

FISD Booster Club Bylaws

ARTICLE I - DEFINITION

“Club” shall mean and refer to the Lone Star High School Baseball Booster Club and shall be used interchangeably with the word “organization”.

“Board” shall mean and refer to the Board of Directors.

“Staff” shall mean and refer to the Lone Star High School sponsors/directors/coaches.

“Team” shall mean and refer to any group assembled by the sponsors/directors/coach either as a class or as a school-sponsored activity.

“Parent” shall mean the legal guardian of any child as defined by the Texas Family Code Chapter 101 Section 101.003(a) who is enrolled with the Frisco Independent School District.

“School” shall mean as defined by the Texas Family Code Chapter 101 Section 101.028.

“Member” shall mean any parent or guardian that has paid membership dues.

ARTICLE II - NAME

The name of this organization shall be outlined in the Club’s Addendum.

ARTICLE III - OBJECTIVES

Section 1 - The Club is an independent non-profit organization, organized to support the Team in Frisco Independent School District at Lone Star High School located at 2606 Panther Creek Parkway, Frisco, Texas, 75034 and dedicated to achieving the following objectives:

- The sole function is to support the educational activities of the designed program
- Encourage a high level of achievement for the Team and its Members without losing focus that it is the development of the youth that is the primary goal of any educational and sponsored program
- Promote a closer relationship between the parents, students, and staff in an atmosphere of mutual cooperation, support and respect
- Provide support to the school and its staff, so they will have the greatest opportunity to help our youth achieve their goals
- Provide resources, both human and financial, to Team activities. Promote and recognize the Team and the students’ accomplishments

- Provide an end-of the year banquet or party for the Team to celebrate student achievements for the year
- Strive to provide resources for post-graduation academic scholarships

Section 2 – Activities of the Club shall not conflict with UIL rules and shall act in accordance with UIL Booster Club Guidelines, and the FISD Booster Club Requirements and Operational Guidelines. The organization is organized for charitable purposes within the meaning of Section 501c(3) of the IRS code.

Section 3 – All Booster Club activities must have the approval of the head coach/director and the campus Principal.

ARTICLE IV – METHODS

Section 1 – The Club shall strive to achieve the objectives of the Club by assisting in logistics and providing support through projects, contributions, and membership dues.

Section 2 – The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 3 – The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4 – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its Members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered when approved by the Club.

Section 5 – The Club’s fiscal year (“Fiscal Year”) shall be outlined in the Club’s Addendum.

ARTICLE V – MEMBERSHIP AND DUES

Section 1 – Only parents/guardians of students who are actively participating on the Team shall be eligible for membership in the Club.

Section 2 – All Membership shall be subject to such dues, rules, and regulations as may be prescribed by the Club in its by-laws.

Section 3 – The required membership dues for each Member shall be outlined in the Club’s Addendum

Section 4 – Any Member whose child ceases to be a member of the Team will resign from the Club immediately. Membership dues will not be refundable.

Section 5 – Violation of any provision of these by-laws made in pursuance thereof shall subject each member to be expelled from the Club. Expulsion is initiated by written letter to be received by the President no less than ten days prior to a regularly scheduled board meeting. The expulsion must be confirmed by two-thirds of the voting board.

Section 6 – Staff, as defined in Article I, will have honorary membership in the Club.

Section 7 – Parents/guardians may join the club at any time; however, dues shall not be prorated.

ARTICLE VI – BOARD OF DIRECTORS AND ELECTION PROCESS

Section 1 – To serve as a Board member of the Club, nominees must be an active member in the Club, and a parent or legal guardian of an active team member. The Officers of the Board of Directors will consist of the following:

- One (1) President
- One (1) Vice President
- One (1) Secretary
- One (1) Treasurer
- Other Board Position(s) as outlined in the Club Addendum

Section 2 – Responsibility of the Board of Directors

President

- Preside at all meetings of the organization
- Meet at least once a month at a minimum with the head coach/director and campus Principal or designee at principal's request regarding booster activities
- Resolve problems in the membership
- Meet at least once a month at a minimum with the treasurer of the organization to review the organization's financial position
- Schedule annual audit of records or request an audit if the need should arise during the year
- Perform any other specific duties as outlined in the Club's Addendum

