

**STEPHEN F. AUSTIN HIGH SCHOOL
ATHLETIC BOOSTER CLUB
BY-LAWS**

**Article I
Name and Location**

Section 1

This organization shall be known as the **Stephen F. Austin High School Athletic Booster Club** here in after referred to as Booster Club.

Section 2

The mailing address shall be:

3434 Pheasant Creek Drive
Sugar Land, Texas 77498

**Article II
Objectives**

Section 1

The objective of the Booster Club is to assist the student athlete at Stephen F. Austin High School, here in after referred to as Austin, achieve his/her athletic and academic goals.

Section 2

The activities of the Booster Club shall not conflict with the policies of the school Officials of Austin; Fort Bend Independent School District, here in after referred to as FBISD; or the University Interscholastic League, here in referred to as UIL.

Section 3

The Booster Club shall be a non-profit, non-partisan, non-shareholding, non-commercial, and non-bargaining organization.

**Article III
Membership and Dues**

Section 1

Membership shall be open to those individuals whose interest and participation does not conflict with the objectives of the Booster Club, and who are parents, adult siblings, grandparents, or legal guardians of students enrolled at Austin and member of Austin's faculty, staff, and their families of the school. Dues are collectable throughout the fiscal year with membership renewable each July1.

Section 2

The Principal of Austin High School or his/her designate shall be an ex-officio member of the Booster Club and the Board of Directors. The ex-officio member shall be non-dues paying and shall not have voting rights.

Section 3

The Board of Directors shall establish membership dues. Membership will commence upon receipt of the membership dues for the designated period of time period subject to the limitation in Article III, Section 5.

Section 4

Members in good standing are expected to follow the rules and regulations of the FBISD, Austin, UIL, the Booster Club, and their respective officers and officials. Further, members are expected to exhibit behavior and decorum normally associated with good sportsmanship and not to have any debts to the Booster Club.

Section 5

The Booster Club may revoke any member's membership, except the ex-officio membership, in the Booster Club by a two-thirds vote of the Booster Club membership present at the meeting when the vote is taken. The vote shall be held only after the member in question has received two weeks written notice of the intention and the reason to revoke membership and after said member is allowed to address the Booster Club for a reasonable time. The President, or in his/her absence, a Vice President of the Board of Directors shall be the sole of reasonable time, but such time shall not be less than 20 minutes. The vote must be at a regular Booster Club meeting or at a Special Booster Club meeting which was announced at a regular Booster Club meeting.

Article IV
Board of Directors

Section 1

President
Vice-President
Secretary
Treasurer
Vice-President of Banquets
Vice-President of Membership
Vice-President of Merchandise

Vice-President of Information/Website
Vice-President of Scholarships
Vice-President of Fund Raising

Financial Secretary (to assist the Treasurer as necessary)

Coordinator for each of the following sports:

Baseball	Soccer-girls
Basketball-boys	Softball
Basketball-girls	Swimming/Diving
Cheerleaders	Tennis
Cross Country	Track
Football	Volleyball
Golf	
Soccer-boys	

Duties - Shall approve the annual pro-forma budget and funding proposal with a two-thirds vote.

Shall conduct all day-to-day business of the club.

Shall approve and conduct all fund raising for the Booster Club.

Shall approve all fund distribution and expenditures as specified in Article IX, section 4.

Shall adhere to these By-Laws.

Section 2

The Executive Board shall consist of the President, all Vice-presidents, Secretary, and Treasurer.

Duties: Shall prepare a proposed budget and funding proposal for the new year to be approved by the Board of Directors with a two-thirds vote.

Shall handle any other special business requested by the Board of Directors and, then report to the Board.

Section 3

All members of the Board of Directors shall be known as officers.

Each officer present at a meeting of the Board of Directors shall have one (1) vote, subject to Article VIII, Section 1. The ex-officio and other members present do not have voting privileges.

Section 4

Members of the Board of Directors missing two (2) consecutive regular Booster Club meetings without notification prior to the meeting, to the President, a Vice-President, or the Secretary will be considered as submitting a formal resignation. At least one Sports

Coordinator from the sport must attend a majority of Booster Club meetings for his or her Board of Directors position to remain intact.

Section 5

A member of the Board of Directors may resign at any time upon written notice of resignation to the Board of Directors. The resignation will become effective immediately. Acceptance of the resignation shall not be necessary to make it effective.

Section 6

Ad Hoc Committees are committees created with approval of the Board of Directors when new projects are instituted or needs are identified. These committees are not permanent and may be increased or decreased on an annual basis.

