponsorships shall be responsible for overseeing the annual Sponsorship drive. He/She may form a committee to review the procedures for obtaining sponsorships as well as creating recognition procedures for those sponsors.

Section 8 – VP -Publicity/Historian

The VP of Publicity shall be responsible for covering the various function of the team and getting coverage to the various news outlets for the team. He/She will also be responsible for maintaining a photographic History of the team. He/She may form a Committee to help in securing publicity and photos.

Section 9 – Parliamentarian

The Parliamentarian shall be responsible for attending all Executive Board and General Meetings of the SSPO to ensure that proper procedure re being followed according to the SSPO By-Laws and Robert's Rules of Order. He/She should have a thorough knowledge of both. The Parliamentarian may contribute to discussions but does not vote. He/She shall keep a record of all SSPO Members that have signed for receipt of these by-laws.

Section 10 – Standing Committees

Standing Committees shall be created and empowered by the Officers, as deemed necessary. To promote objectives, and carry on the work of the organization. Chairpersons of Standing Committees shall serve for one year. A file, notebook, or a detailed report, containing a list of work completed during the year shall be headed to the Board Member in charge of their respective committee at the end of each term. This notebook should be returned in its original form with no portion removed and any new information should be placed on the top of prior years'. The Chairperson for each standing committee shall present a plan of work to the Board for approval. No work shall be undertaken or contracts entered into without the prior consent of the Board.

ARTICLE IX - SCHOLARSHIPS

Section 1

The SSPO may issue scholarships to graduating seniors going on to higher education. These shall be in the form of checks payable to the scholarship recipient's institution, university or college in the name of the recipient.

Section 2

A scholarship committee shall be formed and consist of at least three of the following: Director (s) /Sponsor, Board Members, or general membership, with the exception of parents/guardians or other family members of senior students. The purpose of this committee is to review the basis on which applicants are rated by the KPHS Scholarship Review Committee.

Section 3

The total dollar amount (minimum of \$3000, budget allowing) of higher education scholarships offered shall be voted on by the Executive Board prior to the announcement of scholarship applications. This number shall be turned over to the KPHS Scholarship Review Committee who will determine the number of scholarships and the amounts of said scholarships.

Section 4

The Board may offer scholarships to students who show a financial need for any dance team activity. This shall be done on an as-needed and confidential basis.

ARTICLE X - FINANCIAL POLICIES

Section 1

The Executive Board shall decide all matters pertaining to the approved routine bills within the limits of the Budget of the SSPO, and it shall place all income into a common treasury.

Section 2

Monetary funds of the SSPO shall be deposited into an accepted bank approved by the Executive Board. Principal Signing Authority for withdrawal of funds shall be any two of the following: The President, Treasurer, or any Assigned Board Member (s). There should be at least (3) authorized signers on the account for purposes of check writing/withdrawal of funds. All correspondence for said bank account shall be done via the SSPO PO Box. A Non-Signer who is a Board Member should check the PO Box and should open all correspondence and read over before handing over to Treasurer to file for audit purposes. In the event of any inconsistencies, that person should report directly to the President and Director (s).

Section 3

The Treasurer may maintain a petty cash fund for emergency use of \$50 or less. The Treasurer may obtain additional funds as needed to cover starting cash requirements for special events.

Section 4

Any expenditure in excess of \$100 that does not fall within the approved budget line must be submitted in writing and preapproved by a majority vote of The Board. Expenditures of excess under \$100 may be approved by the Finance Committee.

Section 5

The Financial Budget shall be approved at the August General Meeting. The Fiscal year runs from July 1 to June 30, so a summer operating budget shall be proposed at the May General Meeting.

Section 6

Individual Payment Plans will be maintained for each student by the SSPO Treasurer to help defer the cost of trip, costumes, and other expenses set forth in the budget. A student whose account is not kept current will not be allowed to receive any items or allowed to attend events/trips. The Finance committee must approve any exceptions prior to any deadlines. Should a student quit, choose not to return, or are removed from the Silver Stars, the money previously collected will not be refunded and will go back into the general operating budget.

Section 7

The Treasurer's accounts shall be examined upon completion of the Organization's year ending transactions by an outside auditor and/or an auditing committee, of not less than (3) members, who should be nominated from general organization membership at a General meeting of the SSPO. Neither the outgoing or incoming Treasurers, Presidents, nor any check signers may serve on this committee. Board Members should not constitute more than half of this committee. The Audit Committee, satisfied that the Treasurer's report is correct, should sign a statement of that fact at the end of the report. The outgoing President serving the term of the report shall also sign the audit statement certifying its conformity to the Treasurer's accounts. The Audit Committee should report to the General Membership at the August Meeting. The report shall be adopted by the General Membership and recorded in the books.

ARTICLE XI – DISSOLUTION

Section 1

The organization may be dissolved if the Director (s)/Sponsor deems that the organization is no longer fulfilling its purpose due to waning membership, declining member involvement in the SSPO activities, lack of support from the SSPO, or repeated conflicts with the Executive Board.

Section 2

The SSPO may be dissolved by a recommendation from the Executive Board due to waning membership, declining member involvement in activities, lack of support from the Organization, or repeated conflicts with the Director (s)/Sponsor.

Section 3

After issues have been addressed in prior meetings, and they still remain unresolved, the procedure for dissolution of the SSPO is as follows:

- The Director (s), or the Director(s) and Executive Board together, shall meet with the KPHS Head Principal for discussion and approval.
- Principal must grant approval to dissolve the Organization.
- The Director (s)/Sponsor shall notify the SSPO membership of the decision to dissolve the SSPO via electronic mail, posting on the team website, and sending a letter home to parents by handing letters out in class to every student.
- The Treasurer shall write a check to KPHS to be deposited into KPHS Dance Activity Fund. This

check will be for all funds deposited into the SSPO bank account, less the amount for outstanding checks.

- Any non-cash assets will be donated to the KPHS Dance Department and entered into its district-maintained inventory, or they may be converted into a cash asset, or they may be donated to a local charity.
- All SSPO forms (government, financial, organizational, account access, etc.) will be given to the Director(s)/Sponsor for storage. The SSPO Officers may make their own photocopies of these forms containing any non-confidential student information.

Section 4

The SILVER STARS PARENT ORGANIZATION may be not reinstated in the next school year immediately following dissolution of the SSPO, but it may be reinstated at any time in the future after that school year.

ARTICLE XII – ACCEPTABLE USE/CONFIDENTIALITY

Section 1

Board members shall be required to sign an acceptable use and confidentiality agreement in regards to email access, database access and confidential student records.

Section 2

Approval from the Director(s) must be received in order to send an email or mass communication to the Organization's membership or community on behalf of the SSPO.

Section 3

Confidentiality is paramount in regards to student information and Board business.

ARTICLE XIII – ADVISORY AUTHORITY

The SSPO shall be guided in any project by the advice and consent of the Director(s). In the event of a stalemated or deadlocked issue, the Director (s) shall be granted the authority to settle the matter for purposes of efficiency and expediency.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the SSPO in all cases to which there are applicable and in which they are consistent with these bylaws and any special rules of order the SSPO may adopt unless otherwise decided by the Board.

ARTICLE XV – AMENDMENTS

These Bylaws may be amended at any general membership meeting by a two-thirds vote of members present, provided prior notice has been given via a previous general membership meeting, or letters being distributed to all members, or all members being contacted through electronic media.

These Bylaws shall be reviewed annually for the purpose of any necessary changes. A Bylaws committee shall be appointed to meet and propose any changes to the Board and the SSPO.

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