

October 2014

INDEPENDENCE BOOSTER CLUB BYLAWS

ARTICLE I – DEFINITION

“**Club**” shall mean and refer to the Independence High School Booster Club and shall be used interchangeably with the word “organization”.

“**Board**” shall mean and refer to the Board of Directors.

“**Staff**” shall mean and refer to the Independence High School sponsors/directors/coaches.

“**Team**” shall mean and refer to any group assembled by the sponsors/directors/coach either as a class or as a school-sponsored activity.

“**Parent**” shall mean the legal guardian of any child as defined by the Texas Family Code Chapter 101 Section 101.003(a) who is enrolled with the Frisco Independent School District.

“**School**” shall mean as defined by the Texas Family Code Chapter 101 Section 101.028.

“**Member**” shall mean any parent or guardian that has paid membership dues.

ARTICLE II – NAME

The name of this organization shall be **outlined in the Club’s Addendum**.

ARTICLE III – OBJECTIVES

Section 1 - The Club is an independent non-profit organization, organized to support Team in Frisco Independent School District at Independence High School located at 10555 Independence Parkway, Frisco, Texas, 75035 and dedicated to achieving the following objectives:

- The sole function is to support the educational activities of the designed program.
- Encourage a high level of achievement for the Team and its Members without losing focus that it is the development of the youth that is the primary goal of any educational and sponsored program.
- Promote a closer relationship between the parents, students, and staff in an atmosphere of mutual cooperation, support and respect.
- Provide support to the school and its staff, so they will have the greatest opportunity to help our youth achieve their goals.
- Provide resources, both human and financial, to Team activities. Promote and recognize the Team and the student’s accomplishments.
- Provide an end-of the year banquet to celebrate student achievements for the year.
- Provide resources for post-graduation academic scholarships.

Section 2 - Activities of the Club shall not conflict with UIL rules and shall act in accordance with UIL Booster Club Guidelines, and the FISD Booster Club Requirements and Operational Guidelines. The organization is organized for charitable purposes within the meaning of Section 501C(3) of the IRS code.

Section 3 - All Booster Club activities must have the approval of the head coach/director and the campus Principal.

ARTICLE IV – METHODS

Section 1 – The Club shall strive to achieve the objectives of the Club by assisting in logistics and providing support through projects, contributions, and membership dues.

Section 2 – The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 3 – The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4 – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its Members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered when approved by the Club.

Section 5 - The Club’s fiscal year (“Fiscal Year”) shall be **outlined in the Club’s Addendum**.

ARTICLE V – MEMBERSHIP AND DUES

Section 1 – Only parents/guardians of students who are actively participating on the Team shall be eligible for membership in the Club.

Section 2 – All Members shall be subject to such dues, rules, and regulations as may be prescribed by the Club in its by-laws.

Section 3 - The required membership due for each Member is \$25 per parent/guardian, and shall not exceed \$50 per household.

Section 4 – The Club may provide an opportunity for Members to pay higher dues, but it shall not be required. If the Club chooses to provide this option, **these fees shall be outlined in the Club’s Addendum**.

Section 5 – Any Member whose child ceases to be a member of the Team will resign from the Club immediately. Membership dues will not be refundable.

Section 6 – Violation of any provision of these by-laws made in pursuance thereof shall subject such member to be expelled from the Club. Expulsion is initiated by written letter to be received by the President no less than ten days prior to a regularly scheduled board meeting. The expulsion must be confirmed by two-thirds of the voting board.

Section 7 - Staff, as defined in Article I, will have honorary membership in the Club.

Section 8 – Parents/guardians may join the club at any time; however, dues shall not be pro-rated.

ARTICLE VI – BOARD OF DIRECTORS AND ELECTION PROCESS

Section 1 – To serve as a Board member of the Club, nominees must be an active member in the Club; a parent or legal guardian of an active team member; and reside in the IHS school attendance zone. The Officers of the Board of Directors will consist of the following:

- One (1) President
- One (1) First Vice Presidents
- One (1) Second Vice Presidents
- One (1) Secretary
- One (1) Treasurer

Section 2 - Responsibility of the Board of Directors

President

- Preside at all meetings of the organization;
- Meet at least once a month at a minimum with the head coach/director and campus Principal regarding booster activities;
- Resolve problems in the membership;
- Meet at least once a month at a minimum with the treasurer of the organization to review the organization's financial position;
- All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The president and treasurer shall sign all checks, drafts, and warrants.
- Schedule annual audit of records or request an audit if the need should arise during the year;
- At the general meeting in January a Nominating Committee will be appointed by the President to compile a list of nominees for each office who have signified their consent to serve if elected.
- Perform any other specific duties as outlined in the Club's Addendum.

1st Vice President

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Receive bank statements either through the mail at their home address or electronically. 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. This provides an independent review by an individual not associated with disbursement activity.
- Perform any other specific duties as outlined in the Club's Addendum.

