

# **PACESETTERS CONSTITUTION**

## **ARTICLE I NAME**

The name of this club shall be PACESETTERS, a young women's service and community-building organization representing Westwood High School.

## **ARTICLE II OBJECTIVES**

- A. To render service to the school by coordinating the Westwood High School Homecoming Dance.
- B. To serve the Austin Community by participating in various philanthropic service projects.
- C. To develop leadership skills of members.
- D. To develop physically, mentally, and morally the character of each member.
- E. To develop community among members through small group interaction and service.
- F. To learn to work for the good of a group rather than merely for one's self.
- G. To learn to accept and fulfill responsibilities.

## **ARTICLE III OFFICERS**

The officers of this club shall be President, Vice President of Activities, Vice President of Community Service, Recording Secretary, Corresponding Secretary, Treasurer, Historian(s), and Parliamentarian, and shall be elected for a period of one year. Any member on probation shall not be eligible for nominations or election to an office. Details of the officer election process and the criteria for each office are outlined in the Bylaws.

## **ARTICLE IV MEMBERSHIP**

The members of this club shall consist of sophomore, junior and senior young women from Westwood High School who are interested in furthering the objectives of the club. New members shall be selected in a blind application vote process by the members of Pacesetters. Details of the criteria for new member selection from the pool of applicants are outlined in the Bylaws.

## **ARTICLE V SPONSORS**

The Sponsor Parents of this club shall consist of at least 12 parents (four Sophomore, four Junior, and four Senior) who are willing to mentor and advise the Officers and Members on furthering the objectives of the club. *For additional information, refer to the Pacesetters Bylaws - Article 1 - Duties and Requirements of Officers and Sponsors.*

## **ARTICLE VI AMENDMENTS**

The Constitution may be amended in the following manner: Any member or Sponsor may propose an amendment at a regular meeting. The Executive Committee will post the proposed change to the Pacesetters Website and google group for 2 week review/question period. The amendment change then must be voted upon and passed by a majority vote of two-thirds of the members present and voting at the next group meeting.

# PACESETTERS BYLAWS

## ARTICLE I - DUTIES AND REQUIREMENTS OF OFFICERS AND SPONSORS

**Section One:** All Pacesetters Officers shall serve for one year. During her elected year, each Officer compiles and maintains a notebook and/or digital folder documenting key dates, activities, and all other information about the organization and her role to be passed to the next person filling the position. Each elected Officer must remain in good standing and can be placed on probation for failure to complete the duties of the office.

*For a description of each Officer position, refer to **Addendum 1 - Officer Job Descriptions**.*

**Section Two:** The President, Vice President of Activities, and Vice President of Community Service must be second-year officers and be the daughter of a Sponsor Parent, as these three roles require an extensive knowledge of club which is gained through a close partnership with the Sponsor Parents and by serving as an Officer the previous year.

**Section Three:** In the event the President's Sponsor Parent cannot fulfill the Lead Sponsor role, another Sponsor Parent will be appointed by the Sponsor Parent Committee. Junior and Senior Sponsor Parents may sponsor other Officers (not their daughter) if approved by the Executive Committee. If a Member comes forward at the end of her Sophomore year and expresses interest in one of the offices that requires a Sponsor Parent, her parent can be added to the Sponsor Parent Committee with Executive Committee approval.

**Section Four:** Collectively, the Officers and Sponsors shall serve as the **Executive Committee** empowered to transact any and all emergency business occurring between regular meetings. Decisions shall be made by majority vote of the Executive Committee.

### Definition of the Executive Committee

The Executive Committee will be comprised of:

1. President
2. Vice President of Activities
3. Vice President of Community Services
4. Recording Secretary
5. Corresponding Secretary
6. Treasurer
7. All Historians
8. Parliamentarian
9. Lead Sponsor Parent
10. Sponsor Treasurer
11. All Sponsor Parents

Collectively, the officers and Sponsors shall serve as the **Executive Committee** empowered to transact any and all emergency business occurring between regular meetings. Decisions must be made by majority vote of the Executive Committee. Decisions must be made by majority vote of the Executive Committee.

## ARTICLE II DUES

The dues of this club will be established annually by the Executive Committee and shall be payable in August. If dues are not paid by the November meeting, the member's name will be dropped from the roll. Members can apply for a dues scholarship in the event of a hardship. The Scholarship Committee will be composed of the Sponsor Treasurer, Lead Sponsor Parent, and President and will make the decision to award scholarships when an applicant applies.

## ARTICLE III MEETINGS

**Section One:** The club year shall start on May 1 and end on April 30 and regular meetings of this club shall be held on the second Wednesday of each month with the Sponsors present.

