



# Tompkins High School

## Athletic Booster Club

### Bylaws



#### Article I - Name and Purpose

##### Section 1. Name

The name of this organization shall be the Tompkins High School Athletic Booster Club, commonly known as either Tompkins ABC, hereafter referred to as the "Club".

##### Section 2. Purpose

The purpose of the Club is to:

- a. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- b. Promote school spirit and sportsmanship and encourage attendance at all Tompkins athletic events.
- c. Encourage and support the academic endeavors of Tompkins student athletes.
- d. Provide support and assistance to the athletic programs in which the students participate.
- e. Aid and support the school staff in the areas of sports promotion, publicity, and program development.
- f. Aid the staff in organizing and staging special events and projects.
- g. 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 Tompkins 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 provisions of these bylaws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- 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, foundations 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 meetings in compliance with Robert's Rules of Order.
- h. The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL).
- i. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern 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 Club shall be open to the following:
  - i. Parents of Tompkins High School students
  - ii. Parents of junior high school students who will attend Tompkins High School
  - iii. Any other interested patron or business who subscribes to the Purpose as stated in Articles I of these bylaws.
- 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, stepparent, 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 nominated and voted on by the Board of Directors.
- h. All members of the Club may receive a copy of the bylaws 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.

### **Section 2. Executive Officers**

The Executive Officers of the Club shall consist of the President, Vice President of Athletics, Vice President of Membership, Secretary, Treasurer, ~~Spirit Wear Chair, Website Chair~~, Vice President Communications Vice President of Fundraising, Vice President of Concessions, Vice President of Events, and Vice President of Finance and Planning. Any of these positions can have "CO" VPs other than president so long as they are elected per the by-law process for electing officers. Each "Co" will have a vote in any voting matter. Additionally, should the Executive officers choose to nominatie a "Vice President – President Elect" in order to facilitate succession planning, they may do so under the same process of normal Officer election process. The Tompkins High School Principal and 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 Club.

### **Section 4. Parent Representatives**

a. A parent shall be appointed by the Athletic Director or coach to represent each sport.

**That parent representative will serve as a liaison between the Board and their respective sports. 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 Club Nominating Committee guidelines.
- c. The Nominating Committee shall nominate one eligible person for each officer position for the following year.
- d. Members of the Nominating Committee may be nominated for an elected position. That nominee must remove him/herself from committee discussions of that position.
- e. The Nominating Chairman shall post the slate of officers through normal publicity channels at least 7 days prior to the election.

f. The Committee shall present the slate of officers at the May 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.

### **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 Club prior to the day of the election.
- e. Nominees for President of the association must have served on The Tompkins Athletic Booster Club Board of Directors for at least one year prior to taking office unless unanimously vote on by current Executive Officers for nomination. Additionally the President must have an active Tompkins High School student active in or around the athletic programs supported by the purpose in Article I.
- 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.

### **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 - Election of Officers**

- a. The President shall:
  - i. Preside at all meetings;
  - ii. Appoint standing committee chairpersons with the concurrence of the Executive Board;
  - iii. Act as primary liaison between Athletic director and the Club;
  - iv. Coordinate the work of the officers and committees to stay in focus with the Purpose of this organization;
  - v. Direct goals and budget performance;
  - vi. Be authorized to sign on bank accounts, and have electronic access to said accounts;
  - vii. Serve as primary spokesperson for the Club, except as otherwise specified;
  - viii. Shall serve as ex officio member on all committees, but will only chair the Executive Board.
- b. The Vice President of Athletics shall:
  - i. Act as primary liaison between Parent Reps and the Club;

- ii. Ensure that all coaches have appointed Parent Reps for each sport;
- iii. Act as primary coordinator for all the Club General Membership Meetings;
- iv. Attend all Club General Meetings and Board Meetings.
- v. Facilitate hospitality activities for the sports and club

c. The Vice President of Membership shall:

- i. Recruit new members and renew existing memberships;
- ii. Maintain current and accurate records of club members, their contact information and information about the athlete's sport(s) and gender;
- iii. Maintain accurate records of all official club business;
- iv. Organize and facilitate the annual scholarship selection process
- v. Attend all Club General Meetings and Board Meetings.

d. The Secretary shall:

- i. Record the minutes of all General and Board meetings of the Club;
- ii. Present minutes from previous meetings at every General and Board Meeting;
- iii. Keep a current copy of the Club bylaws and a complete set of all records and minutes;
- iv. Perform necessary club correspondence;
- v. Keep a written record of attendance at Board Meetings and General Meetings and confirm quorum requirements have been met;
- vi. Maintain a current copy of the Robert's Rules of Order and UIL Booster Club guidelines;
- vii. Attend all Club General Meetings and Board Meetings.