**Article V
Officers**

Section 1

The President shall preside at all meetings of the Booster Club; all meetings of the Board of Directors; shall be an ex-officio member without a vote of all committees except the Nominating Committee; appoint with the advise and consent of the Board and shall have general supervision over the affairs of the Booster Club. In the event of a voting tie, the President has the tie breaking vote. The President shall also prepare a report of the overview of operation of the Booster Club to be delivered to the members at the last regular meeting. The President shall appoint any special committees to report to the Board of Directors including the annual Nomination Committee for new officers.

Section 2

The President shall appoint a Vice-President to substitute in all things for the President in the President's absence or disability, In the event the President is unable to appoint, the Board of Directors will appoint the designee,

Section 3

The Secretary shall give notice as required by these bylaws of all Booster Club meetings and Board of Directors meeting. Shall attend and keep minutes of the same; shall have charge of all corporate records and papers; shall coordinate the media guide activities; shall

perform other duties as are incident of the position, as directed by the Board of Directors

Section 4

The Treasurer shall have custody of all money and securities of the Booster Club; keep full and accurate accounts of receipts and disbursements in the books and records; deposit all funds in the name and to the credit of the Booster club; disburse the funds of the Booster Club upon authorization of the Board; present a statement of condition at each general meeting of the members and the Boards; and present an accurate account of all transactions and a report on the financial condition of the booster Club at the Annual Meeting each May. The Treasurer shall prepare the financial books for the audit and shall assist in preparing an annual budget to be approved by the Board.

Section 5

Each Vice-President shall be responsible for obtaining quotes for services and materials when needed; shall purchase those items approved by the Board of Directors; shall be responsible for other duties as determined and authorized from time-to-time by the Board of Directors.

Section 6

The Vice-Presidents and Sports Coordinators shall be responsible for membership, public relations, programs, and hospitality. All sports coordinators shall be responsible for other duties as are incident to the position and as determined and authorized by the Board of Directors.

Section 7

The Sports Coordinator duties include but are not limited to the following:

- Attend Booster Club meetings
- Communicate and promote Booster Club activities and membership with sport parents through emails/discussions.
- Assist Coach with:
- Kickoff meetings
- Ordering of yard signs and decal requests
- Booster Account balance check requests and deposits
- Gather volunteers from your sport to assist with booster club responsibilities such as:
- Providing sport specific information to VP-Webmaster and VP for AHS Happenings Updates & other media outlets as necessary
- Participation on Birdies Committee
- Participation with setup of Fall & Spring Awards Banquets

- Sport fundraiser
- Arranging hospitality needs as required
- Arranging Media Guide input
- Arranging sport fan shirt as requested
- Other requests as necessary (sport specific)

Article VI Elections and Terms

Section 1

Officers of the Booster Club shall be elected by the members of the Booster Club to positions on the Board of Directors at the annual meeting of the Booster Club.

Section 2

In order to be eligible for the Board of Directors, an individual must be a member, in good standing, of the Booster Club.

Section 3

Officers shall hold office until the next annual meeting of the Booster Club or until their successor is elected. Members of the Executive Board may serve for consecutive terms on the Board but may not serve for more than two (2) years as an officer in the same capacity or for four (4) years in total on the Executive Board unless they are unopposed in their position. The Executive Board cannot have a majority membership representing a single sport.

Section 4

Vacancies on the Board of Directors shall be filled, by election, by a majority vote of the Booster Club membership in attendance at a regular or special Booster Club meeting.

Article VII Meetings

Section 1

The annual meeting of the Booster Club shall be held the first Monday of May.

The location and time of the meeting shall be determined by the Board of Directors. Notice of the meetings shall be posted on the AHS Athletic Booster Club website, AHS Access and sent via email

to all current members of the Booster Club within thirty (30) days prior to the meeting.

Section 2

The new Executive Board shall meet after the Annual Booster Meeting and before September 30 of the new school year to prepare the proposed budget and funding proposal for the approval by the Board of Directors.

Section 3

Regular meetings of the Booster Club shall be on the first Monday of each month, when possible. The Board of Directors shall meet at the same time if a meeting is required.

Meetings of the Booster Club shall be called by the President or by four or more officers of the Booster Club. Notice of any meeting of the Booster Club may be given either by verbal or email notification to all current Booster Club members and will be posted to the AHS Athletic Booster Club website and AHS Access. Notice of each meeting shall state the date, place, and time of the meeting.