**Section Two:** The Executive Committee (Officers and Sponsors) shall meet prior to each regular meeting.

Section Three: Any regular meeting may be rescheduled by the President with the concurrence of the Sponsors, with three days' notice being given.

## **ARTICLE IV COMMITTEES**

Pacesetter Committees shall be established annually by the Executive Committee. Officers will serve as the chairs of the committees. All members are required to serve on at least one committee during the year. Committees are as follows (but not exclusively listed):

- A. **Community Service Committee:** Assist VP Community Service in researching philanthropy opportunities, helping at monthly meetings when philanthropy is conducted in meeting with supplies and collection, helping at philanthropy events, and delivering items to benefactors after the meeting.
- B. **Activities Committee:** Assist VP Activities with Meetings and Special meeting events such as the Mother Daughter Tea, Jazzercise, Date Night Meeting, choosing a topic for the March meeting/speaker. Duties include meeting set up, clean up help with any community service activities conducted during meetings, and general meeting hospitality
- C. **Communications Committee:** Assist President, Secretaries, Historians and Parliamentarian with meeting note-taking, attendance, and social media, as needed.
- D. **Homecoming Committees:** All Pacesetters must sign up to help with **one** of these committees (but not exclusively limited to):
  1. Decorations
  2. Marketing
  3. Clean-up

All available Pacesetters will help with Ticket Sales (week of dance) during lunch hours and Set up (day of dance).

## **ARTICLE V MEMBERSHIP**

Section One: The recommended membership shall consist of 10 sophomores, 20 juniors, and up to 25 seniors. If any grade receives more than 35 applications, it will be up to the discretion of the Executive Committee to increase the number of admitted members from that grade by up to five. Additionally, if there is an insignificant difference in the number of votes between potential members at the cut-off for each grade, the Executive Committee may decide, at their discretion, to allow additional members in that grade.

Section Two: There shall be at least 12 Sponsors, four from each grade level. The Sponsor Parent and corresponding Officer shall work together in the following roles:

- A. The President's parent will be the Lead Sponsor Parent. Lead Sponsor Parent will be responsible for setting up officer retreat and calendar for the year, coordination with Westwood for Homecoming, and all coordination for Pacesetters with Student President daughter.
- B. Vice President of Activities Sponsor Parent will be responsible along with VP of Activities daughter for setting up meeting locations and meeting activities including all outside speakers and events such as Jazzercise, February Event Night, etc.
- C. Vice President of Community Activities Sponsor Parent will be responsible along with VP of Community Service daughter for setting up and communicating to Pacesetters all Community Service opportunities for Pacesetters and be responsible for communicating and collecting all ticket-in collections.
- D. The Treasurer Sponsor along with the President Sponsor shall have signatory power of the club bank account. The Treasurer Sponsor shall pay all bills and give a financial report at each regularly scheduled Sponsor meeting. Both the Treasurer Sponsor and President Sponsor shall receive bank statements either by mail or online access.
- E. The Parliamentarian Sponsor will be responsible along with the Parliamentarian daughter for the information collection, set up and printing of the Pacesetter Directory.
- F. Junior and Senior Sponsor Parents may sponsor other officers (not their daughter) if approved by the Executive committee.
- G. If a member comes forward at the end of their sophomore year and expresses interest in one of the offices that requires a Sponsor Parent, their parent can be added to the Sponsor Parent Committee with Executive Committee approval.

Section Three: Members shall be placed on probation for any of the following infractions:

- A. Absent two times from regular meetings without an excused absence. Excused absence can be established with a text message to the President and include illness, family emergency, or pre-determined event (week notice for event). Practices or other school/community activities not included.
- B. Failure to participate in three community service projects per semester.
- C. Failure to participate in decorating for the Homecoming Dance and/or attend the Homecoming Dance without an excused absence.
- D. Recording Secretary and Philanthropy VP will present any member probation issue to the President. The President will notify the Parliamentarian.
- E. Failure to perform the described duties of the officer role.
- F. Probation letters will be emailed to the qualifying member or officer by December 15 by the Parliamentarian.
- G. Once placed on probation status the individual will have until March 15 to 1) not miss any additional meetings; 2) do one additional hour of community service in addition to the the two community service activities already required; 3) for the officer who is placed on probation, the individual must raise their performance in that role to the satisfaction of the Executive Committee.
- H. If the member does not complete the needed requirements by March 15, they will be removed from Pacesetters and not allowed to attend the End of Year Banquet nor apply for scholarship (as a senior).
- I. A Pacesetter is not to engage in any type of activity that would be considered bullying or harassment. Any behavior of the sort on or off campus will result in probation or dismissal from Pacesetters.
- J. Members are responsible for their personal websites and postings, as well as posting from or on others websites. Inappropriate conduct will include but is not limited to profane, foul, or disrespectful language, pictures, suggestive poses, clothing, references to alcohol, drugs and/or tobacco, and posting (either verbal or photos) that could be interpreted as being negative or threatening towards others. Any such incident will result in probation or dismissal from Pacesetters.

