

Seven Lakes High School
Athletic Booster Club
By-Laws
(Revised)

Article I Name and Purpose

Section 1. Name:

The name of the athletic booster club shall be Seven Lakes High School Athletic Booster Club (The Spartan Club). It shall be called either the "Seven Lakes Athletic Booster Club" or "The SpartanClub".

Section 2. The purpose of this club is to:

- a. Provide support and assistance to the student athletes of Seven Lakes High School.
- b. Provide support and assistance to the athletic programs in which the students participate.
- d. Enhance the image of the athletic organizations of Seven Lakes High School.
- e. Create a scholarship program whereas funds are generated in an effort to provide scholarships for outstanding seniors who have been representative of the high ideals of athletic competition at Seven Lakes High School.

Article II Basic Policies

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article I.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code, or (II) by an organization, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundation or organizations which have established their tax exempt status under Section 501(C)(3) of the Internal Revenue Code.
- g. The organization shall conduct its business in compliance with **Robert's Rules of Order** and the rules of the University Interscholastic League (UIL). g. The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL)
- h. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern The Spartan Club in all cases where they are applicable and in which they are not in conflict with these bylaws or UIL rules.

Article III Membership and Dues

- a. Membership in the The Spartan Club shall be open to the following:
 - Parents of Seven Lakes High School students
 - Parents of junior high school students who will attend Seven Lakes High School,
 - Any other interested patron or business who subscribes to the Purpose and Principles of Action as stated in Articles I and XII of these by-laws.
- b. Membership is necessary to cast a vote at a general meeting or to hold office, but non-membership does not preclude participation in any of the activities sponsored by this organization.
- c. Membership is by family and business. When voting occurs, family members who are responsible for the custodial and financial support of the household (parent, step-parent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business is also eligible to cast a vote on behalf of that company/business.
- d. Memberships may be received at any time during the year. Memberships will not be prorated.
- e. The Executive Board will set annual membership dues.
- f. The elected Chairperson (or Co-Chairpersons) of Membership is responsible for collecting membership forms and annual dues. That person or persons will maintain a current roster of membership and will distribute the funds to the treasurer of the organization in a timely manner.
- g. Honorary memberships shall be conferred to the Seven Lakes High School Principals, the Seven Lakes High School Athletic Director, the Seven Lakes High School Coaching Staff, the Katy ISD Athletic Director, Superintendent, and the Past-President. Teachers and other school personnel are encouraged to join as regular members.
- h. All members of The Spartan Club may receive a copy of the by-laws upon request to the Secretary or the President.

Article IV Board of Directors

Section 1. Executive Board

The Executive Board shall consist of the Executive Officers and the Committee Chairmen and the Parent Representatives. The Katy ISD Athletic Director and Katy ISD Superintendent serve as ex-officio members of the Board of Directors.

Section 2. Executive Officers

The Executive Officers of The Spartan Club shall consist of a President, President-Elect, Vice President of Athletics, Vice President of Membership, Secretary, and Treasurer. The SLHS Principal and SLHS Athletic Director serve as ex-officio members of the Executive Board.

Section 3. Committee Chairmen

- a. Committees may be created or dissolved by the President and the Executive Board as required to ensuring effective and efficient operation of The Spartan Club.
- b. The President shall appoint committee chairmen, with the approval of the Executive Board. Each Chairman will be a voting member of the Board.
- c. All Committees are responsible to the Membership and report directly to the President and the Executive Board.
- d. Examples of such Committees are (but not limited to):
 - Banquets
 - By-Laws
 - Concessions
 - Golf Tournament
 - Historian
 - Hospitality
 - Membership
 - Newsletter

 - Promotions
 - Publicity
 - Special Projects
 - Spirit Wear
 - Sports Program
 - Website
 - Yard Sign

- f. A committee member may be removed from the board by a simple majority vote of the Executive Board, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

Section 4. Parent Representatives

- a. A parent shall be appointed by the Athletic Director or coach to represent each sport on the Board of Directors.
- b. That parent representative will serve as a liaison between the board and their respective sports. Each parent representative will be voting member of the Board.