Vice-President

- Preside at meetings in the absence or inability of the president to serve
- Perform administrative functions delegated by the president
- Receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks. This

provides an independent review by an individual not associated with the disbursement activity

- Perform any other specific duties as outlined in the Club's Addendum

Treasurer

- Authorized custodian of the funds of the organization
- The treasurer and an additional board member shall sign all checks, drafts, and warrants. All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures
- Receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the organization
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250)
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies shall be available for review by the Members within a reasonable timeframe, if requested.
- File current financial reports at the end of each fiscal year with the head coach/director and campus Principal
- Maintain an accurate and detailed account of all monies received and disbursed
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately
- Files sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office
- File annual IRS form 990, 990-T, 990-N, or 990-EZ
- Submit records to audit committee appointed by the organization upon request or at the end of year
- Perform any other specific duties as outlined in the Club's Addendum

Secretary

- Keep accurate records of the proceedings of the organization and reporting to the organization
- Ensure the accuracy of the minutes of the meeting
- Have a thorough knowledge of parliamentary law, and the organization's bylaws
- Report on any recommendations made by the Board of Directors
- Maintain the records of the minutes; approved bylaws and any standing committee rules; and current membership and committee assignments
- Record all business transacted at each meeting of the organization
- Maintain records of attendance of each member

- Conduct and report on all correspondence on behalf of the organization
- Perform any other specific duties as outlined in the Club's Addendum

Section 3 – Election Process

- Election process for the Board will be clearly outlined in the Club's Addendum
- Each officer shall be a member of the Club. Any exceptions must be approved by the head coach/director and campus Principal. It is recommended that the candidate for President is to have served as an Officer of the Board of Directors for the term prior to being nominated
- Only one member of a family may serve as an officer at the same time, unless they are serving as co-chairs in the same office which limits the family vote to one
- Employees of the district shall not serve in a financial capacity of this organization. Financial capacity includes holding positions of treasurer, fundraising chairperson, or serving as a check signer
- No officer shall be permitted to hold more than one office at the same time
- There is a two one-year consecutive term maximum that members may serve in the roles as the President or Treasurer, however exceptions may be made by the campus Principal
- At no time should the officers be appointed without the input and approval of the Members
- The procedures for transition from the previous year's Board to the new Board will be outlined in the Club's Addendum
- Any Officer whose child ceases to be a member of the Team will resign

ARTICLE VII – RESPONSIBILITIES OF BOARD MEMBERS

Section 1 – Board membership shall miss no more than two consecutive scheduled meetings. Should that instance arise, the board shall reserve the right to remove that member from office based on a two-thirds majority vote of board members in favor of the action.

Section 2 – Board members shall conduct themselves morally and ethically at all times.

Section 3 – If Board members consistently fail to comply with these by-laws, the Board reserves the right to remove that member from office based on a two-thirds majority vote of the Board members in favor of the action

Section 4 – Outgoing Board membership should serve as mentors to the incoming Board members. This period begins after the elections and may last until the beginning term as

outlined in Article VI, Section 3. (This period begins after the elections and may last through the first year following said election.)

Section 5 – Board membership shall attend a training session with the head coach/director and the campus Principal prior to the start of their term.

ARTICLE VIII – MEETINGS AND VOTING

Section 1 – Notice of all meetings of the organization should be published at the campus seventy-two (72) hours prior to the meeting date. The notice must clearly indicate the date and time of the meeting and the items to be discussed. All booster meetings must take place on the school premises. In order to provide an optimum level of communication and teamwork, all meetings must be held in the presence of the head coach/director or campus Principal

Section 2 – The Club will conduct regularly scheduled general meetings. Members present shall constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via web page or email or letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Club.

Section 3 – The Board shall meet, with the presence of the director/head coach or Principal's designee monthly, and prior to all general meetings during the school year and at other times as necessary. Two-third of voting officers shall constitute a quorum for transaction of board business. For purposes of board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the board of directors. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the board minutes. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) email, phone or face to face voting. Proxy votes are not and will not be permitted.