Section Four: Members shall be subject to immediate expulsion for any of the following infractions without a probationary period:

- A. Absent three times from regular meetings.
- B. Failure to pay dues by the regular November meeting, if a scholarship is not applied for.
- C. Repeated failure to participate in club activities, including a minimum of four club community service projects per year.
- D. Becoming a serious discipline problem to the staff and administration of Westwood High School.
- E. Use of tobacco, alcohol, and/or illegal drugs while representing Pacesetters.

## **ARTICLE VI ELECTION OF OFFICERS**

Section One: Officers shall be self-nominated through the Pacesetters Officer Application handed out at January Meeting. All applications must be received by the President before the end of the February meeting. No late applications will be accepted. A nominating committee of existing senior grade level officers plus senior Sponsor Parents shall review the applications and submit a proposed ballot/slate for each Officer position. The offices of President, VP Activities, VP Community services, and Treasurer shall have corresponding Parent Sponsor as defined by the duties of the office description in Article I.

Section Two: The nominations for officers shall be voted upon and approved by the membership annually at the meeting on the second Wednesday of March. Members receive a paper ballot where they will vote for one member per officer position. The ballots will be collected by the Executive Committee and results will be posted that evening in the Pacesetter Member Group.

Section Three: New Officers will take office after the installation in April at the end of the year banquet. Each officer should meet with their outgoing counterpart to go over duties and obtain all materials for the position.

Section Four: Vacancies in all offices except the presidency shall be filled at the next regular meeting. The Vice-President of Activities shall succeed the President for the unexpired term should vacancy occur in that office.

## **ARTICLE VII SELECTION OF NEW MEMBERS and SPONSOR PARENTS**

Selection of new members will occur at the May Meeting. The process shall begin in an anonymous assignment of numbers to each applicant application by class. The president will read the applicants application in its entirety to the voting members. Each member shall make notes about each application on a paper with corresponding numbers

listed.. After all of the applications for a single class have been read the voting members (using their notes from read applications) will receive a ballot for each class with names and corresponding number. The members will rank the applicants from 10 (highest) to 1 (lowest) for the sophomore or junior class and from 5 (highest) to 1 (lowest) for the senior class. The ballot will also have a field labeled "Areas of Concern" for members to write in short concern comments. The sponsor parents will tally the votes for each class and note any concerns. The Executive Committee will then meet to ratify the new Pacesetter Class. Selection of new sponsor parents will occur after the voting members have approved the applicants. Sponsor Parents will be identified based on willingness to serve as identified on the member application.

## **ARTICLE VIII                      AMENDMENTS**

The Bylaws may be amended in the following manner: Any Executive Committee Member may propose an amendment or amendment change at a regular meeting and said amendment must be voted upon and passed by a majority vote of two-thirds of the members present and voting.

## **ARTICLE IX                      OUTSTANDING MEMBER AWARD**

The Outstanding Member Award shall be awarded to one member from each class at the End of Year Banquet. The criteria for the Outstanding member are as follows: 1) perfect attendance at all meetings and 2) most hours of community service. A member is not allowed to receive the Outstanding Member Award more than once. In the event of a tie for perfect attendance and hours of service, more than one candidate may be awarded in a single class.

## **ARTICLE X                      HOMECOMING GUIDELINES**

Each Pacesetter member shall participate in day-of set up for the Homecoming Dance. School commitments such as testing or sports/academic tournaments will be considered excused absences. The President will have the authority to determine what qualifies as an excused absence.

As the Homecoming Dance is our major fundraiser for the year, each Pacesetter member is expected to attend the Homecoming Dance unless granted an excused absence by the President.

Since the Homecoming Dance is not a school sponsored event, it is the responsibility of the Pacesetters organization to provide supervision at the dance. Each member is expected to have two adult family representatives (parent, guardian, older sibling-21 and older) chaperone one shift each at the dance. Each Sponsor Parent is expected to chaperone **both** shifts at the dance. Special circumstances may require exceptions such as if a member is in a single parent home or if a family has more than one child in the organization. Relatives or adult friends of the parents over 21 years old may serve as substitutes in these special circumstances.

## ADDENDUM 1 - OFFICER JOB DESCRIPTIONS

**President:** The President must have an understanding of the timeline and breadth of activities across the entire Pacesetters organization, and shall:

- 1) preside at all meetings of the club;
- 2) appoint committees;
- 3) serve as ex-official Member on all committees, and
- 4) perform such other duties as pertain to the office.

