

BYLAWS AND OPERATING GUIDELINES



TAYLOR ATHLETIC BOOSTER CLUB TAYLOR ISD

REVISED AND ADOPTED BY THE MEMBERSHIP OF THE TAYLOR ATHLETIC BOOSTER CLUB AUGUST 2021.

THE TAYLOR ATHLETIC BOOSTER CLUB BYLAWS

Adopted at a meeting August 11, 2021

NAME

The name of this organization shall be the Taylor Athletic Booster Club (Hereinafter referred to as the Booster Club.)

The Booster Club is a non-profit organization, led by volunteers who strive to serve all Taylor ISD student athletes through fundraising, the desire to promote strong moral character and good sportsmanship, and promote positive attitudes throughout the athletic program of Taylor ISD.

PURPOSE

The purpose of the Booster Club is to foster an environment that inspires all student athletes, coaches, parents, and community members to create a positive atmosphere for all participants of the Taylor ISD athletic program.

MISSION

The mission of the Booster Club is to provide financial support to athletic programs within Taylor ISD.

NON-PROFIT STATUS

The Booster Club will maintain a 501(c) 3 status.

MEMBERSHIP

Membership is open to all interested people desiring to support the above purpose of the organization. Voting members may vote in the business of the Booster Club. Voting members are defined as those who are current on their voting membership requirements. Voting membership requirements are defined as: 75% attendance of regular AND a minimum of 6 hours of documented volunteer service hours within the Booster Club each calendar month, or a minimum monetary donation of \$500 in the fiscal year, with voting requirements being met (30) calendar days from the date of the donation, or agreement signed. In the event there is a conflict of interest, business members shall abstain from voting. Membership requirements shall be set annually by the Executive Board. The term of membership will be from July 1 to June 31st of each year. Only members of the Booster Club who have met the requirements for the current membership year may participate in business decisions of the Booster Club. The Booster Club will not discriminate.

Standards of Conduct – Booster Club members are expected to follow the same standards of conduct as district employees when chaperoning, attending student activities, including rules in the campus handbook.

FINANCES

All donations, grants, or gifts made to the Booster Club shall be accepted or collected only as authorized by the Board. The Board will consult with the Athletic Director to ensure all University Interscholastic League regulations are followed. All funds of the Booster Club shall be deposited in a timely manner to the credit of the Booster Club under such conditions and in such banks as shall be designated by the Executive Board. All improved properties and equipment become property of the Booster Club at the time they are completed or obtained. Reimbursements for expenses to club members must be documented on a reimbursement form with proper approvals. Receipts must be attached.

OFFICERS

The Executive Board shall consist of the Booster Club Officers. The officers of the Booster Club shall consist of a president, secretary, and treasurer. The office of vice president is optional. The office of president is appointed by the Athletic Director. The president can not be a spouse or direct first generation relative of the Athletic Director.

President – Typically, the president is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- *Appoint Board Officers. If two or more voting members would like to hold the same Board office, the voting members will cast votes to decide the officer.
- *Preside at meetings of the organization.
- *Regularly communicate with the Athletic Director or designated representative regarding Booster Club activities.
- *Facilitate resolution of problems in the membership.
- *Regularly meet with the treasurer to review the organization's financial position.
- *Schedule annual audit of records or request an audit during the year in needed.
- *Serve as the, or appoint, liaison with members of the broadcast media.

Vice President (optional office) – Typically, the vice president will act as the president in his/her absence. The vice president will conduct Booster Club business as assigned by the president.

Secretary - The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings and have a thorough understanding of the parliamentary procedure and the organization's bylaws. The major duties include, but are not limited to, the following:

- *Report on any recommendations made by the Executive Board.
- *Maintain the records of the minutes and approved bylaws.
- *Record all business transacted at each meeting of the Booster Club in a consistent format that is easily understood.
- *Maintain records of attendance of each member.

Treasurer - The treasurer is the authorized custodian of the funds of the Booster Club. The treasurer receives and disburses all monies authorized by action of the Booster Club. The major duties include, but are not limited to, the following:

- *Maintain accurate and detailed account of all monies received and disbursed.
- *Prepare financial reports for each meeting showing income and expenditures.
- *Report to the Executive Board on the financial conditions of the Booster Club at any time and provide a yearly report of Booster Club finances during the month of June.
- *Present a current financial report to the Executive Board within 30 days of the previous month; copies should be available for review by the general membership within a reasonable timeframe, if requested.
- *President will appoint a person to conduct an annual audit of club funds each year. The treasurer shall not complete the audit but may be called upon to provide information or clarification.
- *Submit records to auditor.
- *Issue receipts for all monies received and deposit said amounts in a timely manner.

*Reconcile all bank statements as received and resolve any discrepancies with the bank.

*File appropriate IRS forms in a timely manner.

MEETINGS

The Booster Club will meet at least 4 times in a calendar year and at all other meetings called by the president. Notice of regular meetings will be at least 5 days. The annual meeting will be held within the month of July. All meetings are open to the general public. A majority of the Executive Board members shall constitute a quorum. Special meetings may be called by the president, or by a majority of the members of the Executive Board with at least 24 hours notice being given. Minutes of all meetings will be available upon request. Notice of Booster Club meetings will be posted at a location normally used for the athletic program.

FISCAL YEAR

The fiscal year will begin on July 1 and end on June 31.

FUNDRAISING

The Booster Club shall retain control over the initiation of the expenditures and details of all fundraising. Fundraising must receive majority approval from the Executive Board. Coordination of fundraising events will be made with the Athletic Director.

USE OF CLUB FUNDS

The Athletic Director shall serve as Booster Club advisor. He/She may not have control or signature authority over Booster Club funds. The Executive Board shall direct all fund uses. Single item expenses that exceed \$500, or the same item if aggregated over 3 months exceeds \$500, shall be voted on by the voting members in a regular or special called meeting for the Booster Club. Funds must support Taylor ISD student athletes. Booster Club funds shall not be given to students. Funds shall not support athletic camps, clinics, private instruction, or similar activities outside of school. Requests for Booster Club funds from coaches will be coordinated through the Athletic Department of Taylor ISD. Funds may be used to provide pre-season and post-season meals or banquet as provided within the University Interscholastic League Booster Club guidelines. The Athletic Director will seek prior approval before the meal or banquet.

PARLIAMENTARY RULES

In all meetings of the Booster Club, the proceedings shall be governed by Robert's Rules of Order. The order of meetings will be:

Call to Order, Approval of Minutes, Treasurer's Report, Officer Reports, Old Business, New Business, Athletic Department Report, and Adjournment.

DISSOLUTION CLAUSE

In the event the Booster Club is dissolved, all funds collected by the Booster Club toward the promotion of athletic programs within Taylor ISD and not used toward that purpose shall be used to pay all debts and liabilities incurred by the Booster Club. Any remaining monies shall be donated to the Athletic Department of Taylor ISD for deduction under the regulations of the IRS and approved by the majority of the Executive Board.

AMENDMENTS

These by-laws may be changed at a meeting by a two-thirds (2/3) majority vote of the current voting members present at the meeting. Proposed changes will be posted on the internet and notice of

proposed bylaw revisions will be listed on the agenda. Proposed changes will be discussed at a regular/called meeting of the Booster Club, with a vote taken at the next regular/called meeting.