Article V. Election of Officers

Section 1. Nominating Committee

- a. The general membership shall elect a nominating committee, consisting of no less than 5 current Club members. The Committee shall elect its own chairman immediately following their election.
- b. The Nominating Committee shall follow The Spartan Club Nominating Committee guidelines.
- b. The Nominating Committee shall nominate one eligible person for each officer position for the following year.
- c. Members of the Nominating Committee may be nominated for an elected position. That nominee must remove him/herself from committee discussions of that position.
- d. The Nominating Chairman shall post the slate of officers through normal publicity channels at least 7 days prior to the election
- e. The Committee shall present the slate of officers at the April general membership meeting. At that time additional nominations may be made from the floor. Officers shall then be elected by a majority of members present.

Deleted:

Section 2. Executive Officers

- a. All executive officers shall be elected to a one-year term of office by a majority vote of the membership in attendance.
- b. Officers shall serve for a period of one year to coincide with the fiscal year.
- c. No business of the organization may occur after the end of the fiscal year unless Executive Officers have been elected.
- d. All nominated persons for club positions must be members of The Spartan Club prior to the day of the election.
- e. Nominees for President of the association must have served on The Spartan Club Board of Directors for at least one year prior to taking office.
- f. The members present at the last general membership meeting of the school year shall allow no Executive Officers to serve more than two elected consecutive terms in the same position without approval by a two-thirds majority vote.

Section 3. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Executive Officers and elected by a majority vote of the general membership, with 7-day notice of such election having been given.

- b. The President may appoint an interim nominee, with the approval of the Executive Officers, to fulfill that position until a general membership meeting may be held.
- c. Nominees for President of the association must have served on The Spartan Club Board of Directors for at least one year prior to taking office.

Section 4. Reason to Remove

An officer may be removed from office by two-thirds (2/3) vote of the Executive Officers, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

Article VI Duties of Officers

The President shall:

- a. Coordinate the work of the officers and committees to stay in focus with the Purpose of this organization. Preside at all meetings of the association.
- d. Be authorized to sign on bank accounts.
- e. See that all By-Laws are adhered to
- f. Shall appoint Committee Chairpersons to fill vacancies
- g. Shall call meetings as required.
- h. Shall serve on all committees but will only chair the Executive Board.

The President-Elect shall:

- a. Preside at all meetings in the absence of the President.
- b. Be present at all meetings of the association.
- c. Act as aide to the President
- d. Act as the liaison between booster clubs and other support organizations.
- e. Shall commit to being the nominee for The Spartan Club President for the following fiscal year.

The Vice President of Athletics shall:

- a. Act as primary liaison between Athletic director and The Spartan Club
- b. Act as primary liaison between Parent Reps and The Spartan Club
- c. Insure that all coaches have appointed Parent Reps for each sport
- d. Act as primary coordinator for all The Spartan Club General Membership Meetings
- e. Attend all Booster Club General Meetings and Board Meetings.

The Vice President of Membership shall:

- a. Recruit new members and renew existing memberships
- b. Maintain current and accurate records of club members, their contact information, and information about the athlete's sport(s) and gender.
- c. Maintain accurate records of all official club business.
- d. Attend all Booster Club General Meetings and Board Meetings.

The Secretary shall:

- a. Record the minutes of all meetings of the association.
- b. Present minutes from previous meetings at every general and board meeting.

- c. Keep a current copy of the by- laws and a complete set of all records and minutes.
- d. Perform necessary club correspondence.
- e. Keep a written record of attendance at Board Meetings and General Meetings and confirm quorum requirements have been met.
- f. Maintain a current copy of Booster Club By Laws, Robert's Rules of Order, UIL Booster Club guidelines, and meeting minutes from all General Booster Club meetings, at Seven Lakes High School.
- g. Attend all Booster Club General Meetings and Board Meetings.

The Treasurer shall:

- a. Have custody of all funds of the association.
- b. **Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements.**
- d. **Establish policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements.**
- c. Make disbursements as authorized by the President, Executive Board, or association in accordance with the budget.
- d. Sign on bank accounts.
- e. Present a **current** financial statement at **all** general meetings, Executive Board meetings, and at other times when requested by the association.
- f. Construct a full report of the year's activities at the end of the fiscal year.
- g. Be responsible for the maintenance of such books of account and records, including financial statements, budgets, bank statements, receipt , invoices, cancelled checks, **and tax returns for 7 years.**
- h. Submit books to the Auditing Committee as requested.
- i. Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.
- j. Ensure Texas sales taxes are collected **and submitted to the state comptroller, by January 20th.**
- k. **Ensure that Federal Form 990 is filed by January 20th.**
- l. Attend all Booster Club General Meetings and Board Meetings.