e. The Treasurer shall:

- i. Have custody of all funds of the association;
- ii. Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements;
- iii. Establish policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements;
- iv. Make disbursements as authorized by the President, Executive Board, or Club in accordance with the budget;
- v. Be authorized to sign on bank accounts, and have electronic access to said accounts;
- vi. Present current financial statements at all general meetings, Executive Board meetings, and at other times when requested by the Club;
- vii. Construct a full report of the year's activities at the end of the fiscal year;
- viii. Be responsible for the maintenance of such books of account and records, including financial statements, budgets, bank statements, receipts, invoices, cancelled checks, and tax returns for 7 years;
- ix. Submit books to the Auditing Committee as requested;
- x. Work with the Executive Board in establishing an annual budget, to be presented at the first general membership meeting of the year;
- xi. Ensure Texas sales taxes are collected and submitted to the state comptroller, by the state mandated deadline;
- xii. Ensure that Federal Form 990 is filed by the IRS filing deadline;
- xiii. Attend all Club General Meetings and Board Meetings.

f. All other Chairpersons shall:

- i. Be leader of their committee and steer their committee to accomplish the goals and purposes of the organization;
- ii. Maintain good records of their activities to pass on to the next Chairperson;
- iii. Attend all Club General Meetings and Board Meetings.

## **Article VII - Meetings Section**

### **1. General Membership Meetings**

- a. A minimum of 3 General membership meetings of the Club 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. A minimum five (5) 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, with a minimum two (2) 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 General Membership meetings of the Club shall be open to the general public. Only active members will have a vote in any general voting matters.
- 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**

The Executive Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings.

- a. Executive Board meetings of the Club shall be held at least 5 per year.
- b. Additional meetings may be called by the President or by a majority of the Executive Officers, with two (2) days' notice being given.
- c. A quorum for the purpose of voting on motions shall consist of a majority of Executive Board. Once a quorum has been established, a majority vote rules.
- d. Electronic voting using email, text, or the Internet is expressly allowed, and votes cast via electronic means may be used to establish quorum.

## **Article VIII - Financial Policies**

### **Section 1. Fiscal Year**

The fiscal year of the 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 90 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. The budget committee shall present a budget for the next fiscal year to the general membership No later than 9/30 of the new fiscal year.
- b. The proposed budget shall include a reasonable amount of cash carried forward, such that the incoming Board may carry out its' duties early in its tenure. It is suggested that the amount be no less than \$10,000 in the general fund.
- c. The proposed budget shall be posted through normal communication channels no less than seven (7) days prior to the voting meeting.
- d. The general membership shall adopt the budget by a majority of members present.
- e. Any expenditure over \$5,000 requires executive board approval by majority vote.

#### **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 initially include the Treasurer and the President. Other signors may be determined by the Treasurer, with the approval of the Executive Board by majority vote

#### **Section 5. Fundraising**

Primary fundraising for the 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 Tompkins High School Principal 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 Club financial procedures.
- c. Upon dissolution of the Club, managed funds will be disbursed to Tompkins High School sports' activity accounts.

### **Article IX - Scholarship Criteria**

- a. A scholarship committee should be appointed by the Executive Board no later than Jan 31st.
- b. The committee shall consist of not less than five (5) members of the community and the VP of membership who will be the liaison to the committee. The committee will be responsible to establish the criteria, create and make accessible through all communication channels the application for the scholarships and to review and submit the winners to the Executive Board for final approval.
- c. Scholarships will be awarded to at least 15 athletes in total and the value will be at least \$1,000 per athlete. Additional scholarships may be awarded at the discretion of the Board based upon available funds.
- d. Eligibility for a scholarship will be based upon the family being a member of the Tompkins Athletic Booster Club all years the student athlete attended Tompkins Highschool
- e. Funds designated by the Board of Directors each year to be allocated to the scholarship fund will be segregated
- f. Minimum requirements for scholarship to include:
  - i. Write an essay
  - ii. Graduating senior
  - iii. Eligibility based upon UIL rules as well as Booster Club Membership rules as noted in (d) above.
  - iv. Have not received a full scholarship by any other means
  - v. Checks shall be issued directly to the educational institution

### **Article X - Amendments to Bylaws**

The procedure for amending these bylaws will be as follows:

- a. These bylaws 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 (5) 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 bylaws as a substitute for the existing bylaws. 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.