**Vice President of Activities:** The Vice President of Activities shall:

- 1) work closely with the President to plan activities and locations of the meetings;
- 2) in the event of the President's absence, preside over the regular meeting in the President's place. All dates and locations of meetings shall be planned at the officer retreat to be held over the summer, scheduled with the appropriate organizations, and recorded on the Pacesetters Google Calendar. The Vice President of Activities shall also coordinate with the Vice President of Community Service on all philanthropy activities that will be conducted during monthly meetings.

**Vice President of Community Service:** The Vice President of Community Service shall be responsible for:

- 1) organize, plan, and schedule community service activities, record the activity on the Pacesetters Google Calendar, and communicate the date and location to the membership a minimum of one month in advance;
- 2) determine ticket items to be collected at monthly meetings and ensure those items are delivered to the applicable benefactor;
- 3) track Members' community service hours and communicate to those Members that need reminders.

**Recording Secretary:** The Recording Secretary shall keep a record of the proceedings of the club. These include:

- 1) take notes during Officer and Member meetings;
- 2) post the minutes of the Officer and Member meetings to the Pacesetters Google Drive;
- 3) keep track of Members' attendance and record in the Pacesetters Google Drive;
- 4) keep track of ticket ins for each meeting and record in the Pacesetters Google Drive; and
- 5) notify Members who have missed two meetings of their probation status and criteria that must be met to prevent expulsion (see **Pacesetters Bylaws - Article V Membership**).

**Corresponding Secretary:** The Corresponding Secretary shall conduct the correspondence for the Pacesetters, maintain the club calendar, and issue reminders for monthly meetings:

- 1) notify membership of meetings via email, text, and/or mailed invitations two weeks prior to any scheduled monthly meeting;
- 2) write thank you notes to teachers, companies, or individuals that benefit Pacesetters during Homecoming or other times during the year;
- 3) manage the Pacesetters Google Calendar, and
- 4) send out three reminders of the monthly meetings (two weeks prior, one week prior, one day prior).

**Treasurer:** The Treasurer shall assist the Sponsor Treasurer with the following duties any other duties as deemed necessary by the Sponsor Treasurer:

- 1) collect dues,
- 2) assist with reconciling bank statements, and
- 3) give a financial report at each meeting.

**Historians:** The Historians shall document all activities during the year. There shall be a minimum of two historians for each school year. These duties include:

- 1) take pictures;
- 2) take photos or videos at all club meetings and events;
- 3) collect photos from all members and upload the photos onto the Pacesetters Google Drive throughout the year; and
- 4) produce the end of the year video which includes an all member video documenting the year's events and a Senior video in alphabetical order with a baby photo and Senior photo.

**Parliamentarian:** The Parliamentarian shall rule on all parliamentary procedures according to Robert's Rules of Order Newly Revised. Other duties include:

- 1) keep meetings in order, and
- 2) put together the Pacesetters Directory. The Directory must be approved by President and Lead Sponsor Parent 21 days prior to the Mother Daughter Tea in August and should be printed at RRISD Print Services. The Parliamentarian uploads the digital version of the Directory to the Pacesetters Google Drive.

## ADDENDUM 2 - COMMITTEES

**Community Service Committee:** Assist the Vice President of Community Service with researching philanthropy opportunities, helping with philanthropy activities held during monthly meetings, helping at philanthropy events, delivering collected items to benefactors after the monthly meeting.

**Activities Committee:** Assist the Vice President of Activities with planning and facilitation of Pacesetters events such as the Mother Daughter Tea, January activity, Skate Night, End of Year Banquet and all Meeting Nights.

**Communications Committee:** Assist the President and Corresponding and Recording Secretary with meeting note-taking and social media in any way needed.

**Homecoming Dance Committees:** All Members shall serve on a Homecoming Dance Committee which include, but not limited to, Decorations, Marketing, Clean-up, Ticket Sales, and others (as needed). **Note:** All Members shall help with decorating on the day of the Homecoming Dance.



## **ADDENDUM 3 - SPONSOR PARENT JOB DESCRIPTIONS**

**Sponsor Parents:** The general duties of Sponsor Parents include:

- 1) mentor Officers and Members in leadership and professionalism;
- 2) serve on committees with Officers and Members to facilitate Homecoming, monthly meetings, philanthropy, and other club events;
- 3) manage the funds for Pacesetters (Sponsor Treasurer); and
- 4) collaborate with the Officers to organize meetings and activities including Mother Daughter Tea, monthly meetings, End of Year Banquet, voting in of new members, and new member induction.

