

Bylaws of McNeil High School Swimming & Diving Booster Club

Article I. Name, Form of Organization and Relationship to School

- The name of this organization shall be the McNeil Swimming & Diving Booster Club hereinafter referred to as the Booster Club. The registered office of the Booster Club shall be in the city of Austin, County of Williamson, State of Texas.
- This Booster Club shall be a non-profit organization as described in section 501 (c)(3) and exempt from taxation under section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.
- This Booster Club shall comply with Round Rock Independent School District (RRISD) policies, University Interscholastic League (UIL) regulations and Federal and Texas State laws for booster clubs.

Article II. Purpose

The purpose of this organization shall be to help maintain, improve or expand the swimming & diving program and facilities of McNeil High School. This will be done to provide an enhanced swimming & diving experience for those students who participate in the school's program. This will be accomplished by working with the McNeil High School Swimming & Diving coaching staff and other RRISD district officials as necessary.

The key objectives of this organization are:

- Support the swimming & diving coaching staff.
- Elevate the swimming & diving team's and player's image in the eyes of the school, community and themselves.
- Encourage school, parent and community participation in the organization.
- Support the swimming & diving program, win or lose, through personal involvement in the purpose of the organization.

At no time will it be the policy of the Booster Club to interfere with the policies, methods, eligibility requirements, or administration of the Swimming & Diving program at McNeil High School.

Article III. Finances

- A. The fiscal year of this association shall be August 1st to July 31st
- B. All dues, donations, grants, or gifts made to the Booster Club shall be accepted or collected only as authorized by the Board.
- C. All funds of the Booster Club shall be deposited timely to the credit of the Booster Club under such conditions and in such banks shall be designated by the Executive Board.

- D. The Executive Board shall approve an annual budget of estimated income, income expense and capital expense.
- E. All improved properties and equipment become property of McNeil High School and RRISD at the time they are completed or obtained.

Article IV. Membership

- A. Membership in the Organization shall be open to all parents of students of McNeil High School, coaches or other staff members of McNeil High School, and other interested persons desiring to support the above purpose of the organization.
- B. Membership fees shall be set annually by the Executive Board.
- C. The term of membership shall coincide with the school year.
- D. Only members of the Booster Club who have paid dues for the current membership year may participate in the business of the Booster Club.

Article V. Membership Termination

- A. Membership shall terminate at the end of the stated (1) year term, unless the member renews by paying the following years' dues.
- B. A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the stated term only when:
 - 1. A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
 - 2. A member is given the opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination by the Executive Board. The Executive Board may decide that the proposed expulsion, suspension, or termination not take place.
 - 3. Membership shall be terminated for any other member who no longer subscribes to all of the policies and requirements of the Booster Club.

Article VI. Governance

- A. **The Executive Board** - There will be a Board of Directors made up of officers and committee chairmen of the Booster Club. The Executive Board should annually review policies in the following areas:
 - 1. How to plan and publicize meetings
 - 2. How to support team activities and events
 - 3. Methods of financing the Booster Club
 - 4. Compliance with tax laws
 - 5. Administering funds, bookkeeping

6. Election of board officers
7. Recording, distributing and filing minutes
8. Effective communication to Booster members, school newsletters and web sites
9. Sportsmanship code governing behavior of Booster members and fans at contests, treatment of officials, etc.

B. **Executive Board Officers** – The Officers will be President, Vice President, Treasurer, and Secretary. The McNeil Swimming & Diving Head Coach hereinafter referred to as the Swimming & Diving Head Coach will also be a non-voting member of the board except in case where a tie-breaker is needed.