Section 4 – Special meetings may be called by the President or members of the Board as necessary

Section 5 – Members as defined in Article I and described in Article V shall have one vote per individual membership and a maximum of 2 votes per family membership

Section 6 – Staff as defined in Article I will have the same voting privileges as members

Section 7 – Only active Members in good standing shall be permitted to hold office or vote upon any matter of business of the organization

Section 8 – The order of business of any meeting shall be as follows:

- Call to Order
- Establish quorum
- Discuss and revise the minutes from previous meeting
- Head Coach's/Director's Report
- President's Report
- Treasurer's Report
- Vice President's Report
- Old Business
- New Business
- Adjournment

ARTICLE IX – BUDGETING AND EXPENDITURE AUTHORITY

Section 1 – A proposed annual budget shall be prepared by the Treasurer and presented to the general membership for a vote at the first general meeting of the school year. A majority of those present at the meeting will pass the budget for adoption for the school year and become the operating budget for the Club. The board shall have authority to allocate funds for the general operating expenses of the Club.

Section 2 – The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year. All monies received by the Club shall be turned over to the Treasurer, who shall deposit same in local depository in the Club's account. Deposit receipts shall be obtained by the Treasurer and permanently retained as part of the Club's financial records. No monies shall be expended by the Club except by a check or draft. If the check is for one of the officers, he/she cannot be one of the signers

Section 3 – All expenditures will be approved and agreed upon by the Board and director/head coach

Section 4 – The Treasurer shall have custody of all funds of the Club.

Section 5 – All expenditures will be paid through the Club's Account by check. The Treasurer shall supply the bank with a signature card with any changes at the end of the Club's fiscal year. The Treasurer shall obtain monthly statements from the bank and shall retain such statements as part of the Club's financial records.

Section 6 – All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The Treasurer and other designated board member shall sign all checks, drafts, and warrants.

Section 7 – An audit shall be conducted by at least 2 individuals at the end of each year to check for accuracy of the books.

ARTICLE X – STANDING AND SPECIAL COMMITTEES

Such Standing and Special Committees and their Chairpersons shall be created by the board as may be deemed necessary to promote the objectives and carry on the work of the Club. All committee work shall be undertaken with the consent of the board of directors. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work. The President shall be an ex-officio member of all committees except the Nominating Committee. All roles and responsibilities of the standing and special committees are outlined in the Club's Addendum.

ARTICLE XI – FUNDRAISING GUIDELINES

Section 1 – All fundraising activities shall be reviewed and approved by the head coach/director and campus Principal

Section 2 – Reference specific departmental and district booster club guidelines for expectations regarding student involvement in booster club fundraising activities

ARTICLE XII – SCHOLARSHIPS

Section 1 – The Club may provide post-graduation Academic Scholarships to graduating seniors of the Team. Any student in good standing according to the head coach/director and campus Principal are eligible to apply for scholarships

Section 2 – Eligibility requirements include the completion of the Frisco Education Foundation (FEF) Scholarship Application

Section 3 – All scholarships will be awarded through the Frisco Education Foundation (FEF) and their panel of judges. The FEF committee has no investment in our organization or team

Section 4 – The award amounts will be divided equally among the qualified applicants. The total award amount will be established during the Budget process and ratified by the Board and may be subject to limitations set forth by FEF. The final scholarship award amounts may be revised prior to disbursement to reflect any adjustments required for the Booster Club actual performance to budget. The total award amount may be adjusted up or down with the Board's ratification. The individual award amount may not exceed \$1,000.00 per recipient.

Section 5 – Additional eligibility requirements are outlined in the club's bylaws addendum

ARTICLE XII – AMMENDMENTS

Section 1 – These by-laws and Club Addendum shall be jointly reviewed on an annual basis by the head coach/director, campus Principal, and the Club officers. Once reviewed, changes to the Club Addendum may be amended at any regular meeting (general meeting of this organization) by two-thirds vote of the members present and voting, providing notice of the proposed amendments have been given. For the purposes of this section, due notice shall be defined as notification via newsletter or web page or e-mail or written letter, or discussion at a general meeting. The Club Addendum must be approved by the director/head coach and campus Principal. Copies of the bylaws and Club Addendum must be on file with the head coach/director and campus Principal. In addition, an exempt organization must report name, address, and structural and operational changes to the bylaws to the IRS. If the Club files an annual return (Form 990), it must report the changes on the return.