All other Chairpersons shall:

- a. Be leader of their committee and steer their committee to accomplish the goals and purposes of the organization.
- b. Maintain good records of their activities to pass on to the next Chairperson.
- c. Attend all Booster Club General Meetings and Board Meetings.

Article VII Meetings

Section 1. General Membership Meetings

- a. **A minimum of 5** General membership meetings of the SLHSABC shall be held during the academic school year. The Executive Board at its first meeting of the year will establish dates and times for the year. Five days notice shall be given if a change of date is needed.

- b. Additional meetings of the association may be called by the President or a by a majority of the Executive Board, two days notice having been given. The meetings will be announced by any of the following: local newspaper, newsletter, web site, telephone, email, or school marquee.
- c. All meetings of The Spartan Club shall be open to the general public.
- d. A quorum for the purpose of voting on motions or elections shall consist of ten (10) or more members. . A quorum must be established before a vote may take place. Once a quorum has been established, a majority vote rules.

Section 2. Executive Board Meetings

- a. Executive Board meetings of the SLHSABC shall be held monthly.
- b. A majority vote at the regular Board meetings shall rule.
- c. Additional meetings may be called by the President or by a majority of the Executive Officers, two (2) days notice being given.
- d. A quorum for the purpose of voting on motions shall consist of seven (7) or more Executive Board members. Once a quorum has been established, a majority vote rules.

Article VIII Financial Policies

Section 1. Fiscal Year

The fiscal year of The Spartan Club shall begin June 1st and end May 31st.

Section 2. Annual Audit

- a. An audit committee shall be appointed by the Executive Board at least 30 days before the end of the fiscal year.
- b. The committee shall consist of not less than three (3) members who are not authorized signors on the bank accounts.
- c. The audit committee shall perform an audit of the accounts and records within 30 days of the end of the fiscal year.
- d. The checkbooks and records may not be turned over to a new treasurer prior to the annual audit.
- e. The audit committee shall present an audit report to the general membership at the first general meeting of the new fiscal year. The Club shall adopt the audit committee's report.

Section 3. Budget

- a. No business of the Club may be conducted until a budget has been adopted by the general membership.
- b. The Executive Board shall appoint a budget committee no later than March 1st. The committee shall include the President, the President-Elect, the Treasurer and at least one other board member.
- c. The budget committee shall present a budget for the next fiscal year to the general membership before the end of the current fiscal year.

- d. The proposed budget shall include Cash Carried Forward of no less than \$10,000.
- e. The proposed budget shall be posted through normal communication channels no less than seven (7) days prior to the voting meeting.
- f. The general membership shall adopt the budget by a majority of members present.
- g. Amendments to the budget must be approved by the general membership.

Section 4. Check Signing

- a. Up to four (4) Executive Officers may be authorized signors on The Club's checking account.
- b. Signor's shall include the Treasurer and the President. Other signors may be determined by the Treasurer, with the approval of the Executive Board.

Section 5. Fundraising

Primary fundraising for The Spartan Club shall come from membership dues. Other sources may include, but are not limited to, concession sales, spirit wear sales, advertising and program sales, golf tournament, other special events, and donations. The Seven Lakes Principal and the KISD Athletic Director must approve all fundraising activities.

Section 6. Managed Accounts

- a. The Club may maintain and distribute funds raised by individual sports.
- b. Managed funds will be collected and disbursed in accordance with The Spartan Club financial procedures.
- c. Upon dissolution of The Spartan Club, managed funds will be disbursed to Seven Lakes High School sports' activity accounts.

Article IX Amendments to By-Laws

The procedure for amending these by-laws will be as follows:

- a. These by-laws may be amended at any general meeting, providing a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment(s) shall be given through normal communication channels seven (7) days prior to the meeting at which the amendment(s) will be voted upon.
- b. Proposed changes shall be approved for presentation to the general membership by the Executive Board.
- c. The change will become effective immediately, unless otherwise indicated.
- d. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws. The committee may only be appointed by a majority vote of the general membership or a two-thirds (2/3) vote of the Board of Directors. The requirement for adoption of a revised set of by-laws shall be the same as in the case of amendments.