2nd Vice President

- Preside at meetings in the absence or inability of the president and 1st vice president to serve;
- Perform administrative functions delegated by the president;
- Perform any other specific duties as outlined in the Club's Addendum.

Treasurer

- Authorized custodian of the funds of the organization;
- All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The president and treasurer shall sign all checks, drafts, and warrants.
- Receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250);
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies shall be available for review by the Members within a reasonable timeframe, if requested.
- File current financial reports at the end of each fiscal year with the head coach/director and campus Principal;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- File annual IRS form 990, 990-T, 990-N, or 990-EZ;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Perform any other specific duties as outlined in the Club's Addendum.

Secretary

- Keep accurate records of the proceedings of the organization and reporting to the organization;
- Ensure the accuracy of the minutes of the meetings;
- Have a thorough knowledge of parliamentary law, and the organization's bylaws;
- Report on any recommendations made by the Board of Directors;
- Maintain the records of the minutes; approved bylaws and any standing committee rules; and current membership and committee assignments;
- Record all business transacted at each meeting of the organization;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Perform any other specific duties as outlined in the Club's Addendum.

Section 3 - Election Process

- At the general meeting in January a Nominating Committee will be appointed by the President to compile a list of nominees for each office who have signified their consent to serve if elected. The Nominating Committee will consist of one Board member and at least two Active Members with one alternate. The President does not serve as a member of this committee. The slate of nominees will be reported at the general membership meeting in April.
- Nominations may be made from the floor prior to voting providing consent has been obtained from the proposed nominee and eligibility cleared through the President prior to the meeting. The election will be held immediately after the President closes nominations.
- In the event there is more than one nominee or nominee team, elections will be by ballot. The President will appoint three or more tellers to count the votes. The candidate receiving the highest number of votes will be elected.
- Each officer shall be a member of the Club. It is recommended that the candidate for President is to have served as an Officer of the Board of Directors for the term prior to being nominated. Any exceptions must be approved by the head coach/director and campus Principal.
- Only one member of a family may serve as an officer at the same time, unless they are serving as co-chairs in the same office which limits the family vote to one.
- Employees of the district shall not serve in a financial capacity of this organization. Financial capacity includes holding positions of treasurer, fundraising chairperson, or serving as a check signer.
- No officer shall be permitted to hold more than one office at the same time.
- At no time should the officers be appointed without the input and approval of the Members.
- Officer's duties begin once they have been elected at the general member meeting in May. The previous year's Board will finish any business for the current team. The new Board will transition in and will begin taking care of new team business for the upcoming year. The term of office of the Board will end on the last day of school.

- Officers will be responsible for keeping an updated notebook throughout the year, which will be turned over to the new Officers at a Board transition meeting to be held after elections in May.
- No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.
- If a vacancy occurs in an elected office, it shall be filled for the unexpired term amount by a person elected by majority vote of the Members. In the event a vacancy occurs in the office of President, the First Vice-President shall serve as President for the remainder of the term. Should multiple vacancies occur (e.g., both President and First Vice-President), the Second Vice-President shall serve the remainder of the term and so on.
- Any Officer whose child ceases to be a member of the Team will resign.

ARTICLE VII – RESPONSIBILITIES OF BOARD MEMBERS

Section 1 – Board members shall miss no more than two consecutive scheduled board meetings. Should that instance arise, the board shall reserve the right to remove that member from office based on a two thirds majority vote of board members in favor of the action.

Section 2 – Board members shall conduct themselves morally and ethically at all times.

Section 3 – If Board members consistently fail to comply with these by-laws and standing rules, the Board reserves the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

Section 4 – Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the elections and may last until the beginning term as outlined in Article VI, Section 3.

Section 5 – Board members shall attend a training session with the head coach/director and the campus Principal prior to the start of their term.

ARTICLE VIII – MEETINGS AND VOTING

Section 1 – Notice of all meetings of the organization should be published at the campus seventy-two (72) hours prior to the meeting date. The notice must clearly indicate the date and time of the meeting and the items to be discussed. All booster meetings must take place on the school premises. In order to provide an optimum level of communication and teamwork, all meetings must be held in the presence of the head coach/director or campus Principal.

Section 2 – Regular meetings (general meetings of the Club) shall be held monthly. Members present shall constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via web page or e-mail or letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Club.

Section 3 – The board shall meet monthly and prior to all general meetings during the school year and at other times as necessary. Two-thirds of voting officers shall constitute a quorum for transaction of board business. For purposes of board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the board of directors. If necessary, the President may poll the board to record their vote. All board voting shall be documented and published in the board minutes. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) e-mail, phone or face to face voting. Proxy votes are not and will not be permitted.

Section 4 – Special meetings may be called by the President or members of the board as necessary, provided all board members are properly notified. Notification may include phone or e-mail.

Section 5 – Members as defined in Article I and described in Article V shall have one vote per individual membership and a maximum of 2 votes per family membership.

Section 6 – Staff as defined in Article I will have the same voting privileges as members.