C. **Job Descriptions:**

1. The **President** shall attend all meetings and preside over all general and board of director meetings, maintain a line of communication between the coaches, parents, students and administration, serve as the ex-officio member on all committees, prepare the agenda for each business meeting, and co-sign checks with the Treasurer. It shall be the specific duty of the President to handle or assign the committee chairperson to all events and activities.
2. The **Vice-president** shall attend all meetings and, in the absence or disability of the President or upon the President's request, perform the duties of that office. The Vice President will assume the duties of the Secretary or Treasurer in their absence.
3. The **Treasurer** shall attend all meetings, receive all monies of the Booster Club, including membership fees, keep accurate recordings of receipts and expenditures and disburse funds as authorized by the Booster Club and co-sign checks with the President or Vice-President. The Treasurer shall present a statement at every meeting and an annual budget; see that an audit of the books be performed by an audit committee as described in Article X of these bylaws, to be conducted annually or bi-annually and present such a report at the last meeting of the year. The Treasurer shall also submit appropriate documentation for non-profit public entities. The Treasurer is responsible for establishing the Booster Club's bank account and securing signature changes as required.
4. The **Secretary** will perform as the corresponding and the recording Secretary. The Secretary shall record all the minutes of the General Booster Meetings and of the Board of Directors meetings and shall perform such other duties as may be delegated. Minutes of the Booster Club general meetings will be available at the next Booster Club meeting. The record copy of the minutes shall be kept by the Secretary, and maintained for a period of not less than three (3) years. The current Secretary is responsible for maintaining the required set of minutes.

D. **Election of Officers**

1. Each officer shall be a member of the Booster Club

2. Election of officers shall be by simple majority of all members present and voting at a meeting held on or before May 31.
3. The newly elected officers will be for the forthcoming school year and shall assume duties at that time.
4. Any officer vacancies occurring during the year may be filled by a majority of the remaining board.
5. The term of each elected officer shall be for one (1) year, beginning on June 1 following their election and shall conclude the following May 31.
6. The offices of President and Vice President may only serve two (2) one (1) year terms.
7. No person shall occupy the same elected officer position for more than three (3) consecutive terms.
8. Any officer can be removed from office with a majority vote of the Board whenever, in its judgment, the best interest of the Booster Club would be served. Such removal shall be with the entire Board present, including the Swimming & Diving Head Coach, and without prejudice to the rights, if any, of the person removed.
9. The Swimming & Diving Head Coach shall approve all Board candidates prior to placing their name in nomination.
10. Only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one.

E. Attendance – Board members are expected to attend each meeting in order to effectively carry out the responsibilities of the position. Failure to attend more than three (3) meetings during a year may result in removal from the board.

Article VII. Activities

- A. All Booster Club activities must have the approval of the Swimming & Diving Head Coach. Such activities include (but are not limited to):
 1. All fund raising activities
 2. Compliance with administrative regulations and RRISD board policy when donating money or gifts to the district.
- B. The Swimming & Diving Head Coach must approve all fund raising activities each year prior to the required deadline.
- C. The Booster Club shall NOT:
 1. Use school facilities without prior written approval from the Swimming & Diving Head Coach
 2. Establish a "petty cash" or miscellaneous funds for the Swimming & Diving Head Coach to use at his discretion.

3. Give a McNeil Coach a gift or cash in excess of the limits imposed by the UIL from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.
4. Donate any equipment to the McNeil Swimming & Diving program or the school valued at \$1000 or more, without prior approval of school administrators.
5. Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity. These types of working arrangements must be managed through the Swimming & Diving Head Coach and the RRISD office.

Article VIII. Distribution of Funds

- A. The Executive Board shall have control and management of the funds, property and business affairs of the organization.
- B. Funds of the association shall be deposited in a checking account to be set up and maintained by the treasurer.
- C. The funds may be withdrawn from the bank with which they are deposited by the signature of two (2) of the designated officers if over the amount of \$250
- D. There shall be three (3) officers capable of signing checks. These are the Treasurer, President, and Vice-President.
- E. All funds are disbursed upon approval of the majority vote of the Executive Board.
- F. Expenditures may not exceed the budgeted amount without prior approval of the Executive Board.
- G. No part of the net assets of the association shall be distributed to its members, officers or any private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distribution in furtherance of the purposes set forth.
- H. Monies from fund raising activities of the association shall be limited in use to projects not normally funded by the RRISD.
- I. Money given to the McNeil Swimming & Diving activity fund cannot be earmarked for any particular expense. The Booster Club will give money with a recommended intent, but cash or other valuable consideration must be given to the school to use at its discretion.
- J. Funds dispersed to the McNeil High School Swimming & diving activity fund must follow these guidelines.
 1. The Head Coach must request the funds from the Booster Club Executive Board.
 2. Requests for expenditures of \$250 or less must be approved by the Board; after which the Treasurer will disperse the funds to the MHS Swimming & Diving activity fund.
 3. Requests for expenditures greater than \$250 must be voted on by the Booster Club Executive Board before dispersing to the McNeil High School Swimming & Diving activity fund