**Lead Sponsor Parent:** Shall be the parent of the President. The Lead Sponsor duties include:

- 1) set up Officer and Sponsor Parent retreat (summer);
- 2) set up the Pacesetters Google Calendar for the year;
- 3) coordinate with Westwood administration on all matters pertaining to the Homecoming Dance,
- 4) organize monthly Sponsor Parent meetings;
- 5) organize Sponsor Parents into committee advisor roles;
- 6) facilitate good communication between Sponsor Parents, Officers, and Members, and
- 7) all coordination for Pacesetters with the President.

**Vice President of Activities Sponsor Parent:** Shall be the parent of the Vice President of Activities and shall be responsible, along with her Vice President of Activities daughter, for setting up meeting locations and meeting activities including all outside speakers and Pacesetters events such as Jazzercise, Skate Night, etc.

**Vice President of Community Service Sponsor Parent:** Shall be the parent of the Vice President of Community Service and shall be responsible for, along with her Vice President of Community Service daughter, for setting up and communicating all philanthropy opportunities and for communicating and collecting all ticket-in collections.

**Treasurer Sponsor:** The Treasurer Sponsor and President/Lead Sponsor shall have signatory power of the club bank account. The Treasurer Sponsor shall pay all bills and give a financial report at each regularly scheduled Sponsor meeting. Both the Treasurer Sponsor and Lead Sponsor shall receive bank statements either by mail or online access.

## **ADDENDUM 4 - MEMBER AND OFFICER ANNUAL PROCEDURES**

### **May (Voting meeting (2nd Wednesday and initiation breakfast must be done before end of school year):**

- Outline the voting procedures and make sure everyone understands. Stress the importance of fairness. Willingness to do community service is very important.
- Once you find out that you will be an officer begin immediately setting the dates for the initiation. Making copies of all the documents to go in the new member folders to be handed out at the breakfast.
- For the initiation breakfast, count very carefully and create a spreadsheet of cars, drivers, and number of seatbelts. Stress safety!!!
- At the initiation: briefly go through folder contents. Have officers introduce themselves. Have each member stand up and introduce themselves. Warn members to not post on social media. (Make sure you get t-shirt and sweatshirt sizes. Take a group picture.

### **June (Officer and Sponsor Parent retreat):**

- This is a key meeting to outline the entire year. It can be held at a remote location or at someone's house. Decisions to be made include:
- Homecoming theme
- T-shirt and sweatshirt design
- Committees to have members sign-up for at the Tea in August
- Meeting topics (time, location, ticket-ins, meeting activity)
- Discuss revisions to constitution, bylaws and addendums if needed
- Budget review
- Officer guidelines and expectations

### **July (Prepare for Homecoming and Tea):**

- Make sure that the directory will be printed on time.
- Make sure that the t-shirts will be printed on time.
- Reserve WHS, DJ, Water Dog, and Lighting company for Homecoming (work with sponsors)

### **August (Tea):**

- Use the previous year's script for how the tea will be conducted
- Location that worked well was the St. Thomas Moore Lighthouse, make sure to visit the location the week prior to the tea.
- Work with corresponding secretary on food assignments and invitations
- Do a fun activity (get to know you question surveys or what is in your purse)

### **September (Yearbook pic and homecoming prep):**

- For the yearbook pic, it will need to be a portrait orientation to have photographer set up the camera appropriately. Officers wear white with jeans and members wear black with jeans.
- Start discussion for homecoming and break out into committees for planning. Remind everyone to sign-up for ticket sales
- Make and share a timeline for deadlines when things need to be done.
- Play a get to know you game and do a charitable activity
- Go over general housekeeping and establish what your pacesetter goal is.

### **October (main details for Homecoming & service project):**

- Go over details for homecoming, expectations, decorating times, clean-up times, during the dance
- Service project could be something in preparation for the holiday season as many of the military or homeless needs are released at this time.

### **November (Thanksgiving Feast):**

- Use food sign-up from previous year but try to be specific. Last year we ended up with a lot of fruit trays from HEB as a side.
- Update on homecoming activities. What went well, what could be done better, ticket sales.

### **December (Christmas gift exchange):**

- Specify dollar amount and NOT gag-gifts. The gift exchange needs to be appropriate
- Possible but not necessary to do a service project

**January (meeting held in WHS dance studio):**

- Activity is usually Jazzercise, yoga, stretching, dancing or Zumba. Instructor will need to be paid.
- Officer applications handed out, remind members when due
- Service activity is optional

**February (Date night with Activity of Choice):**

- Safety is VERY important
- Officer applications due and must be turned in prior to the end of the meeting (NO acceptations).
- Decide if there is a need to charge for dates
- Senior scholarship applications handed out and due at March meeting
- Decision to be made for philanthropic donations, difficult at the meeting but could be done through a google survey. Communicate with officers and treasurer and sponsors ahead of time.