ARTICLE XIII – ADOPTION

Section 1 – After approval from the head coach/director and campus Principal, a two-thirds majority vote of members present at any general membership meeting shall be sufficient to give these bylaws and Club Addendum full force and effect.

ARTICLE XIV – DISSOLUTION OF THE CLUB

If the Club has been judged by the Principal or FISD Administration to be disruptive to the education activities or goals of the program or group, the Club may be dissolved. All monies, after resolution of all debt, will be transferred to Lone Star High School.

Lone Star High School Baseball Booster Club By-Laws Addendum

Article I - Name

The name of this organization shall be Lone Star High School Baseball Booster Club (hereafter called "The Club" or "LSHSBBC" or "LSHS Baseball Booster Club")

Article II – Membership Levels & Dues

Levels of membership and fees shall be determined on an annual basis by the Board of Directors.

Article III – Terms

The fiscal year of The Club shall run from June 1 through May 31.

The terms for the Club's Board of Directors shall begin the day following Lone Star High School's graduation, and end at the end of the graduation day of the year their term expires.

Article IV – Additional Board Positions & Responsibilities

Section 1 - Additional Board Positions are the following

- Director of Concessions
- Director of Spirit Wear & Special Events
- Director of Membership, Sponsorship & Fundraising

Section 2 – Responsibility of Additional Board Positions

Secretary

- The secretary will be responsible for maintaining a "Vendor List" which will include, but is not limited to, company names, contact names, phone numbers, websites, and email addresses for Organization use

- Sending of notifications of Organization meetings shall be done via website and email to all active members.
- Sending of Thank You letters to, but not limited to, vendors, donors and sponsors within 14 days.
- Maintaining a record of all player and parent volunteer hours.
- Social Media
- Website design and maintenance

Director of Concessions

- Responsible for all management of the concession stand(s) including but not limited to
 - Coordination of opening and closing of concession stand
 - Scheduling of parent volunteers
 - Stocking of goods for concession
 - Accounting for and transferring of monies earned to Treasurer

Director of Spirit Wear & Special Events

- Responsible for functions including, but not limited to
 - Spirit Wear
 - Special Event Nights
 - Banquet Committee Chair
 - Co-Chair of the Kick Off Meeting
 - Coordinate volunteer opportunities for players

Director of Membership, Sponsorship & Fundraising

- Responsible for the overall recruiting of new members, coordinating signup of new members at the beginning of the season parent meeting, and handling all inquiries related to membership
- Responsible for recruiting of sponsors for the season, including but not limited to,
 - Sponsors that will advertise in the baseball program handed out at games
 - Sponsors that will advertise on The Club's website
 - Be involved in proposing membership packages and price levels for sponsors
 - Will ensure all artwork is received from each sponsor for advertising purposes
- Co-Chair of the Kick Off Meeting
- Responsible for the coordination and set up of Spirit Nights and any fundraising opportunities

Article V - Elections

Election of board members will be held at the last General Club Meeting of the year. Nominations will be accepted at that meeting, with each nominee required to be in attendance and each nominee must accept their nomination.

All duties are transitioned during the time between the end of the last General Booster Club Meeting and the end of the Board's term.

Article VI – Scholarship Eligibility

Scholarship eligibility will be determined based on the following

- Player must be playing baseball for the UIL Spring Season at Lone Star High School for his senior year
- Player's parents must be enrolled in Booster Club every year the player makes any baseball team at Lone Star High School, with a minimum of two (2) years involvement
- Player's parents must complete four (4) hours of Lone Star High School Baseball related community service each year they are enrolled in Booster Club
- Player must complete 20 hours of Lone Star High School Baseball related community service during their time as a student at Lone Star High School
- Player must have a minimum 2.50 GPA on a 4.0 scale
- Player must be in good standing with the Lone Star High School coaching staff