4. The coach is a school agent who may place orders for goods or services through the McNeil High School Swimming & Diving activity fund. A Booster Club representative cannot be the agent or contact person noted on the invoice or "ship to" notice.
5. The coach may need to secure an approval by proper RRISD representative/s before making a purchase or placing an order

Article IX. Meetings

- A. All Meetings are open to the general public.
- B. Meetings of the Booster Club shall be held at McNeil High School, or another designated location.
- C. There will be a minimum of four (4) meetings per year, not including the Swimming & Diving functions for students
- D. A majority of the Executive Board members shall constitute a quorum.
- E. A majority of the Booster Club general membership, but not less than 10 voting members, shall constitute a quorum.
- F. Special meetings may be called by the president, or by a majority of the members of the Executive Board, with at least 24 hour notice being given.
- G. Meetings may be held telephonically, and votes may be taken electronically or by email.

Article X. Committees

- A. There may be Standing and Temporary Committees as determined by the Executive Board at any time. Only members of the Booster Club shall be eligible to serve in any elective or appointive position.
- B. Standing Committees appointed by the Executive Board will include but not be limited to:
 1. Membership Committee – The Chair of the Membership Committee will be appointed by the executive board.
 2. Nominating Committee – The Chair of the Nominating Committee will be appointed by the Executive Board. The Nominating Committee shall be established by the Nominating Chair and shall consist of three (3) members of the active membership. The Swimming & Diving Head Coach may appoint the nominee for president. The Secretary will be responsible for posting notices to parents of existing and incoming athletes to ask for volunteers for the remaining board positions, for compiling names and presenting them at the board meeting in April (nominations may also be submitted from the floor), to create a ballot for voting, and to present the results to the Swimming & Diving Head Coach and President for approval for announcement at the May Booster Club Meeting.
 3. Audit Committee – The Chair of the Audit Committee will be the current Treasurer. The Executive Board shall appoint an Audit Committee, consisting of not less than three (3)

active members, at least two (2) of which have not had signature authority for disbursement of funds for the year being audited. A financial audit may be conducted at any time as designated by the Board, but must always be conducted, completed, and signed off prior to newly elected Board Members assuming their duties, which is June 1.

Article XI. Amendments

Amendments to these Bylaws may be made at any regular or called meeting of the Board or general membership by a two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment was given prior to the meeting.

Article XII. Dissolution

- A. In the event of a conflict of objectives that occurs between the Board and the Swimming & Diving Head Coach, and if such conflict cannot be satisfactorily resolved within thirty (30) days, the Booster Club may be dissolved by any one of the following:
 - By a two-thirds (2/3) vote of the Board of Directors.
 - By discretion of the Swimming & Diving Head Coach
 - By discretion of the McNeil High School Athletic Coordinator
 - By discretion of the RRISD Athletic Director
- B. Upon such dissolution, all financial obligations of the Booster Club shall be paid and a final audit of the books performed by an Audit Committee as provided for in Article X. After the bills have been paid and a satisfactory audit performed, its assets shall be distributed for one or more of the exempt purposes specified in Section 501©(3) of the Internal Revenue Code of 1954 as it now exists or as it may be amended.

Article XIII. General

No substantial part of the acts of the organization shall be carrying out propaganda or otherwise attempting to influence legislation or other activities not permitted an organization exempt from Federal Income taxes under Section 501©(3) of the Internal Revenue Code of 1986.

Article XIV. Parliamentary Authority

"Foss' Rules of Order, Revised" shall govern the Booster Club in all cases in which they are not in conflict with these Bylaws.

Adopted this _____ day of _____ 2010.

Respectfully submitted,

President (print and sign)

Vice President (print and sign)

Treasurer (print and sign)

Secretary (print and sign)