Section 7 – Only active Members in good standing shall be permitted to hold office or vote upon any matter of business of the organization.

Section 8 - The order of business of any meeting shall be as follows:

- Call to Order
- Establish quorum
- Discuss and revise the minutes from previous meeting
- Head Coach's/Director's Report
- President's Report
- Treasurer's Report
- Vice President's Reports
- Old Business
- New Business
- Adjournment

Section 9 - No unbudgeted expenditures shall be made without the approval of a majority of the Board Members.

ARTICLE IX – BUDGETING AND EXPENDITURE AUTHORITY

Section 1 – A proposed annual budget shall be prepared by the Treasurer and presented to the general membership for a vote at the first general meeting of the school year. A majority of those present at the meeting will pass the budget for adoption for the school year and become the operating budget for the Club. The board shall have authority to allocate funds for the general operating expenses of the Club.

Section 2 – The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year. All monies received by the Club shall be turned over to the Treasurer, who shall deposit same in local depository in the Club's account. Deposit receipts shall be obtained by the Treasurer and permanently retained as part of the Club's financial records. No monies shall be expended by the Club except by a check or draft. If the check is for one of the officers, he/she cannot be one of the signers.

Section 3 – No unbudgeted expenditures shall be made without approval of the board. If additional funds become available, the board will compile a list of possible approved expenditures from the head coach/director and campus Principal and present it to the membership for voting. New expenditures beyond the operating budget will require a general membership vote. Voting will require a majority of those present to pass the motion.

Section 4 – The Treasurer shall have custody of all funds of the Club.

Section 5 – All expenditures will be paid through the Club's Account by check. The Treasurer shall supply the bank with a signature card with any changes at the end of the Club's fiscal year. The Treasurer shall obtain monthly statements from the bank and shall retain such statements as part of the Club's financial records.

Section 6 – All contract, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The president and treasurer shall sign all checks, drafts, and warrants.

Section 7 – An audit shall be conducted by at least 2 individuals at the end of each fiscal year to check for accuracy of the books.

ARTICLE X – STANDING AND SPECIAL COMMITTEES

Such Standing and Special Committees and their Chairpersons shall be created by the board as may be deemed necessary to promote the objectives and carry on the work of the Club. All committee work shall be undertaken with the consent of the board of directors. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work. The President shall be an ex-officio member of all committees except the Nominating Committee. All roles and responsibilities of the standing and special committees are outlined in the Club's Addendum.

ARTICLE XI – FUNDRAISING GUIDELINES

Section 1 – All fundraising activities shall be reviewed and approved by the head coach/director, and campus Principal.

Section 2 – Clubs are allowed six (6) fundraisers yearly.

Section 3 – FISD only allows one student involved fundraiser per year, per campus; therefore, all fundraiser efforts must be planned and carried out by the Members, not students.

ARTICLE XII – SCHOLARSHIPS

Section 1 – The Club shall provide post-graduation Academic Scholarships to graduating seniors of the Team. Any student in good standing according to the head coach/director and campus Principal are eligible to apply for scholarships.

Section 2 – Eligibility requirements include the completion of the Frisco Education Foundation (FEF) Scholarship Application.

Section 3 – All scholarships will be awarded through the Frisco Education Foundation (FEF) and their panel of judges. The FEF committee has no investment in our organization or team.

Section 4 - The award amounts will be divided equally among the qualified applicants. The total award amount will be established during the Budget process and ratified by the Board and may be subject to limitations set forth by FEF. The final scholarship award amounts may be revised prior to disbursement to reflect any adjustments required for the Booster Club actual performance to budget. The total award amount may be adjusted up or down with the Board's ratification. The individual award amount may not exceed \$1,000.00 per recipient without the head coach/director and the campus Principal's approval.

ARTICLE XII – AMENDMENTS

Section 1 – These by-laws and Club Addendum shall be jointly reviewed on an annual basis by the head coach/director, campus Principal, and the Club officers. Once reviewed, any changes may be amended at any regular meeting (general meeting of this organization) by two-thirds vote of the members present and voting, providing notice of the proposed amendments have been given. For the purposes of this section, due notice shall be defined as notification via newsletter or web page of e-mail or written letter, or discussion at a general meeting. Copies of the bylaws and Club Addendum must be on file with the head coach/director and campus Principal. In addition, an exempt organization must report name, address, and structural and operational changes to the bylaws to the IRS. If the Club files an annual return (Form 990), it must report the changes on the return.

ARTICLE XIII – ADOPTION

Section 1 – After approval from the head coach/director and campus Principal, a two-thirds majority vote of members present at any general membership meeting shall be sufficient to give these bylaws and Club Addendum full force and effect.

ARTICLE XIV – DISSOLUTION OF THE CLUB

If the Club has been judged by the Principal to be disruptive to the educational activities or goals of the program or group, the Club may be dissolved. All monies, after resolution of all debt, will be transferred to Independence High School.