**March (Officer Vote and Philanthropy Speaker):**

- Decision for what to do during this meeting is made during the officer retreat-recommend philanthropy speaker.
- Senior scholarships are due
- New officer slate is presented (use the script) and voted on by the members (refer to description in bylaws and addendum).
- Remind outgoing officers to meet with their replacement prior to banquet. Exchange contact info prior to leaving
- Discuss the banquet, what to wear (share details with parents), time and place. Talk to historians about slide show and who the sponsor parent is that can help them. Slide will need to be in alphabetical order by last name. Also remind seniors to bring a photo and submit 3 photos (baby, senior and a favorite pacesetter memory)

**April (Banquet):**

- Use script, it will help remind all what to do and who will be talking when.
- It works best to meet 1 week prior to the banquet for a dry-run. Also, there will be two slide shows. One of pacesetter fun from the whole year and one of for the seniors.

## **ADDENDUM 5 - LEAD SPONSOR PARENT ANNUAL PROCEDURES**

### **General Suggestions**

- Make all decisions by majority vote of the executive committee and/or sponsor parents.
- Be as open as possible with all communications. An attempt for the 2019-2020 school year will be to use google groups. An update at the end of the year will be provided on success for communications and calendar sharing.
- Meeting time agreed to be: Officer meeting and Sponsor Parent meeting at 6:30 pm, Member meeting will be from 7-8 pm, if needed there will be a joint Officer and Sponsor Parent meeting from 8-8:15 to share important information and keep the lines of communication flowing.
- Stress importance of record - keeping on attendance, ticket-ins, Homecoming decorations help, Homecoming chaperoning
- Make sure insurance gets paid; homecoming venue will need proof
- Make sure taxes are filed - due Nov. 15th (year end is June 30)

### **May (New Member Selection meeting)**

- Once you've collected all the Pacesetter applications, prepare a spreadsheet with last name, first name by grade level
- Prepare voting sheets by grade level; make sure to use different sheets of paper for each grade so that sponsors can start tallying after one grade is finished.
- Upon arrival, girls check in their cell phones
- President reads the standard rules of etiquette for voting procedure
- 2 Sponsors are to be in the room during voting
- If sisters/twins are applying at the same time, contact the family prior to voting for instructions on how to proceed if only one is voted in.
- Have remaining Sponsors ready to tally votes
- Make sure the Officers stay till the end to go over the final new member roster and to address any conflicts that may have risen.
- Hold sponsor meeting while girls are doing first round of voting (before any votes to tally), work out details for initiation breakfast
- Prior to meeting send out a sign-up genius for initiation breakfast (need tacos, doughnuts, fruit, cheese salsa, juice, plates, napkins and cups.)
- Decide on date for summer retreat, check conflicting dates with girls, usually best to do retreat early in summer before all vacations.
- Pick new sponsor Parents, get commitment the night of Pacesetter May meeting.
- Communicate all that is required:
  - 1) Attend monthly meetings
  - 2) Work/plan Homecoming Dance
  - 3) Goal is to expand the scope of the organization. Don't invite Mothers who are a heavily involved at WW (won't want to be a Lead Sponsor Parent in future years). Get a balance of Sponsors. Explore any talents they may bring to the table and ability to maybe in the future be a lead Sponsor.
- President tasks prior to initiation breakfast - Split up new members between existing members - existing members need to call Pacesetter parents and tell them they're picking up their girls for the initiation; pair drivers with non-drivers
- President sets time for girls to be picked up by for initiation (in conjunction w/officers)
- Old form of communication for this is in the binder and on the google drive
- President/Lead Sponsor parent - Email letters to girls and their parent(s) that didn't get into Pacesetters on the Friday evening prior to the initiation breakfast. You have two template letters, one for underclassman and one for seniors.
- Start creating Pacesetter folders for new members and new sponsor Parents. You will make a folder for each new member and a folder for each new sponsor Parent. Make sure to make copies of new information to hand out to continuing sponsors.

### **May (Initiation Breakfast)**

- Have sponsors meet at park 30 min prior to member arrival to set up.