Section 4

Special meetings of the Board of Directors may be called by the President or by any four members of the Board. A minimum of two days notice shall be given to all members of the Board of any special meeting. Notice can be given by email notification.

Section 5

All meetings of the Booster Club and the Board of Directors are to be OPEN MEETINGS.

Section 6

At all Booster Club meetings, the attendance of ten (10) current members of the Booster Club, of which six (6) must be Executive Board members shall constitute a quorum. Any item of business included in the agenda and properly brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. The election of officers and all motions voted upon by the members shall be decided, except as otherwise provided in these by-laws, by a majority of the voting members present at a meeting provided a quorum is established and maintained throughout the meeting.

Section 7

Robert's Rules of Order (Revised) shall be the recognized rules of order at all Booster Club meetings.

Article VIII
Voting

Section 1

Each sport shall have one vote at the Board of Directors meeting, even if there are two officers representing the sport. If two sport officers cannot agree on how to vote, their vote may be split in half.

Section 2

There shall be no voting by proxy.

Section 3

Elections at the Annual Meeting shall be by ballot with two voting officials appointed by the President to tally all votes. However, when there is only one (1) name placed in nomination for each position, the elections will be conducted by voice vote.

Article IX
Finance

Section 1

The fiscal year shall begin July 1 and end June 30 of each year

Section 2

The funds of the Booster club shall be deposited in such bank or banks as the Board of Directors shall designate and shall be withdrawn only upon the check or order of the Treasurer, countersigned by the President or Vice President.

Section 3

In the case of a prolonged absence or disability of the Treasurer, the Board of Directors may appoint, by majority election of the Board of Directors, a Treasurer pro-tem.

Section 4

All disbursements of funds or payments deviating from the budget and funding proposal for the General Fund require the following approvals: Less than \$1000 requires approval of the Treasurer, Athletic Director and either the President or Vice President.

- Greater than one thousand dollars (\$1000) requires the approval of the Executive Board with two-thirds vote. This vote can be obtained via email when necessary.
- All team specific disbursements or payments are at the discretion of that specific sports coordinator and coach. All check requests for these expenditures must be signed by both the Head Coach of the sport and the Sports Coordinator. Any expenditure over \$1,000 must be approved by the Athletic Director.

Section 5

An audit of the books and records of the Booster Club will be conducted and completed by July 31 each year and submitted to FBISD. The audit committee shall consist of at least three current Booster Club members selected by the Executive Board. The audit committee must be satisfied that the Treasurer's annual report is correct. They shall sign a statement of that fact at the end of the report.

Section 6

In the event of dissolution of the Booster Club, all outstanding bills shall be paid and all remaining property and assets of the Booster Club shall be distributed to Stephen F. Austin High School or, if such disposition is not possible, to another qualified exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as Amended and which is selected by the Board. In no event shall the remaining property and assets of the Booster Club be distributed to any member or other individual entity.

**Article X
Conflict of Interest**

Section 1

At no time shall this Booster Club conduct business of any kind with a business owned or operated by an officer of this club unless the officer or coordinator provides such goods and services at cost.

**Article XI
Fund Raising**

All funds raised by each sport shall be assigned to their specific account. These funds may be accumulated and rolled over from year-to-year. Each fiscal year, a distribution of funds at the Booster Club level will be made as follows:

- Cash donations made on per athlete/per membership basis to ALL individual sports that meet agreed upon criteria- to be used by the coaches needs not funded by the District.
- Specific Funding Requests—typically used for athletic equipment/facilities
- Scholarships—awarded to graduating athletes

Article XII Amendments

These by-laws may be amended or changed by the following procedures:

- A. The proposed amendment(s) or change(s) must be presented at the previous regular meeting of the Booster Club.
- B. A vote of two-thirds majority of the Booster Club members present at a regular or special Booster Club meeting is required to pass the amendment(s) or change(s).

Article XIII Scholarships

Section 1

The General Fund of the Booster Club shall offer a scholarship to at least ONE senior male and ONE senior female student athlete of S. F. Austin High School per academic year when financially feasible.

Section 2

The cash scholarship will not exceed \$1,000.00 per individual if funds are available, and will be determined by a scholarship committee appointed by the Executive Board. This committee will set the criteria and screen applicants before determination of recipients and their judgment is final.

Section 3

Individual sports are permitted to raise the funds for additional scholarships for their specific sport, i.e., Football, Softball, etc., as determined by the sports Head Coach, the school Campus Coordinators, and the Principal.

Section 4

No person that is related to a scholarship candidate can be involved in any way with the scholarship process.