- Food items needed include: Tacos (60), donuts (5 dozen), fruit, salsa, juice (4 half gallons), table cloths, plates, napkins, cups. Make a sign-up genius for sponsor parents to bring each item. Save receipts for tacos and donuts. Budget for Initiation Breakfast is pre-determined in previous year.
- Get sizes for Pacesetter 2018-2019 t-shirts and sweatshirts, use a spreadsheet
- President will pass out folders to new members and new sponsor Parents
- Pair up sponsors with officers for mentoring
- Have girls update directory and get new members to fill out their directory information, need name, address, phone numbers, members phone number and email and parents name, phone number and email. This is usually taken from the application.
- Group Picture

### **Summer**

- Hold retreat (the earlier, the better) - officers come on 1st day to socialize and have a planning meeting; sponsors come on 2nd day to meet with officers and finalize plans for the school year
- Lead Sponsor Parent assigns Officer Mentor/Shadow for officers that do not already have a sponsor parent
- Meeting venues - community centers or church suggestions
- President gives options for color and design of t-shirts/sweatshirts
- Officers come up with Homecoming theme/date/venue
- Officers decide on Spring fundraiser (optional)
- Set dues (dues - \$75; t-shirt - \$20, \$25 Homecoming ticket, and \$55 (2x \$27.50) for a Parent & daughter - End of Year Banquet) Total - \$175. If the member would like to order a sweatshirt add an additional \$20 to their dues. It's a one-stop fee upfront and then we don't need to collect at the end of the year for the banquet.
- Lead sponsor parent contacts: DJ, Lighting, Water Dog, and WHS to save the date for homecoming. Set up deadline to provide cost estimate for services.
- Plan Mother/Daughter tea - date, place, theme, duties; make sure night doesn't conflict with WHS activities
- Plan meetings - themes, ticket-ins, locations
- Decide on February or March date event (or at least come up with ideas)
- Ideas on community service (both outside and during meetings)
- VP of Community Service should come prepared with names of charities/non-profits
- Have Parliamentarian do directory and get printed to pass out at Mother/Daughter Tea.
- Have Parliamentarian give copy for President and Lead Sponsor Parent to proof read to make sure spelling and names are correct
- Have VP Activities plan activities for the 2017-2018 school year and add to google calendar
- Order t-shirts EARLY!. You will want to pass these out at Mother/Daughter Tea
- Lead Sponsor Parent - Need to get Sponsor Parents to sign up for Homecoming responsibilities.
- Publicize Mother/Daughter Tea including amount of \$ to bring for dues, etc. and what food to bring - email reminder along with mailed invitation.
- Sponsor Parent of VP of Activities need to work together to reserve WW Dance Studio for January Jazzercise and instructor. Reserve any other necessary venues (Mother/Daughter Tea, Date Event, etc.)
- Set a budget for the year meet with Sponsor Treasurer and Treasurer to go over this.

### **August - Mother/Daughter Tea (see script on google docs as accessory document)**

- Hand out t-shirts
- Hand out directories
- Have Treasurer/Sponsor Treasurer collect Pacesetter dues
- Order food (tea sandwiches or finger desserts; light fare because not during a main meal time)
- Have parents sign up for Homecoming chaperone duties (or remind them to check their email for SUG)
- Member Committee Sign up Posters
  - Hoco Decoration Committee
  - Hoco Promotion Committee
  - Hoco Ticket Sales Committee
  - Banquet Committee - Juniors (only)
- President introduces officers and sponsors
- VP of Community Service talk about:
  - 1) Ticket-ins, the purpose of it

- 2) Keeping track of community hours on form in folder that was handed out at Initiation
- 3) Probation of don't fulfill community hours
- President goes over:
  - 1) Scholarships for seniors
  - 2) What's required of the girls during meetings
  - 3) How many meetings you can miss, how to make it up
  - 4) Homecoming volunteer commitment by members and parents
  - 5) Remind girls about communication channels
- Girls and Pacesetter Parents can break out and do a team building game (time permitting)

### September

- Take picture for Westwood yearbook - have girls all wear the same thing; need to do early in the school year before it gets dark early. Also get yearbook discount!!
- Finalize plans for Homecoming - This can be a long meeting due to tying up loose ends.

### Homecoming Dance

- Decide on lead duties (decorating, volunteer sign-up, publicity, ticket sales, security and coat check) have new sponsor Parents shadow to learn what to do.
- Sponsor Treasurer was in charge of ticket sales. Would be good for to have a shadow to assist her.
- Determine if you want to continue PRE-EVENT SALES. You will need to sell tickets two - three weeks leading up to the dance at school during all the lunches. You will need members and sponsor Parents to do that take money boxes and will have to come up with a system on how to keep track of those who already bought tickets.
- Talk to Amanda Andrade, Principals assistant, 512-464-0000 [Amanda\\_Andrade@roundrockisd.org](mailto:Amanda_Andrade@roundrockisd.org). She can get your flyer put in the electronic 1st day packets
- DJ-but usually helps set up and will have another DJ lined up for that night. Need to pay that DJ that night, so make sure you have a check for him.
- Lighting-Lighting rentals and design, Rene Chavez c: 830-708-4737
- Pipe and Drape- Cynthia Miller 512-845-7228
- Security - decide with sponsor parent involvement. Security overseen by Officer Wiliby
- Hospitality food for chaperones, usually just a basket full of snacks.
- Provide cookies and popcorn (donated by Austin Gourmet Popcorn) for students. Worked a bit better than having a food vendor.
- Water Monsters - only need 1 and locate it in a prominent area for students to get to.
- Chaperones each parent is required to sign up for shift at homecoming. Need to keep track of parents that don't chaperone for scholarship purposes.
- Bag check already have all the bags numbered and ready to go.
- First Aid, need to get a first aid kit and have a nurse or doctor on hand all night.
- Promotion:
  - 1) Cups in fence with Homecoming and date
  - 2) Flyers around school, must get permission in front office (they put a stamp on the flyer) before you make 75 copies.
  - 3) Amanda in front office can get Homecoming date and time on outside marquee and also on TV in school. Amanda Andrade, Principals assistant, 512-464-0000 [Amanda\\_Andrade@roundrockisd.org](mailto:Amanda_Andrade@roundrockisd.org)

### October

- Take yearbook picture if not done in September
- Review Homecoming Dance details and timeline
- Pass out t-shirts for fundraiser & set date for members to wear them - this has not been done in the past two years and can be brought back!
- If time allows start planning Spring (February Fundraiser) - NEW

### November

- Traditionally the Thanksgiving Feast
- Need a large home for everyone to sit and eat
- Sponsors bring turkey, rolls and dressing (you will assign the food to the sponsor Parent); members bring other food (divide up by grade &/or last name). Be specific about side dishes, last year we ended up with a lot of cut up fruit from HEB.

- Take orders and money for fundraising t-shirt - If you need decide to do this
- Place order for t-shirts immediately after meeting (sometimes they take a long time)

### December

- Book April banquet date at Balcones Country Club (it's usually on our same meeting days, on the 2nd Wednesday of the month in April)
- Pass out t-shirt orders - if you do this!
- Send out probation letters ASAP after last meeting (for those that have missed a meeting or have not done all their community service)
- Revise officer applications as needed (make them due at February meeting)
- Sponsor Parent ornament/favorites exchange

### January

- Traditionally Jazzercise or yoga, could use a sun-dancer/pacesetter alumni to give a dance class
- Bring checkbook to pay instructor (girls have been very pleased with the instructor)
- Talk about banquet planning - Junior Parents oversee event
- Discuss who will chair the event and who leads each committee
- President passes out officer applications (digital file on google drive)
- Discuss Pacesetter donations to area philanthropies
- President sent out a survey monkey to get all the members to vote.
- Update scholarship app to be passed out at February meeting

### February

- Date night event at Skateland (or date night meeting can be in March)
- Officer Applications due by the end of the meeting, NO late applications to be accepted.
- Continue banquet planning
- Pass out Pacesetter scholarship application to seniors
- Set a time for Senior Officers & Senior Sponsor Parents to meet to select next year's officers & outstanding members (outstanding members are announced at banquet).

### New Officer Selection Meeting (scheduled outside of normal meeting schedule and must occur prior to the March meeting):

- Officers and Senior Sponsor Parents run this meeting
- President and officers list each position on a sheet of paper
- Then list each candidate who applied for that position with rank of request ( 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> )
- President
  - 1) (Sr) Jane Doe #1
  - 2) (Sr) Patricia Smith #1
  - 3) (Sr) Tracy Robinson #2
- President reads each application for each candidate
- Officers then decide which candidate would be best for the job based upon the job requirements, her request and application.

### March

- President/Membership vote on Non-profit donations
- President announces new officers
- Membership votes in new slate
- Script in President's binder
- Finalize banquet planning
- Revise new member application and decide on due date (Friday before voting meeting) Digital file on google drive
- Decide on May meeting date and initiation date (preferably Saturday after meeting)
- Scholarship application due

### April (Banquet)

- Banquet - Junior Parents and Junior members oversee
- Dessert - Chocolate Station w/treats - Sign up form
- PowerPoint presentation/video

- Seniors turn in 3 pictures (baby, senior, and favorite pacesetter memory)
- All members turn in photos from service and events
- Evite/Paper Post
- Decorations - has been "Black & White" theme
- Program will need to be printed
- Gifts:
  - 1) Seniors
  - 2) Officers
  - 3) Senior Sponsor Parents
- Script - Current President/Lead Parent work with incoming President/Lead Parent
- President bring gavel
- President writes outgoing speech
- Have 100 copies of the new membership application and bring to banquet to handout to members at end of event
- President places new membership applications at WW grade level offices, include an instruction sheet and FAQs for applications (due date, who to contact with questions or request additional blank applications)